

## Orchard Manor/County Farm Committee Meeting Minutes February 11, 2015

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 Larry Wolf to approve the agenda. Motion carried, voice vote.

Donald Splinter made the motion seconded by Gary Ranum to approve the December 10, 2014 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Abings provided the new rent calculation based on January 1<sup>st</sup> corn prices. The rent for 2015 will be \$121,960.

Roger Guthrie made the motion seconded by Gary Ranum to accept the 2015 farm rent calculation/proposal. Motion carried, voice vote.

Abings also reported the logging company has not retrieved all of their logs yet.

Gary Ranum made the motion seconded by Roger Guthrie to accept the December 2014 and January 2015 County Farm Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Ken McAndrew had no building issues to report at the Community Services Building. He attended a recent meeting at the building regarding security concerns for the second and third floor employees and options the department may have to improve current security. The new skid steer was delivered January 29 and has already been put to use. Maintenance will be grouping some old equipment for online sale. The Oliver tractor will be sold alone due to local interest in the item. Repairs are needed in the 300-wing shower room. Water has leaked behind baseboards and caused damage. Engineering will be consulted to see if a wall between the bathroom area and shower may be modified during these repairs.

Carol Schwartz requested authorization to apply for a grant from the West Bend Resident Lift Program. It is the same program that Orchard Manor had submitted an application to last year, but was not selected to receive funding.

Gary Ranum made the motion seconded by Roger Guthrie to authorize Orchard Manor to submit an application for the West Bend Resident Lift Program. Motion carried, voice vote.

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

- The current census is 111 geriatric and 27 intellectually disabled residents.
- The holiday party was held January 16. Attendance was lower than last year due to a charge for guest meals and a discontinuation of door prizes.

- Eight Certified Nursing Assistant (CNA) positions remain open. Advertising reflects both full and part-time availability.
- There was a maintenance termination and hire.
- Housekeeping is advertising for an on-call position.
- The office manager and accounts payable positions were filled internally. The receptionist position was filled by a new hire.
- Orchard Manor continues to bring staff members in to work, as able, if they are suffering from a work-related injury. This keeps insurance rates down for this coverage.
- Orchard Manor has raised \$53,700 toward their initial goal of \$80,000 for the 400-wing covered entrance. Letters are going out to businesses and vendors requesting monetary help with the project. Telephone follow up will be made.
- Carol Schwartz is attending LEAN training being held at the Administration Building through June. There are three five-hour sessions each month. Participants will share the concepts with their departments.
- The Director of Nursing will attend an annual symposium in Lake Geneva.

Gary Ranum asked if the budget reports could be changed to show the percentage of a line item used, rather than percentage remaining.

Donald Splinter made a motion seconded by Roger Guthrie to accept the December 2014 and January 2015 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Chairman Schroeder tentatively set Wednesday, March 11, 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 March. Carol Schwartz will contact the chairman prior to notifying the committee of cancellation. Larry Wolf made the motion seconded by Gary Ranum to adjourn the meeting at 11:00 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