

Orchard Manor/County Farm Committee Meeting Minutes September 10, 2014

Chairperson 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 Patrick Schroeder, Roger Guthrie, Gary Ranum, Donald Splinter, and Larry Wolf. Others in attendance were Grant County staff members Robert Keeney, Carol Schwartz, Linda Connely, Fred Naatz, Joyce Rolling, Ken McAndrews. Terri Abing and Ron Abing also attended.

Motion by Donald Splinter, second by Gary Ranum to approve the agenda. Motion carried, voice vote.

Motion by Gary Ranum, second by Roger Guthrie to approve the August 13, 2014 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Craig Hollingsworth presented Chairman Schroeder with the 2 bids received for tree harvesting. Upon opening of the bids, it was discovered that a bid received by facsimile machine omitted the second page of said bid. This was determined to be a mechanical error and it was agreed the bid had been submitted timely and properly. After discussion, the committee agreed to allow Mr. Hollingsworth to attempt to recover the second page of the bid within 24 hours and then accept the highest bid.

Motion by Roger Guthrie, second by Larry Wolf to approve the August 2014 Farm Vouchers and financial report. Motion carried, voice vote.

Motion by Larry Wolf, second by Don Splinter to approve the 2015 Farm Appropriation Budget.

Motion by Don Splinter, second by Roger Guthrie to approve changing 8-bed secured unit to 16-bed dementia/memory care unit. Motion carried, voice vote.

Carol asked for input from the Committee as to whether the facility's smoking policy should be updated. After discussion, the committee agreed to leave the policy as is. No action taken.

Orchard Manor Operations:

Chairperson's Reports: None

Update on Facility:

Maintenance Supervisor's Report: Facility did lose power once since the last committee meeting. Generator kicked in and neither staff nor residents noticed any difference. The alert device at the nurses' station letting the charge nurse know that they were using auxiliary power did not function properly, but everything else worked fine. Ken is in touch with the vendor to resolve this issue, but we are still within state compliance standards at this time. Discussion regarding the cooling issues in the server room. Drawing on cool air from the adjoining training room is not a viable option as the AC is not on year-round. The hole in the wall does not meet code and will need to be closed. Discussion on various

possible options. Ken McAndrew will further research the cooling issue and prices and will report back at next month's committee meeting.

Administrator's Report: Carol stated that the concept of making all buildings in the county fall under the umbrella of Public Property was discussed at the last Public Property meeting. Discussion followed on tracking maintenance costs at Building 52 and stating those costs on that budget instead of Orchard Manor's budget.

Census: 101 SNF (Skilled Nursing Facility), 28 ICF/ID (Intellectually Disabled)

During a recent DD state survey, we were cited for repeated dietary department violations involving unmarked/undated food in the refrigerators. There were minimal fines assessed. Dietary supervisor has been instructed to make unannounced spot checks to insure that staff is marking items and discarding items as needed to stay in compliance.

Carol reported that the Max W. Pohle Dental Clinic is closing as of July 2015. This organization has been a dental provider for Orchard Manor residents needing sedation dentistry. We will be searching for a new option for this service.

Carol Schwartz, Linda Connely, and Laura Lane had a telephone conference with Prairie du Chien Hospital's HR Director re their experience implementing a new PTO (paid time off) program. Carol will be meeting with Joyce Rolling to discuss the feasibility of implementing a similar program in the future.

10 staff members will be attending in-house training on Sep 18-19 for the new Quality Assurance web-based program we are implementing. Those staff members will then train the rest of the staff.

Equipment purchases/sales/repairs: Ken McAndrew reported the facility's diesel engine passenger bus is deteriorated beyond repair and needs to be disposed of. There is opportunity for grant funds to purchase a new bus towards the end of this calendar year. In the event of a disaster requiring residents to be evacuated from this facility, we have a temporary plan in place to utilize the ADRC and Southwest Opportunity Center busses. Motion by Roger Guthrie, second by Gary Ranum to authorize disposal of Diesel Engine Passenger Bus.

Carol Schwartz reported that Gail Schaefer has announced her resignation as Social Worker. Gail's last day will be November 28, which is also Gail's 26th anniversary as a member of the Orchard Manor staff. Motion by Gary Ranum, second by Roger Guthrie to replace Gail Schaefer's position at the same FTE % (32 hours per week) she is at currently. Motion passed, voice vote.

There are 11 CNA positions currently open. There have been 6 voluntary terminations, 1 retirement, 2 involuntary terminations in the last month. There was one new hire (Director of Finance). We have an offer out to one CNA. One CNA has received the \$500 sign-on bonus, four more CNA's are currently in this program.

Carol informed the committee of the low census hours reduction for non-nursing staff. All staff are required to reduce their hours by two (2) paid hours per week. 106 SNF occupancy is the target for the hours reduction to be lifted. Exempt staff must take one full day as unpaid (must not come to work, may not donate time) during the period 08/24-09/20/14.

Orchard Manor will be holding an Open House at the end of September. SWTC will be offering an online CNA course using Orchard Manor for clinicals. We are sending 2 staff members to SWTC's Job fair in October.

No other staffing changes to report and no upcoming training costs to report.

Joyce Rolling gave a summary of the issues with the current wage schedule. Orchard Manor's CNA's and Activity Aides are paid on a separate wage schedule from the County Health Department's CNA's. The Executive Committee would like all County CNA's to be paid on the same wage schedule. The Committee directed Carol and Joyce to meet and provide a plan to implement this new wages schedule by January 1. This will require budget adjustments later as the facilities budget must be submitted sooner than adjustments will be ready.

The 2015 budget was reviewed. Discussion that all budget increases and related appropriation requests were due to 2% county wage increases as well as the CNA wage schedule increases. Motion by Don Splinter, second by Roger Guthrie to approve 2015 budget and send to Executive Committee. Motion carried, voice vote.

Orchard Manor vouchers and financial report: Motion by Don Splinter, second by Gary Ranum to approve August Vouchers and Financial Report. Motion carried, voice vote.

Public Comment: None

Chairman Schroeder tentatively set Wednesday, October 8, 2014 at 10:00 a.m. for the next regular meeting. Motion by Gary Ranum, second by Roger Guthrie to adjourn the meeting at 1:35 a.m. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date