

## Orchard Manor/County Farm Committee Meeting Minutes September 14, 2016

Committee Vice Chairman Patricia Reynolds called the meeting to order at 10:00 a.m. Vice Chairman Reynolds 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, and Robert Scallon. John Patcle was excused. Grant County staff members Robert Keeney and Carol Schwartz were present. Terri Abing also attended.

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

Dwight Nelson made the motion seconded by Robert Scallon to approve the August 10, 2016 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Terri Abing discussed crop rotation and injecting manure on some fields as preparation for Spring.

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

After review and discussion of the Farm appropriation budget, Dwight Nelson made the motion seconded by Robert Scallon to approve the 2017 Farm budget as presented. Motion carried, voice vote.

Jim Bousley and Eldon Schneider from IIW, PC presented a contract for the required Department of Natural Resources (DNR) reporting for the sewer plant. An additional report is due by the end of March 31, 2017. The proposed fee is \$24,000 for the necessary work. The proposed means of compliance would be connection to the City of Lancaster sewer system. The committee recommended our corporation counsel review the contract before signing. IIW would send a letter to the DNR regarding the reporting due and our intended means of compliance.

Dale Hood made the motion seconded by Robert Scallon to approve the letter drafted by IIW to send to the DNR and to wait on contract approval until reviewed by counsel. Motion carried, voice vote.

Ken McAndrew reported no current issues at the Community Services Building. Ken continues to work on the implementation of the Facility Dude program at this facility. Facility Dude requires an email address to log in and enter work orders. Most of the Orchard Manor staff does not have email, so a designee would have to be assigned to this data entry. On August 25, the facility had a power outage due to a raccoon shorting the lines and a subsequent coolant leak on the generator. All necessary repairs were made. There have been some issues with the lawn mowing service. Ken is working with the provider. Plans have been made to reroof the generator building this fall. Orchard Manor will trade in the skid steer at year-end.

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

- The current census is 108 geriatric and 28 intellectually disabled residents.
- Open positions – 12 benefit CNAs, two benefit RN/LPN, two RN benefit, and non-benefit CNAs, nurses, dietary aides, housekeepers.
- The annual volunteer banquet was held on August 25 at 6:00 p.m. in the Orchard Manor resident center. It was well-attended.

- State surveyors made a return visit on August 31 and the facility was found to be in compliance. A cookout is planned as a thank you to staff for their assistance during the survey process.
- The facility continues with a LEAN approach to human resource files.
- Orchard Manor received a \$15,000 grant from the Ray & Kay Eckstein Charitable Trust to be used for the 400-wing covered entrance project.
- DON attended the regularly scheduled meeting of the regional DON group.
- Robert Scallon suggested the DON attend future meetings to address staffing issues.
- Robert Scallon also discussed the possibility of creating a hospice room in the facility.

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

After review and discussion of the Orchard Manor appropriation budget, Dwight Nelson made the motion seconded by Robert Scallon to approve the 2017 Orchard Manor budget as presented. Motion carried, voice vote.

Vice Chairman Reynolds tentatively set Wednesday, October 12, 2016 at 10:00 a.m. for the next meeting. Dwight Nelson made the motion seconded by Dale Hood to adjourn the meeting at 11:53 a.m. Motion carried, voice vote.