

**Orchard Manor/County Farm  
Committee Meeting Minutes  
January 14, 2016**

Vice Chairman Donald Splinter called the meeting to order at 12:45 p.m. Vice Chairman Splinter noted a quorum was present and certified the meeting was in compliance with the Open Meetings Law. Committee Members present were Mike Lieurance and Gary Ranum. Other Grant County staff members attending the meeting were Robert Keeney, Joyce Roling, and Carol Schwartz.

Gary Ranum made the motion seconded by Mike Lieurance to approve the existing agenda. Motion carried, voice vote.

Joyce Roling explained a vacancy in an Administrative Assistant position gave Orchard Manor an opportunity to improve inefficiencies and to restructure current positions. The proposed plan would modify and fill the vacant administrative assistant position; make the 0.8 FTE Social Worker II a full-time position; and eliminate an Administrative Assistant II in the business office. The person currently in the position proposed for elimination would fill the vacant position. Some other duties would be assigned to the Director of Employee Services and the Transportation Clerk. This would save Orchard Manor approximately \$40,000 per year. If elimination of a full staff person is not functionally viable, Orchard Manor may seek to add a part-time Office Clerk at a later date.

Mike Lieurance made the motion seconded by Gary Ranum to approve the administrative restructure as presented and forward the request to the Executive Committee for consideration. Motion carried, voice vote.

Gary Ranum made the motion seconded by Mike Lieurance to adjourn the meeting at 12:53 p.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