

Orchard Manor/County Farm Committee Meeting Minutes December 10, 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, Donald Splinter, and Larry Wolf. Others in attendance were Grant County staff members Robert Keeney and Carol Schwartz. Ron and Terri Abing also attended.

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

Donald Splinter made the motion seconded by Larry Wolf to approve the November 12, 2014 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Chairman Schroeder proceeded with bid opening for the skid steer. Ritchie Implement bid \$32,500 for a Bobcat S570 with pallet fork; Finney Implement bid \$31,500 for a Case SR175 with an additional \$2,357 for a heavy duty blade and no pallet fork; Aring Equipment Company bid \$38,225 for a Volvo MC95C and \$38,500 for a Volvo MC110 with bucket and plow included. Bobcat also has a municipal lease program which allows an annual trade-in for \$1,500. Orchard Manor may take advantage of the lease program before year-end 2015. Ken McAndrew reported Orchard Manor spent \$6,825 in wages for 2014 snow removal at the facility. Contractor quotes for snow removal were \$80/hour and \$100/hour for truck time only. Even with a moderate winter for snow removal contracting, Orchard Manor would recoup the cost of a skid steer within two years.

Donald Splinter made the motion seconded by Gary Ranum to purchase the skid steer from Ritchie Implement after January 1, 2015 if all specifications are met with the current bid. Motion carried, voice vote.

Abings reported no current issues at the farm. Carol Schwartz noted the timber contract has been paid in full and will verify logging progress for the next meeting. Orchard Manor thanked Majestic View for loaning their skid steer to facility when needed in the past.

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

Maintenance Supervisor Ken McAndrew reported his staff has been bleeding radiators at the Community Services Building. The #2 and #3 boilers in that building needed some repairs. Ingersoll Plumbing was called to complete one repair and the maintenance department handled the other issues. Orchard Manor purchased a repair kit to fix cracks in flooring in the hallways and rooms in the nursing home. It has been difficult to find a contractor to perform repairs and the cost would be prohibitive if one is found. Maintenance will perform the repairs with this new kit. A small leak has been noted in the dry sprinkler system. It is not causing any issues at this time and will be monitored. A minor remodel of the dietary supervisor's office has made the workspace more efficient. The committee would like maintenance to track all labor, repair, and supply costs for the Community Services Building in separate general ledger accounts for easier monitoring. The committee also told maintenance to go ahead with the sale of the Dodge truck which

is no longer in running condition. The plow and mounting will not be included with this sale.

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

- The current census is 105 geriatric and 28 intellectually disabled residents.
- The nursing department is taking some unpaid time when census is down.
- The new social worker has begun her position.
- 11 Certified Nursing Assistant (CNA) positions remain open. Advertising reflects both full and part-time availability.
- The administrative assistant II position handling information technology and nursing supplies has been vacated through resignation. At this time, the duties will be reassigned and a new staff member will not be hired.
- The new Office Manager position has been posted.
- The new CNA wage scale goes into effect January 1, 2015.
- Orchard Manor has raised \$53,425 toward their initial goal of \$80,000 for the 400-wing covered entrance. Fundraising efforts will now be directed toward businesses and vendors in our service area.
- The facility holiday party will be held January 16, 2015 at Holiday Garden in Potosi.

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

Gary Ranum asked to see revenue and expense reports for the facility presented in a manner similar to other committee budget reports. A sample report will be given to the committee to review at the next meeting.

Chairman Schroeder tentatively set Wednesday, January 21, 2015 at 10:00 a.m. for the next regular meeting. If there are no agenda items needing immediate attention, the meeting may be cancelled for the month of January. Carol Schwartz will contact the chairman prior to notifying the committee of cancellation. Gary Ranum made the motion seconded by Roger Guthrie to adjourn the meeting at 11:00 a.m. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date