

## Orchard Manor/County Farm Committee Meeting Minutes November 9, 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, and Patricia Reynolds. Robert Scallon was absent. Grant County staff members Robert Keeney 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.

Dwight Nelson made the motion seconded by Patricia Reynolds to approve the September 14, 2016 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

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

The committee discussed the connection of Orchard Manor to the City of Lancaster sewer system. The city has indicated the sewer extension would likely follow the highway right-of-way in order to allow for future development on that side of the city. Discussions will be ongoing.

Facility Dude is still being implemented throughout the County. There are some challenges with implementation of this program in a health care facility. The new Maintenance Supervisor, Matthew Thill, will begin working with the program.

Patricia Reynolds made the motion seconded by Dwight Nelson to authorize a credit card for the Maintenance Supervisor with a credit limit of \$2,000. Motion carried, voice vote.

The DON addressed the committee regarding the staffing shortages at the facility. This is an industry-wide problem. We continue to have many open CNA and nursing positions. Staff is mandated to stay when shifts are unfilled. Some staff got physician orders to limit their work shifts to only eight hours so they cannot be mandated. Staff is frustrated with all of the hours they are working and some are leaving due to this stress. We have looked at the option of trying to hire personal care workers (PCW) to ease some of the workload. However, regulation does not allow a PCW to perform any direct care for the residents. Sign on bonuses for nurses have not produced any new hires. Referral bonuses to current staff can be implemented. Admissions have been slowed in order to require less mandating of staff. A decision need to be made regarding the number of filled beds to maintain. The committee discussed using a wing for a purpose other than nursing home; converting rooms to assisted living; and creating more private rooms. The committee directed the DON and Administrator to look at creating more private rooms within the facility and further explore assisted living options.

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

- There was a part needed to help regulate the temperature in the building. No major equipment issues needed attention.
- The current census is 105 geriatric and 29 intellectually disabled residents.
- Open positions – 16 benefit CNAs, five nursing positions.
- The facility continues with a LEAN approach to basement storage files.

- Orchard Manor participated in a webinar for Wisconsin Job Net. Contracting with this company would give us much broader online exposure for job openings. Discussion will continue with them.
- DON and two nurses attended the annual FOCUS convention in Wisconsin Dells.
- Administrator attended a free Southern Regional Office meeting in Dodgeville.
- Some discussion was held regarding laundry and food preparation if the jail is located next to Orchard Manor.

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

Chairman Patcle tentatively set Wednesday, December 14, 2016 at 10:00 a.m. for the next meeting. Dwight Nelson made the motion seconded by Patricia Reynolds to adjourn the meeting at 12:09 p.m. Motion carried, voice vote.