

## Orchard Manor/County Farm Committee Meeting Minutes February 10, 2016

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.

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

Donald Splinter made the motion seconded by Roger Guthrie to approve the December 9, 2015 and January 14, 2016 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

According to the current rental agreement, Abings provided the new rent calculation based on corn prices on the first business day in January 2016. The rent for 2016 will be \$118,280. Majestic View continues to handle some maintenance at their expense each year. In 2015, they cleaned out 30-40 end loader buckets of mucky/wet clay from the corral area and hauled sludge for Orchard Manor semi-annually. Roger Guthrie suggested they report to the committee other such expenses they incur.

Roger Guthrie made the motion seconded by Mike Lieurance to accept the 2016 farm rent calculation/proposal. Motion carried, voice vote.

Donald Splinter made the motion seconded by Gary Ranum to accept the December 2015 and January 2016 County Farm Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Ken McAndrew gave Social Services an estimate of approximately \$1,000 for a railing on the new concrete ramp at the Community Services Building. Social Services chose not to purchase the railing at this time. Due to continued concern over the entrance, the exit was closed and changed to "emergency only" use. There was an issue with a plugged sewer line outside the Community Services Building. Staff was unable to use water from 3:00 – 4:30 p.m. one day and from 8:00 – 9:00 a.m. the following morning. The line was plugged with feminine hygiene products. Both Orchard Manor and the Community Services Building endured a day-long water shutoff by the City of Lancaster to fix a leak affecting service to the area. A memo will be sent to both tenant departments regarding maintenance/repair procedures.

The committee reviewed the proposed Active Killer policy for Orchard Manor. The committee suggested the Sheriff's Department review/approve the policy first.

Job restructuring is taking place due to the resignation of an Administrative Assistant in December. That position will be changed to a human resources/payroll clerk. The current payroll/scheduling position will be eliminated. The Director of Employee Services will be in charge of investigations. The transportation clerk will handle the majority of CNA scheduling. The changes will produce a savings in excess of \$40,000.

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

- The current census is 113 geriatric and 29 intellectually disabled residents.

- All job descriptions have been updated to allow scheduling employees up to full-time.
- Open positions – 10 benefit CNAs, and non-benefit CNAs, dietary aides, housekeepers.
- The committee suggested a review of current shift differentials for discussion at the next meeting.
- The holiday party was held January 22, 2016 at Doolittle's in the Jury Room.
- The engineer is developing plans for the 400-wing covered entrance.
- LEAN projects include a review of departmental ordering procedures and pricing for items used in large quantities.
- Maintenance has begun the remodel of the 600-wing whirlpool room and replacement of the tub.
- Upcoming education – DON Symposium in Lake Geneva February 21-24. \$339 registration and room \$450; Business manager and AR Clerk – Leading Age financial seminar - \$25; Fiscal training at Administration Building – Office manager; Active killer training – February 11, on-site by Sheriff's Department.

Donald Splinter made a motion seconded by Mike Lieurance to accept the December 2015 and January 2016 Orchard Manor Cash Balance Statement and vouchers as presented. Motion carried, voice vote.

Chairman Schroeder passed along compliments to staff from two families of current Orchard Manor residents.

Gary Ranum asked for Balance Sheets to be part of the committee meeting packets. Robert Keeney would like a copy of the original agreement with the City of Lancaster for the water for Orchard Manor.

Chairman Schroeder tentatively set Wednesday, March 9, 2016 at 10:00 a.m. for the next meeting. Roger Guthrie made the motion seconded by Mike Lieurance to adjourn the meeting at 11:55 a.m. Motion carried, voice vote.