

Orchard Manor/County Farm Committee Meeting Minutes December 14, 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. Ron and Terri Abing also attended.

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

Dwight Nelson made the motion seconded by Patricia Reynolds to approve the November 9, 2016 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Matt Thill explained necessary options for the new bus are outside the scope of the grant. The options cost \$4,526.00.

Patricia Reynolds made the motion seconded by Dwight Nelson to approve payment of the bus options from the farm account. Motion carried, voice vote.

Abings mentioned occasionally being asked to help with snow removal at the Community Services Building. Orchard Manor told them that is outside the scope of the renter's duties and to refer any requests to Orchard Manor regarding snow.

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

Carol Schwartz explained the 400-wing covered entrance project had gone out for bids earlier in the year. The bids exceeded the amount of funds raised for the project. More funds have been raised, including a \$15,000 grant from the Ray & Kay Eckstein Charitable Trust. At this time, Orchard Manor is requesting approval to rebid the project and use farm funds for any additional needs. A handicap door opener would be added to the outside door on the wing. Robert Keeney mentioned Orchard Manor is currently considered a non-conforming building. The engineer needs to contact Lynda Schweikert regarding a waiver or potential zoning changes.

Robert Scallon made the motion seconded by Patricia Reynolds to authorize the 400-wing covered entrance project to go out for bids with bid opening scheduled at 10:00 a.m. on Wednesday, January 11, 2017. Motion carried, voice vote.

IIW will be asked to attend the February meeting to finalize the necessary reporting for the facility sewer plant. The City of Lancaster and IIW have had discussions regarding possible routes for connection to the City sewer system.

Facility Dude does not have the capability to transfer Orchard Manor assets to the WorxHub software. This program is better suited to the nursing home environment and is now owned by Facility Dude. There are some issues with the number of logons needed by staff. A generic logon may be utilized for nursing staff to enter maintenance work orders. It may still take several months for a change to be made to this program. The cost to make this change is being negotiated with the company.

Matt Thill reported the required enunciator panel for the generator is not functioning. An after-market panel was installed in 2010 and was not wired properly. After evaluation of the system, the immediate need is to replace this panel at a cost of approximately \$8,477. It is also time to look at replacing the generator itself. The fire panel has been alarming without cause. The fire alarm system works, but the panel will need to be diagnosed and repaired. The skid steer has been traded in and the new machine has been delivered. Orchard Manor is also looking at replacing the facility vehicle. The current vehicle is a 2008 with over 92,000 miles on it. It is used for resident transport and staff travel. A leak was discovered in one of the remodeled whirlpool rooms. The tile company will be brought in to check the issue. The committee also discussed the possibility of using a tractor Orchard Manor owns for snow removal. Matt will contact Linda Gebhard on this matter. The business office copier will also be replaced.

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

- The current census is 100 geriatric and 29 intellectually disabled residents.
- Two CNAs and two student CNAs have been hired. 10 positions remain open.
- The nursing sign-on bonus and the referral bonuses are in place.
- The facility is still in need of RNs.
- A holiday party for staff will be held on January 13, 2017 in the Jury Room at Doolittle's.
- The facility is considering painting/redecorating the dining room in 2017.
- The steam table in the geriatric dining room has been relocated to make serving more efficient.
- The steam table for the kitchen serving line has to be replaced. Estimated cost is \$2,500.
- The new nursing department scheduling program has been implemented. Staff now has online access and cell phone access to their schedule and to open shifts. This will streamline the process of filling open shifts.
- The facility is still looking at options to alleviate the staffing shortages.

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

Chairman Patcle tentatively set Wednesday, January 11, 2017 at 10:00 a.m. for the next meeting. Dwight Nelson made the motion seconded by Robert Scallon to adjourn the meeting at 11:36 a.m. Motion carried, voice vote.