

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

Chairperson Patrick Schroeder called the meeting to order at 11:00 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, Mike Lieurance, Gary Ranum, and Donald Splinter. Grant County staff members Robert Keeney and Carol Schwartz were present.

Donald Splinter made the motion seconded by Mike Lieurance to approve the agenda. Motion carried, voice vote.

Gary Ranum made the motion seconded by Roger Guthrie to approve the May 13, 2015 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Carol Schwartz did not have a report from Craig Hollingsworth on the recheck of the logging area. The report will be presented at the next meeting.

Donald Splinter made the motion seconded by Roger Guthrie to accept the May 2015 County Farm Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Ken McAndrew reported no current concerns at the Community Services Building. The concrete repairs have begun on the sidewalks. New handicap access signs are needed at the Community Services Building. The work in the 300-wing shower room is underway. Maintenance had to make minor repairs on the generator.

Mike Lieurance made the motion seconded by Roger Guthrie that the Orchard Manor/Farm Committee adopts the annual compliance maintenance resolution. Motion carried, voice vote.

The committee discussed the upcoming expiration of the linen contract with Aramark. The service includes renting, laundering, and pick up/delivery on a regular schedule. Orchard Manor will advertise for bids.

Donald Splinter made the motion seconded by Mike Lieurance to authorize a County credit card with a \$2,000.00 limit for the new Accounts Payable Clerk. Motion carried, voice vote.

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

- The current census is 117 geriatric and 29 intellectually disabled residents.
- Open positions –one RN/LPN, two benefit CNAs, one benefit housekeeper, and non-benefit CNA, dietary aide, and RN/LPN positions.
- Orchard Manor has raised \$58,400 toward their initial goal of \$80,000 for the 400-wing covered entrance. A grant application submitted to the Ray & Kay Eckstein Charitable Trust for \$20,000 was denied. The trust does not have adequate funds to make additional awards in 2015.
- Both of the nursing home licenses were surveyed in May. The skilled nursing surveyors will make a revisit next month. The ICF/ID received only one citation and there is no further action required. No major building citations were noted.
- Current LEAN projects include MDS research to improve our case mix index, maintenance and cleaning in our courtyards, and cleaning the dietary storeroom and removing, selling, and disposing of unwanted items.

- The office manager is attending a HIPAA training session today in Madison.
- The committee discussed the revenue and expense reports for May. Some adjustments to the report format will be made for the next meeting.

Roger Guthrie made a motion seconded by Gary Ranum to accept the May 2015 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Chairman Schroeder tentatively set Wednesday, July 8, 2015 at 10:00 a.m. for the next regular meeting. Mike Lieurance made the motion seconded by Roger Guthrie to adjourn the meeting at 12:00 noon. Motion carried, voice vote.