

## Orchard Manor/County Farm Committee Meeting Minutes July 9, 2014

Chairperson Patrick Schroeder called the meeting to order at 10:00 a.m. Chairman Schroeder noted a quorum was present and certified the meeting was in compliance with the Open Meetings Law. Committee members present were Roger Guthrie, Gary Ranum, and Donald Splinter. Larry Wolf was excused. Others in attendance were Grant County staff members Robert Keeney, Fred Naatz, and Carol Schwartz. Terri Abing also attended.

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

Donald Splinter made the motion seconded by Gary Ranum to approve the June 11, 2014 Orchard Manor and Farm Committee minutes after correction of a typographical error. Motion carried, voice vote.

No farm issues were brought before the committee.

Roger Guthrie made the motion seconded by Gary Ranum to accept the June 2014 County Farm Cash Balance Statement as presented. Motion carried, voice vote.

Donald Splinter made the motion seconded by Roger Guthrie to adopt the Absenteeism Policy as presented. Motion carried, voice vote. Current policy counts each absence from work for more than two hours of your shift as an occurrence. A pattern included missing work on the same day of your schedule at least three times in a year; missing weekend shifts; and missing days adjacent to scheduled days off. The seventh occurrence resulted in discipline and the tenth caused termination. This new policy eliminates occurrences for patterns of absences and reduces the number of allowed occurrences by two, resulting in discipline at the fifth occurrence and termination at the eighth.

Roger Guthrie made the motion seconded by Gary Ranum to adopt the Cellular Phone Policy as presented. Motion carried, voice vote. This policy allows limited usage of cellular phones in offices.

Maintenance Supervisor Ken McAndrew reported the new reducing valve has been installed at the Community Services Building. Water for the building is clearer now. Chairman Schroeder noted he had complaints from Social Services staff because water was shut off for repairs. Maintenance has taken out some of the shrubs in front of Orchard Manor and the Community Services Building that suffered winter kill. The wastewater treatment plant needed to have a chain repaired. The planned concrete work is progressing. The 700 wing work is done. Work is taking place on the 3/400 and 5/600 courtyards. Two trees on the grounds were lost during recent storms. Maintenance replaced some of the pole lights in the parking lot with more efficient bulbs and assemblies. They will continue this process as replacements are needed. The 900 wing has always had cooling problems. Staff pinpointed issues and a new thermostat was installed to fix problems. The dishwasher had a bent conveyor. Replacement parts cost \$800. A new dishwasher needs to be considered soon.

The committee discussed the possibility of marketing Orchard Manor at a fair booth. The administrator will follow up on the matter.

Carol Schwartz and the Committee discussed the following Orchard Manor issues:

- The current census is 106 geriatric and 28 intellectually disabled residents.
- The facility had its annual survey for the ICF/ID and a self-report/complaint survey for the geriatric unit.
- Orchard Manor continues providing one-on-one supervision for a geriatric resident.
- The invitations will soon be sent for the Annual Volunteer Banquet on August 21.
- The capital campaign has raised \$45,824.92 toward its goal.
- Current open positions include: seven Certified Nursing Assistants (CNA); one Registered Nurse/Licensed Practical Nurse; an every other weekend CNA; a benefit dietary aide, and an on-call dietary aide.
- The Director of Nursing and Social Services Manager are attending dementia training in Middleton today.
- A new software program was purchased to implement state-mandated changes to the quality assurance program.

Gary Ranum made a motion seconded by Roger Guthrie to accept the June 2014 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Donald Splinter made a motion seconded by Gary Ranum to adjourn to closed session per state statute 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically as it relates to compensation of the Director of Finance. Roll call vote was unanimous. Roger Guthrie made the motion seconded by Gary Ranum to return to open session. Motion carried; voice vote.

Donald Splinter made the motion seconded by Gary Ranum to approve and recommend to the Executive Committee the request to start the Orchard Manor Director of Finance wage at a step 3 on the pay scale. Motion carried, voice vote.

Chairman Schroeder tentatively set Wednesday, August 13, 2014 at 9:00 a.m. for the next regular meeting. Roger Guthrie made the motion seconded by Donald Splinter to adjourn the meeting at 11:55 a.m. Motion carried, voice vote.

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Committee Secretary

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Recording Secretary

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Date

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Date