

Orchard Manor/County Farm Committee Meeting Minutes March 9, 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.

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

Gary Ranum made the motion seconded by Mike Lieurance to approve the February 10, 2016 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Abings had no farm issues to discuss.

Donald Splinter made the motion seconded by Roger Guthrie to accept the February 2016 Farm Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

The chairman reported a discussion with Lori Reid from the Aging and Disabilities Resource Center. She is very appreciative of the responsiveness of the Orchard Manor maintenance department when issues arise at the Community Services Building.

Ken McAndrew another issue with a plugged sewer line outside the Community Services Building. A water jet was used first. A camera showed small tree roots in the line. On the following Saturday, maintenance used a foaming tree root killer to ensure the line was clear. Maintenance is also working on painting in a second floor conference room in that building. In Orchard Manor a hot water line was leaking in the 800 – 900 wings. It has been repaired. The chillers have been repaired and are being filled with antifreeze. Work is progressing on the 600-wing whirlpool room and tub replacement. Problems occurred with the resident call light system. Maintenance was able to make repairs at this time, but system replacement may need to be considered in the future.

Gary Ranum made the motion seconded by Roger Guthrie to approve an application for a grant through West Bend Insurance for a full-body lift costing \$3,733 (no matching funds needed). Motion carried, voice vote.

The committee reviewed the proposed Active Killer policy for Orchard Manor approved by the Sheriff's Department. The committee suggested the term "active attacker" be used in the policy in place of active killer.

Mike Lieurance made the motion seconded by Gary Ranum to approve the Active Attacker policy presented by Orchard Manor. Motion carried, voice vote.

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

- The current census is 114 geriatric and 29 intellectually disabled residents.
- Open positions – 10 benefit CNAs, and non-benefit CNAs, dietary aides, housekeepers.
- State surveyors were in the building on February 29 for a complaint survey. The complaint was unsubstantiated and no further action will be taken.

- Current LEAN project is changing the document scanning process for the electronic charting. Documents will be scanned at the source of receipt rather than being funneled to medical records for scanning.
- The committee discussed shift differentials and suggested a discussion with current Certified Nursing Assistants to determine what more appropriate incentives may be used for retention and attraction of staff.
- Upcoming education – Social worker attending a \$25 continuing education course in Fennimore. Laura Lane and Heidi Millin will attend a two-day workshop in Pewaukee on the topic of investigations. Registration is \$250 each and the room is \$119.

Roger Guthrie made a motion seconded by Gary Ranum to accept the February 2016 Orchard Manor Cash Balance Statement and vouchers as presented. Motion carried, voice vote.

Chairman Schroeder tentatively set Wednesday, April 13, 2016 at 10:00 a.m. for the next meeting, at the call of the chair. Gary Ranum made the motion seconded by Donald Splinter to adjourn the meeting at 11:25 a.m. Motion carried, voice vote.