

Orchard Manor/County Farm Committee Meeting Minutes October 14, 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, Mike Lieurance, Gary Ranum, and Donald Splinter. Grant County staff members Robert Keeney, Joyce Roling, and Carol Schwartz were present. Ron and Terri Abing also attended.

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

Donald Splinter made the motion seconded by Mike Lieurance to approve the September 9, 2015 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Majestic View had no issues to report. The committee discussed the loan from the Farm to Orchard Manor in the amount of \$600,000. Over the years, farm funds have been used as a supplement to Orchard Manor and the general fund. Since the levy request for Orchard Manor would have to be increased to include payments to the Farm, the committee does not see the benefit in repayment. Farm cash has returned to the approximate level it was at the time of the loan from rental revenue received.

Donald Splinter made the motion seconded by Gary Ranum to accept the September 2015 County Farm Cash Balance Statements and vouchers as presented and to recommend to the Executive Committee the \$600,000 loan from the Farm to Orchard Manor be forgiven. Motion carried, voice vote.

Maintenance reported a LEAN project included the sale of old and unwanted items on the Wisconsin Surplus website. Proceeds of the sale were used to purchase a new lawn tractor and a new lift for use with residents. Maintenance replaced eight parking lot lights with more efficient LED lights. Parking lot lines were repainted. A dining room/kitchen door has been replaced to comply with State regulations. The staff at the Community Services Building is running water each day to help maintain water clarity throughout the building. Employees are documenting their efforts and there has been improvement in the water quality. Maintenance arranged for a new outlet to be installed for a projector for Social Services.

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

- The current census is 113 geriatric and 28 intellectually disabled residents.
- Open positions – two RN/LPN, nine benefit CNAs, one benefit dietary aide, and non-benefit CNA, dietary aide, housekeeper, and RN/LPN positions.
- The survey assessment notice was received and has been paid.
- New facility brochures have been created and will be ready this month.
- The fund for the 400-wing covered entrance has a balance of \$65,557.64. An employee brat sale netted a \$250 donation. A bake sale is planned for later this month.
- Reinhart Foods will now be our main food vendor.
- The DON, Office Manager, Transportation/Supply Clerk, Payroll/Scheduling Clerk, and a maintenance staff member are attending LEAN training at the Administration Building.

- The DON and two nurse managers will attend the annual FOCUS conference in November. Registration is \$200 per person and the hotel cost is \$211 for a total of \$811.
- The administrator will attend a reimbursement seminar in Pewaukee at a cost of \$125.
- The administrator will attend a free meeting in Dodgeville sponsored by the Southern Regional Office of the Division of Quality Assurance.
- Pool (casual) nurses will now be hired at one of our current nursing wage levels (based on experience) and will be required to work two weekend shifts per month.

Mike Lieurance made a motion seconded by Roger Guthrie to accept the September 2015 Orchard Manor Cash Balance Statement and vouchers as presented. Motion carried, voice vote.

Donald Splinter made a motion seconded by Roger Guthrie to adjourn to closed session per state statute 19.85 (1) (c) in considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically as it relates to the performance evaluation of the Administrator. Roll call vote was unanimous. Roger Guthrie made the motion seconded by Mike Lieurance to reconvene to open session. Motion carried; voice vote.

The committee would like to tour the farm buildings and review current utilization of the buildings at the next meeting.

Chairman Schroeder tentatively set Thursday, November 12, 2015 at 1:00 p.m. for the next meeting, at the call of the chair. Roger Guthrie made the motion seconded by Donald Splinter to adjourn the meeting at 11:40 a.m. Motion carried, voice vote.