

Orchard Manor/County Farm Committee Meeting Minutes April 8, 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. Grant County staff member Carol Schwartz was present. Ron Abing and Craig Hollingsworth also attended.

Donald Splinter made the motion seconded by Larry Wolf to approve the amended agenda. Motion carried, voice vote.

Roger Guthrie made the motion seconded by Gary Ranum to approve the February 11, 2015 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Ron Abing reported they are ready to begin sowing.

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

Craig Hollingsworth addressed the committee to finalize the timber sale issues. Hollingsworth noted the fences were undamaged; normal damage was done around trees to get to the ones to cut; and there was no rutting. One load of cull logs still needs to be removed from the property. There was a misinterpretation of the marking on the trees that lead to the logger removing an additional 35 walnut trees. Thirty of the trees were veneer trees and five were not. The logging fee yielded \$2.74 per board foot for the additional logs and this was in line with current market rates. Hollingsworth offered a refund of his fees due to the error. The committee did not accept the refund. Appropriate payment was received for timber logged and Hollingsworth did provide the services requested. Chairman Schroeder suggested a small donation to the 400-wing covered entrance fund would suffice instead.

The committee discussed the loan from the farm to Orchard Manor for the heating, ventilation, and air conditioning system (HVAC). Carol Schwartz will contact the finance department to discuss whether this loan could be forgiven or if repayment needs to take place. The committee noted the farm funds have supplemented the Orchard Manor budget in the past.

Ken McAndrew supplied estimates received from DuCharme Construction for concrete work needed on sidewalks around the building. Enough damage has occurred during the winter to cause the State Engineer to issue citations. The estimate is \$12,755.36 for all repairs at Orchard Manor. The Community Services Building also needs concrete repairs on uneven areas with tripping hazards. The estimate for these repairs is \$5,465.83. The committee asked other bids be sought for this work.

Donald Splinter made the motion seconded by Gary Ranum to authorize concrete repairs up to \$12,755.36 for Orchard Manor and \$5,465.83 for the Community Services Building. Motion carried, voice vote.

If needed, the committee could ask the Executive Committee to approve funds for these repairs, which are outside the scope of the 2015 budget for Orchard Manor.

Orchard Manor received five bids for the 2015 lawn mowing season. Larry Wolf made the motion seconded by Gary Ranum to accept the low bid for lawn mowing submitted by Ridge Lawncare. Motion carried, voice vote.

McAndrew also reported the large floor scrubber needed to be replaced due to age and ongoing repair issues. A new scrubber was purchased for \$7,500.00.

Donald Splinter made the motion seconded by Roger Guthrie to authorize Orchard Manor to submit an application to the Ray & Kay Eckstein Charitable Trust for a grant in the amount of \$20,000 for the 400-wing covered entrance. Motion carried, voice vote.

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

- The current census is 105 geriatric (with five pending admissions) and 28 intellectually disabled residents.
- Open positions – Dietary manager, one RN/LPN, five benefit CNAs, a benefit dietary aide, and non-benefit CNA and RN/LPN every other weekend positions.
- Orchard Manor has raised \$55,675 toward their initial goal of \$80,000 for the 400-wing covered entrance. Letters went out to businesses and vendors requesting monetary help with the project. Telephone follow up continues.
- Current LEAN projects include nursing policy review; human resource filing completion; activities, nursing, housekeeping, and social services closet and cupboard cleaning; and office shredding and moving of records to storage.
- A consultant has been engaged to review nursing documentation and ensure it is appropriate to maximize reimbursement options for the facility.

Carol Schwartz proposed the Dietary Manager position, which is currently vacant, be reallocated to a grade B from the current grade A level. The person will have approximately 20 staff to supervise and will be required to have a Certified Dietary Manager certification. The estimated fiscal impact of the reallocation is \$3,317 annually. Roger Guthrie made the motion seconded by Gary Ranum to recommend to the Executive Committee the Dietary Manager position be reallocated from Grade A to Grade B. Motion carried, voice vote; with one nay vote.

Roger Guthrie made a motion seconded by Larry Wolf to accept the February and March 2015 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

The committee discussed the remaining Orchard Manor staff needing to work additional hours to receive health insurance at the full-time rate. The committee recommended the staff be given additional scheduled hours or the option to decline the additional regular hours at this time so the insurance proration is equitable for all staff.

Chairman Schroeder tentatively set Wednesday, May 13, 2015 at 10:00 a.m. for the next regular meeting. Donald Splinter made the motion seconded by Gary Ranum to adjourn the meeting at 12:05 p.m. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date