

Orchard Manor/County Farm Committee Meeting Minutes July 13, 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, Patricia Reynolds, and Robert Scallon. Dwight Nelson was excused. Grant County staff members Robert Keeney, Joyce Roling, and Carol Schwartz were present. Ron and Terri Abing also attended.

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

Patricia Reynolds made the motion seconded by Robert Scallon to approve the June 8, 2016 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Ron Abing noted no current issues at the farm. He mentioned they have planted sweet corn that will be available soon.

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

Jack Hentges made a presentation to the board explaining his Eagle Scout project and asking for the committee's approval of it. His project entails making lap blankets and catheter covers he plans on donating to the Orchard Manor residents. October 20, 2016 is the estimated time of completion for the project.

Robert Scallon made the motion seconded by Dale Hood to approve this Eagle Scout project and authorize Jack to move forward with it. Motion carried, voice vote.

Ken McAndrew reported no current issues have arisen at the Community Services Building. Current Orchard Manor building repairs included replacement of some condenser fans and replacement of flooring in one resident room. The state engineering survey was completed this week. It will take 10 working days for any statement of deficiency to be sent to us.

Robert Scallon made the motion seconded by Patricia Reynolds to increase the credit card limit for the Maintenance Supervisor from \$1,000 to \$2,000. Motion carried, voice vote.

Aaron Rittenhouse from Johnson Controls discussed their assessment of the Orchard Manor facility. He believes a savings of up to \$80,000 annually could be realized from upgrading equipment and implementing energy-saving devices. Rittenhouse suggested funding the costs for such a program over a 10-year period at approximately \$160,000 per year. Utility and maintenance savings would fund a portion of the costs.

Dale Hood made the motion seconded by Patricia Reynolds to support Johnson Controls plan to evaluate County facilities and recommend the County Board issue a request for quote (RFQ) for such a project. Motion carried, voice vote.

Teri Koeller, Director of Nursing, discussed current staffing issues with the committee. She explained the shortage in health care workers and salaries and bonuses other facilities are offering to attract staff.

Based on current shift differentials and those offered by competitors, Orchard Manor is recommending an increase in those differentials. Proposed differentials would be 75 cents per hour for the p.m. shift and \$1.50 per hour for the night shift with a fiscal impact of \$68,152. The differential would be the same for all staff working those shifts.

Patricia Reynolds made the motion seconded by Robert Scallon to increase the current shift differentials to 75 cents per hour for the p.m. shift and \$1.50 per hour for the night shift, effective January 1, 2017. Motion carried, voice vote.

Orchard Manor is recommending the restructure of the Accounts Receivable/Administrative Assistant II position. Based on an analysis of current duties, the position better fits the Admission Specialist job description and endorses a change at this time.

Patricia Reynolds made the motion seconded by Dale Hood to recommend changing the Accounts Receivable/Administrative Assistant II position to Admission Specialist, schedule 1, grade A effective September 1, 2016. Motion carried, voice vote.

The committee discussed Orchard Manor room rates in comparison to other area facilities. Orchard Manor rates remain one of the lowest.

Robert Scallon made the motion seconded by Patricia Reynolds to increase Orchard Manor room rates \$10.00 per day effective January 1, 2017. Motion carried, voice vote.

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

- The current census is 112 geriatric and 27 intellectually disabled residents.
- Open positions – 10 benefit CNAs, two benefit RN/LPN, two RN benefit, Quality Assurance Manager, and non-benefit CNAs, dietary aides, housekeepers.
- State surveyors are currently on-site for the annual skilled nursing facility survey.
- A preliminary report from EMG recommends many system and equipment upgrades that will be discussed further by the full County Board.
- A notice was received from the Department of Natural Resources regarding necessary reports for our wastewater treatment plant. IIW, the engineering firm who prepared our 2014 reports and plans, will be contacted to work on requirements.
- Current LEAN projects: human resource file purging.
- The Ray and Kay Eckstein Charitable Trust grant application was submitted and we are awaiting their decision.
- The annual volunteer banquet is scheduled for August 25 at 6:00 p.m. in the Orchard Manor resident center.
- An LPN will attend wound care certification training this month.

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

Chairman Patcle tentatively set Wednesday, August 10, 2016 at 10:00 a.m. for the next meeting. Patricia Reynolds made the motion seconded by Dale hood to adjourn the meeting at 12:10 p.m. Motion carried, voice vote.