

Orchard Manor/County Farm Committee Meeting Minutes November 13, 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, and Donald Splinter. Patrick Schroeder was excused from attending. Other Grant County staff members attending the meeting were Larry Wolf, Donna Haines, and Carol Schwartz. Ron and Terri Abing also attended.

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

Vincent Loeffelholz made the motion seconded by Donald Splinter to approve the October 9, 2013 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Craig Hollingsworth, CM Forestry, attended the meeting. He told the committee no bids were received for the timber management project on the farm.

Donald Splinter made the motion seconded by Vincent Loeffelholz to wait up to one year for the markets to change before seeking new bids. Motion carried, voice vote. If Craig Hollingsworth is contacted by a logger, he may bring that proposal to the committee.

The current farm rental contract ends in March 2015. Majestic View has requested an extension of the contract and has submitted a new rental calculation for committee review. The committee directed Donna Haines to draw up a 5-year extension, including new lease payment amounts, and have it reviewed by corporation counsel prior to the December meeting. It should be mailed to committee members along with the minutes and agenda.

Donald Splinter made the motion seconded by Vincent Loeffelholz to accept the October 2013 County Farm Cash Balance Statement as presented. Motion carried, voice vote.

Maintenance Supervisor Ken McAndrew reported the parking lot lights have been fixed. The facility has been switched from cooling to heating and the heat is on in the building. North American Mechanical is completing annual boiler maintenance. The main elevator was not working. The bad contactors were replaced with an upgraded digital system. In February 2014 elevator maintenance will be done through Schumacher Elevator per the County contract. A contactor in the winter blower in the sewer plant also malfunctioned and was replaced. The department completed 320 work orders during the month. Again this year, maintenance will be filling birdfeeders with donated and resident birdseed.

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

- The current census is 108 geriatric and 27 ICF/ID residents.
- Teri Koeller, DON and began her employment on November 4.
- Darcie Dressler, DD Nurse Manager, applied for a vacant, RN staff position and was hired. Amanda Tonne, a current staff RN, applied for the DD Nurse Manager position and was hired for it.

- Three nurse managers, the DON, the Director of Employee Services, and the music therapist will attend a Focus 2013 program sponsored by the Department of Health Services (DHS) held next week. The cost will be \$90 for day 1; \$110 for day 2; or \$200 for both days.
- Orchard Manor has the following open positions: one night LPN, four benefit CNA, and two of the bonus CNA positions are left to fill.

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

The Dietary Supervisor, Rita Melssen, gave a presentation regarding her job duties at Orchard Manor.

Chairperson Robert Keeney tentatively set Wednesday, December 11, 2013 at 10:00 a.m. for the next regular meeting. Gary Ranum made the motion seconded by Vincent Loeffelholz to adjourn the meeting at 11:55 a.m. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date