

Orchard Manor/County Farm Committee Meeting Minutes July 10, 2013

Chairperson Robert Keeney called the meeting to order at 10:00 a.m. Chairman Keeney noted a quorum was present and certified the meeting was in compliance with the Open Meetings Law. Committee Members present were Vincent Loeffelholz, Gary Ranum, Patrick Schroeder, and Donald Splinter. Other Grant County staff members attending the meeting were Larry Wolf, Joyce Roling, Donna Haines, and Carol Schwartz.

Vincent Loeffelholz made the motion seconded by Gary Ranum to approve the existing agenda. Motion carried, voice vote.

Donald Splinter made the motion seconded by Robert Keeney to approve the June 12, 2013 Orchard Manor and Farm Committee minutes with the addition of "Patrick Schroeder was excused from attending." Motion carried, voice vote.

Abings were unable to attend the meeting and there were no farm issues to report.

Patrick Schroeder made the motion seconded by Vincent Loeffelholz to accept the June 2013 County Farm Cash Balance Statement as presented. Motion carried, voice vote.

Donna Haines reported regulations regarding phosphorous levels will be changing in the renewed sewer license. The license requires a report be submitted by March 31, 2014 indicating how Orchard Manor plans to meet these new levels. An engineering firm will need to evaluate our sewer plant and make recommendations to meet new regulations. Haines will create a request for proposal to send to area engineering firms. Jerry Carroll will continue to serve as a consultant for the sewer plant.

Maintenance Supervisor Ken McAndrew reported the HVAC system has been working well. JRD Engineering has not contacted us regarding the testing and balancing. Donna Haines has sent a letter to Corporation Counsel to follow up on this matter. McAndrew noted a compressor for the upstairs kitchen had to be replaced. Maintenance borrowed a skid steer as a trial for three days to see what model might work best for Orchard Manor. The dry sprinkler system had its three-year test. The system was flooded for the test and all went well. Another tree was lost on the grounds during the June 22 storm.

Donna Haines and the Committee discussed the following Orchard Manor issues:

- The current census is 111 geriatric and 26 ICF/ID residents.
- The licenses of two beds on the ICF/ID unit have been transferred to SNF beds. We may also give notice to the State to switch two more beds.
- The annual volunteer banquet will be held at Orchard Manor on August 22.
- The Orchard Manor capital campaign has raised approximately \$5,000.

Patrick Schroeder made the motion seconded by Gary Ranum to use \$25,000 from the Building Donation Fund as matching funds for the outside contributions raised for the 400-wing covered entrance. Motion carried, voice vote. Patrick Schroeder offered to personally donate \$100 if the rest of the committee will do the same.

- Orchard Manor would like to change the classification of most of its LTEs to part-time, so they will be accurately classified.

Patrick Schroeder made the motion seconded by Donald Splinter to change the classification of the LTE employees to part-time employees. Motion carried, voice vote.

- Haines discussed the vacant CNA positions with the committee. It has been difficult to fill these positions.

Gary Ranum made the motion seconded by Vincent Loeffelholz to pay a \$500 hiring bonus to new benefit CNAs hired (after they complete one year of service). The total bonuses paid should not exceed \$5,000.

- The new Administrative Assistant for IT and nursing supplies will start next week.
- With a recent resignation, Orchard Manor now has one wound nurse on staff.

Donald Splinter made a motion seconded by Patrick Schroeder to accept the June 2013 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Chairperson Robert Keeney tentatively set Wednesday, August 14, 2013 at 9:00 a.m. for the next regular meeting. Donald Splinter made the motion seconded by Patrick Schroeder to adjourn the meeting at 12:15 p.m. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date