

Orchard Manor/County Farm Committee Meeting Minutes January 11, 2017

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 member, Carol Schwartz was present. Ron and Terri Abing also attended.

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

Robert Scallon made the motion seconded by Dale Hood to approve the December 14, 2016 Orchard Manor and Farm Committee minutes with the replacement of Dale Hood's name with Robert Scallon as the second to the farm voucher motion . Motion carried, voice vote.

Ron Tessman, Delta 3 Engineering, was on hand for the bid opening for the 400-wing covered entrance. Otter Creek from Highland bid \$116,685.00. Top Notch from Bloomington bid \$104,000.00. Jim's Building Center from Fennimore bid \$99,000.00. The bid included starting before March 1, 2017 and a completion date of May 26, 2017.

Majestic View presented the Annual rent calculation for 2017 based on corn prices on the first business day of 2017. The total rent for 2017 would be \$118,740.00.

Robert Scallon made the motion seconded by Dwight Nelson to accept the rent proposal as submitted. Motion carried, voice vote.

The committee did reach Robert Keeney via phone to discuss bids. He was in favor of accepting the lowest bid. Ron Tessman explained the remodel of an existing structure could result in some contingent costs arising during construction.

Dale Hood made the motion seconded by Dwight Nelson to accept the bid of \$99,000.00 submitted by Jim's Building Center, Fennimore. Motion carried unanimously by roll call vote.

No new information is available from the City of Lancaster regarding the sewer extension to Orchard Manor property. The current permit for Orchard Manor's sewer plant is valid until 2022 and could be used until then.

WorxHub software for the facility should be up and running next week. Maintenance is repairing a tractor the County Clerk's office wanted to use for Courthouse snow removal. The steam table for the serving line in the main floor kitchen is being replaced. Some modifications had to be made to the purchased table. The work on the enunciator panel for the generator will begin soon. Maintenance is also exploring options to correct storm water issues in a portion of the basement.

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

- The current census is 101 geriatric and 28 intellectually disabled residents.
- The facility is still in need of 12 CNAs and five RN/LPNs..
- The nursing sign-on bonus and the referral bonuses are in place.
- A 2015 Ford Taurus was purchased for the facility prior to year-end. The old vehicle will be sold separately.

- The main copier for the business office will be replaced. There was only one repair person left to work on the old copier and the machine required service frequently.
- Staff and residents have been experiencing gastroenteritis. Some wings were temporarily under quarantine to limit spread of the illness.
- The increased shift differential went into effect January 1, 2017.
- The new nursing department scheduling program is going smoothly.
- The facility is still looking at options to alleviate the staffing shortages.
- The facility has begun the Payroll Based Journal entry for new reporting requirements. The first report is due February 14, 2017.
- The DON will attend the annual DON Symposium in Lake Geneva next month.

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

Vice Chairman Reynolds tentatively set Wednesday, February 8, 2017 at 10:00 a.m. for the next meeting. Dwight Nelson made the motion seconded by Dale Hood to adjourn the meeting at 11:15 a.m. Motion carried, voice vote.