

Orchard Manor/County Farm Committee Meeting Minutes December 9, 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 and Carol Schwartz were present. Ron and Terri Abing also attended.

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

Gary Ranum made the motion seconded by Donald Splinter to approve the October 14, 2015 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

The committee presented a plaque to Sharon Pagel in appreciation for her 34 years as a Certified Nursing Assistant at Orchard Manor.

Majestic View presented the committee with a map indicating the current usage of the farm buildings. After discussing building usage, the committee determined a tour was not necessary and no structures needed to be razed at this time.

Donald Splinter made the motion seconded by Mike Lieurance to accept the October and November 2015 County Farm Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Teri Koeller, Director of Nursing, gave a presentation on the quality assurance program Orchard Manor is utilizing to monitor the quality of our services. Orchard Manor began using the Abaqis program approximately one year ago. It includes ongoing efforts to interview residents and families about various aspects of the services they receive. The resulting reports give the facility areas on which to focus their improvement efforts. Surveyors have an interest in seeing our efforts at self-improvement when they survey the facility.

Ken McAndrew reported Social Services requested a railing be installed on the new concrete work at the employee entrance. One had not been initially installed because the slope did not require a railing. The entrance is an employee entrance and is not handicap accessible.

Patrick Schroeder made the motion seconded by Roger Guthrie to let the Social Services Committee know the Orchard Manor committee has no objection if they choose to install a railing on the new concrete, but they would do so at their own cost. Motion carried, voice vote.

Social Services also had continuing concerns about a smell noticed on the third floor. Orchard Manor maintenance has addressed the concern. The second floor conference room also has some peeling paint issues for maintenance to repair. One of the air handling units on the roof at Orchard Manor needed repairs. Staff was able to complete repairs on their own. Orchard Manor will take advantage of the trade-in program for the skid steer to obtain a new machine in January.

IIW, P.C., K. D. Engineering Consultants, Inc., and Delta 3 Engineering, Inc. submitted bids for the 400-wing covered entrance design, bidding, and construction oversight.

Donald Splinter made the motion seconded by Gary Ranum to select the low bid from Delta 3 Engineering, Inc. of \$7,970.00. Motion carried, voice vote.

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

- The current census is 111 geriatric and 28 intellectually disabled residents.
- Open positions – one RN/LPN, 11 benefit CNAs, and non-benefit CNA, dietary aide, housekeeper.
- The fund for the 400-wing covered entrance has a balance of \$69,815.39.
- The DON, Office Manager, Transportation/Supply Clerk, Payroll/Scheduling Clerk, and a maintenance staff member completed LEAN training at the Administration Building.
- LEAN projects include the reorganization of the medical records department and creation of new inventory tracking.
- Orchard Manor has been awarded the funds from the DRA grant for a portable, bariatric wheelchair scale. The grant sought through the Hodan Center for a new bus for Orchard Manor has also been approved. This grant requires a twenty percent match and a new vehicle would be anticipated in late 2016.
- The administrative assistant to the administrator resigned. The position may be restructured to address other facility needs.

Roger Guthrie made a motion seconded by Donald Splinter to accept the October and November 2015 Orchard Manor Cash Balance Statement and vouchers as presented. Motion carried, voice vote.

Chairman Schroeder tentatively set Friday, January 15, 2016 at 10:00 a.m. for the next meeting. Gary Ranum made the motion seconded by Roger Guthrie to adjourn the meeting at 11:45 a.m. Motion carried, voice vote.