

Orchard Manor/County Farm Committee Meeting Minutes May 11, 2016

Grant County Chairman Robert Keeney called the meeting to order at 10:00 a.m. Chairman Keeney noted a quorum was present and certified the meeting was in compliance with the Open Meetings Law. Committee members present were Dale Hood, Dwight Nelson, John Patcle, Patricia Reynolds, and Robert Scallon. Grant County staff member Carol Schwartz was also present.

Dale Hood made the motion seconded by Robert Scallon to approve the agenda. Motion carried, voice vote.

Robert Scallon nominated John Patcle for committee chairman. Dwight Nelson made a motion seconded by Patricia Reynolds to close the nominations and unanimously elect Patcle. Motion carried, voice vote.

Robert Scallon nominated Patricia Reynolds for committee vice chairman. John Patcle made a motion seconded by Dwight Nelson to close the nominations and unanimously elect Reynolds. Motion carried, voice vote.

Robert Scallon nominated Dale Hood for committee secretary. John Patcle made a motion seconded by Dwight Nelson to close the nominations and unanimously elect Hood. Motion carried, voice vote.

Robert Keeney made the motion seconded by Dwight Nelson to approve the March 9 and April 19, 2016 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Robert Scallon made the motion seconded by Dale Hood to accept the March and April 2016 Farm Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Copies of the farm lease agreement will be provided to the committee members at the next meeting.

Ken McAndrew was unable to attend the meeting. The water main providing water to Orchard Manor was damaged by a telephone work crew on May 5. The facility was without water on that evening from 6:30 p.m. until 2:00 a.m. the next morning. There will be another planned shutoff on May 17 to make necessary permanent repairs to the main. A mouse caused damage to a circuit card in the chiller for the geriatric side of the building. The replacement card cost \$1,200 and maintenance was able to handle repairs. The compressor in the upstairs cooler seized. It was unable to be repaired and the replacement cost approximately \$5,000. The downstairs cooler will need to have the compressor replaced in the future.

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

- The current census is 108 geriatric and 28 intellectually disabled residents.
- Open positions – nine benefit CNAs, two benefit RN/LPN, one dietary aide, and non-benefit CNAs, dietary aides, housekeepers.
- State surveyors were in the building on April 12 for a complaint survey. The complaint was unsubstantiated and no further action will be taken.
- State surveyors are currently in the building for the annual survey for the ICF/ID license. The State Engineer is surveying today, also.

- The 400-wing covered entrance is on hold for the time being. It will be bid again in the beginning of 2017.
- Current LEAN projects: medical records department is being reorganized and cleaned. The scanning process has changed to scanning at the source rather than by medical records only. This process change is ongoing.
- Carol Schwartz attended the quarterly Southern Regional Office meeting of the Division of Quality Assurance at Dodgeville. There was no charge for the meeting. A number of Orchard Manor staff also attended the Intergenerational Training at the Administration Building.

The committee discussed the staffing issues facing the facility and possible reclassification of an Administrative Assistant II position. Discussion will continue at the next meeting.

Robert Scallon made a motion seconded by Dwight Nelson to accept the March and April 2016 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Dale Hood suggested the voucher listing include a column stating what item/service was purchased in addition to the other columns.

Chairman Patcle tentatively set Wednesday, June 10, 2016 at 10:00 a.m. for the next meeting. Dwight Nelson made the motion seconded by Patricia Reynolds to adjourn the meeting at 11:30 a.m. Motion carried, voice vote.