

Orchard Manor/County Farm Committee Meeting Minutes October 12, 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, Patricia Reynolds, and Robert Scallon. Grant County staff members Robert Keeney and Carol Schwartz were present.

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

Robert Scallon made the motion seconded by Dale Hood to approve the September 14, 2016 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

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

Robert Keeney reported the Lancaster City Council gave its approval to work with our engineers regarding an extension of the sewer to Orchard Manor property. Steve Winger, Lancaster City Administrator, indicated the City has an interest in developing some of the area including the former TC's Beverage property.

Jim Bousley and Eldon Schneider from IIW, PC were instructed to initiate a meeting with Strand Associates and the City within the next couple of weeks to discuss the sewer plans. Then the City Council would need further discussion on the issue. Winger indicated there is a current ordinance prohibiting sewer hook-up outside the city limits, but the ordinance could be amended to proceed with this plan.

Patricia Reynolds made the motion seconded by Robert Scallon to enter into the contract for the required 2017 sewer plant reporting with IIW, PC that was presented at last month's meeting. Motion carried, voice vote.

Carol Schwartz reported the Maintenance Supervisor has resigned and asked the committee to approve filling that vacant position. Dwight Nelson made the motion seconded by Patricia Reynolds to fill the Maintenance Supervisor position. Motion carried, voice vote.

Ken McAndrew reported a storage room in the Community Services Building had two wet ceiling tiles. Maintenance replaced the tiles but was unable to locate the source. They will monitor the area for additional leaks. Brian Reuter will continue to work on the implementation of the Facility Dude program at this facility. The roof on the generator room has been redone. The dishwasher in dietary had a short. Replacement parts were ordered and it is back in service.

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

- The current census is 106 geriatric and 29 intellectually disabled residents.
- Open positions – 14 benefit CNAs, two benefit RN/LPN, two RN benefit, and non-benefit CNAs, nurses, dietary aides, housekeepers.
- The facility continues with a LEAN approach to human resource files.
- The facility is concentrating open beds in the same wings so it is possible to decrease staffing in those areas.

- The DON has contacted staffing agencies to see the costs involved with using contracted employees to fill shortages. Contracted costs are two to three times higher than current wages. No payroll taxes and retirement would be required.
- The facility is looking for ideas such as tuition reimbursement, weekend packages, sign-on bonuses, and referral bonuses to attract additional staff.
- Orchard Manor may need to look at the possibility of downsizing bed counts or converting to private rooms, assisted living, or other ideas.
- The committee recommended a suggestion box for staff ideas. Suggestions must be signed.

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

Patricia Reynolds made a motion seconded by Dwight Nelson to adjourn to closed session per state statute 19.85 (1) (c) in considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically as it relates to the performance evaluation of the Administrator. Roll call vote was unanimous. Dale Hood made the motion seconded by Dwight Nelsib to reconvene to open session. Motion carried; voice vote.

Chairman Patcle tentatively set Wednesday, November 9, 2016 at 10:00 a.m. for the next meeting. Patricia Reynolds made the motion seconded by Dwight Nelson to adjourn the meeting at 12:20 p.m. Motion carried, voice vote.