

## Orchard Manor/County Farm Committee Meeting Minutes June 8, 2016

Committee Chairman John Patcle called the meeting to order at 10:00 a.m. Chairman Patcle 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 members Robert Keeney and Carol Schwartz were also present. Ron and Terri Abing also attended.

Robert Scallon made the motion seconded by Dwight Nelson to approve the amended agenda. Motion carried, voice vote.

Dwight Nelson made the motion seconded by Patricia Reynolds to approve the May 11, 2016 Orchard Manor and Farm Committee minutes, with corrections. Motion carried, voice vote.

The committee recognized Bonnie Lenz for over 20 years of service to Orchard Manor. A plaque commemorating her service will be mailed to her, since she was unable to attend the meeting.

Ron Abing explained a water pressure tank needed immediate replacement on the farm. Majestic View is asking the farm to pay one-half of the expense of the tank. After discussion, Abings will ask Waterfall Pump Service to rebill to Orchard Manor Farm without sales tax.

Robert Scallon made the motion seconded by Dale Hood to pay one-half of the cost of the pressure tank replacement. Motion carried, voice vote.

Dwight Nelson made the motion seconded by Patricia Reynolds to accept the May 2016 Farm Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Ken McAndrew reported a tree in the open area near the farm was lost due to a recent storm. No current issues have arisen at the Community Services Building. Johnson Controls walked through Orchard Manor as a part of their County review in connection with Focus on Energy. The company was looking at a potential to replace dual room controls for heating and cooling with a single control. The 600-wing whirlpool remodel/replacement has been completed. An air conditioner in the lower level had to be replaced. Maintenance is working on repairs and updates to the 700/800 day room.

Patricia Reynolds made the motion seconded by Dale Hood that the Orchard Manor/Farm Committee adopts the annual compliance maintenance resolution. Motion carried, voice vote.

Orchard Manor is still seeking funding for the 400-wing covered entrance and the Ray and Kay Eckstein Charitable Trust is in a current application period.

Robert Scallon made the motion seconded by Dwight Nelson to authorize Orchard Manor to apply for a grant through the Ray and Kay Eckstein Charitable Trust for funding for the 400-wing covered entrance. Motion carried, voice vote.

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

- The current census is 107 geriatric and 29 intellectually disabled residents.

- Open positions – eight benefit CNAs, two benefit RN/LPN, two RN benefit, one dietary aide (filled), and non-benefit CNAs, dietary aides, housekeepers.
- Most facilities are offering sign-on bonuses and Orchard Manor currently is not.
- State surveyors completed the annual survey for the ICF/ID license. Only minor citations were given and the State has accepted the Plan of Correction. We are still awaiting the SNF annual survey.
- Orchard Manor will implement a “Missing Items Policy.” This policy will outline responsibility for expensive personal, resident items such as: eyeglasses, dentures, and hearing aids.
- EMG will be at Orchard Manor next week to complete a facility review for the Facility Dude software implementation.
- Current LEAN projects: medical records has completed the reorganization project.
- Sunday, June 26 is Family Day at Orchard Manor. Tim Bohnenkamp will provide music and the facility provides root beer floats to guests, residents, and staff.
- Staff attended training provided by the County on secure email, ethics and boundaries, and intergenerational differences. Human resources attended FMLA training at a cost of \$329. A nurse has been selected for wound care certification training. The total cost is approximately \$3,500.

The committee discussed options to attract and retain staff such as weekend differentials and higher shift differentials. Eight and 12-hour shifts were also discussed. The committee will also review the Administrative Assistant II position handling accounts receivable for a possible reclassification.

Copies of the farm rental agreement addendum and the current rental rate structure were distributed to committee members.

Dale Hood made a motion seconded by Robert Scallon to accept the May 2016 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Chairman Patcle tentatively set Wednesday, July 13, 2016 at 10:00 a.m. for the next meeting. Dwight Nelson made the motion seconded by Dale hood to adjourn the meeting at 11:55 a.m. Motion carried, voice vote.