

Orchard Manor/County Farm Committee Meeting Minutes November 12, 2014

Chairperson Patrick Schroeder called the meeting to order at 1:00 p.m. Chairman Schroeder noted a quorum was present and certified the meeting was in compliance with the Open Meetings Law. Committee members present were Gary Ranum, Donald Splinter, and Larry Wolf. Roger Guthrie was excused from this meeting. Others in attendance were Grant County staff members Robert Keeney, Joyce Roling, and Carol Schwartz. Ron and Terri Abing also attended.

Donald Splinter made the motion seconded by Gary Ranum to approve the agenda with item 9. D Equipment purchases/sales/repairs included with item 9. B Maintenance supervisor's report. Motion carried, voice vote.

Donald Splinter made the motion seconded by Larry Wolf to approve the October 8, 2014 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Ron Abing reported Majestic View hauled sludge for Orchard Manor this past month. There is no charge to the facility for this service. The logger has submitted a certificate of insurance to the County prior to beginning work.

Donald Splinter made the motion seconded by Gary Ranum to accept the October 2014 County Farm Cash Balance Statement and vouchers as presented. Motion carried, voice vote.

Maintenance Supervisor Ken McAndrew reported the Community Services Building experienced heating issues. The boiler was not working and needed a motor and two pumps replaced. Maintenance replaced three parking lot lights with three light emitting diode (LED) lights. Focus on Energy offers a \$60 rebate per light. The air conditioning unit in the server room has been installed. McAndrew got rate quotes of \$100/hour and \$80/hour from two snow removal businesses. Orchard Manor may need to contract some of the work if current equipment breaks down. McAndrew researched skid steer costs with two local vendors. Bobcat has a trade-in program once an initial purchase is made.

Gary Ranum made the motion seconded by Donald Splinter to publish a notice seeking bids for a skid steer for informational purposes with bid opening at the December committee meeting. Motion carried, voice vote.

The administrator recommended Orchard Manor make a change in the financial management position.

Larry Wolf made the motion seconded by Gary Ranum to recommend to the Executive Committee the elimination of the Director of Finance position and creation of an office manager position. Motion carried, voice vote.

In an effort to better align room rates with costs, the administrator recommended a five percent room rate increase. The last increase was in July of 2013.

Donald Splinter made the motion seconded by Gary Ranum to authorize a five percent room rate increase effective January 1, 2015. Motion carried, voice vote.

Orchard Manor Certified Nursing Assistants (CNAs) and Activity Aides are currently in a unique wage scale. The committee is concerned all personnel performing the same jobs are paid equally and recognizes the need to move these employees into the current County wage schedule.

Gary Ranum made the motion seconded by Larry Wolf to recommend to the Executive Committee the CNAs move to pay grade four while retaining their starting wage of \$12.64/hour; and the Activity Aides move to pay grade three effective January 1, 2015. Motion carried, voice vote.

Lisa Swanson, Activities Supervisor, gave a short presentation to the committee on the Namaste program implemented for end-stage dementia residents.

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

- The current census is 105 geriatric and 28 intellectually disabled residents.
- Changes are taking place in the former secured unit and appropriate residents are moving into these beds.
- The nursing department is taking some unpaid time when census is down.
- The social worker position has been filled and the new staff member will begin on November 24.
- CNA positions remain open. The committee suggested advertising full-time positions are available, rather than part-time only positions.
- The DON and nurse managers will attend the annual Focus conference in Wisconsin Dells this month.

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

Chairman Schroeder tentatively set Wednesday, December 10, 2014 at 10:00 a.m. for the next regular meeting. Larry made the motion seconded by Donald Splinter to adjourn the meeting at 2:55 p.m. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date