

## Orchard Manor/County Farm Committee Meeting Minutes March 8, 2017

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 excused. Grant County staff members, Robert Keeney and Carol Schwartz were present. Ron and Terri Abing also attended.

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

Patricia Reynolds made the motion seconded by Dale Hood to approve the February 8, 2017 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Majestic View reported no concerns at the farm at this time. The first rent payment for 2017 has been made.

Patricia Reynolds made the motion seconded by Dwight Nelson to approve the February 2017 farm cash balance statement and farm vouchers. Motion carried, voice vote.

Eldon Schneider and Jim Bousley, IIW Engineering, were in attendance to finalize the DNR reporting due at the end of March for Orchard Manor's sewer permit. They are waiting for a formal commitment letter from the City of Lancaster regarding their willingness to proceed with the sewer extension to Orchard Manor. A determination of peak flows needs to be made to include in the report. The initial estimate by the architects of 72,000 gallons per day of discharge appeared to be higher than could be justified by total personnel and inmate counts. IIW is still gathering information to make a more accurate estimate of actual numbers.

Patricia Reynolds made the motion seconded by Dwight Nelson to approve the submission of the IIW report to the DNR on behalf of Orchard Manor. Motion carried, voice vote.

Maintenance will work with Southwest Electric to install a direct electric line to the server room in the Community Services Building. They will also replace six electric outlets. The new enunciator panel was installed for the generator at Orchard Manor. The 700/800 dayroom redecorating is complete. Work is beginning on the geriatric dining room. The last of three compressors for the dietary freezers/coolers has been replaced. Four bids for 2017 lawn mowing were received and the lowest bidder was Pagel Services with a bid of \$445 for weekly or as needed lawn services.

Patricia Reynolds made the motion seconded by Dale Hood to award the 2017 lawn mowing bid to Pagel Services at \$445 per mowing. Motion carried, voice vote.

Maintenance also reported work has begun on the 400-wing covered entrance. That entrance will be closed to the public during construction. Orchard Manor has had to replace some of the pipes for the dry sprinkler system. We can expect more sections needing replacement in the future. The Worxhub program is currently in use. The assets still need to be loaded into this program to make the transition from Facility Dude complete.

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

- The current census is 95 geriatric and 28 intellectually disabled residents.
- The facility is still in need of 11 CNAs. Nursing staff is at the desired level.
- The referral bonus is in place.
- The new bus has not arrived yet.
- Clinical software will be upgraded through the current vendor. Implementation of the new version should take place next month.
- A State surveyor is currently on site for a complaint survey.
- The geriatric dining room will be painted soon. Maintenance has taken down shelves and made some repairs to the walls.
- Orchard Manor has signed up for a series of six webinars sponsored by Leading Age regarding the new Medicare Final Rule at a cost of \$150 for the series.
- The facility would also like more clarification on email encryption and open record requests within the County email system.

Staff was interested in having a fundraiser in the in-service classroom next month. A representative of the LuLaRoe company has agreed to have profits from the sale of products donated to a morale program at Orchard Manor. The company would also make a donation. The sale would not interfere with work and no solicitation would take place. After discussion with Personnel, it was suggested the committee determine if it was appropriate.

Patricia Reynolds made the motion seconded by Dwight Nelson to move the request for the fundraiser on to the Executive Committee for approval. Motion carried, voice vote.

Dwight Nelson made a motion seconded by Patricia Reynolds to accept the February 2017 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Chairman Patcle tentatively set Wednesday, April 12, 2017 at 10:00 a.m. for the next meeting. Dwight Nelson made the motion seconded by Patricia Reynolds to adjourn the meeting at 11:30 a.m. Motion carried, voice vote.