

## Orchard Manor/County Farm Committee Meeting Minutes May 9, 2018

Grant County Chairman Robert Keeney called the meeting to order at 10:00 a.m. Chairman Keeney noted a quorum was present and certified the meeting was in compliance with the Open Meetings Law. Committee members present were Greg Fry, Roger Guthrie, Dale Hood, Gary Northouse, and Donald Splinter. Grant County staff members Shane Drinkwater and Carol Schwartz were also present. Ron Abing and Brian Sitts also attended.

Dale Hood nominated Donald Splinter for committee chair. Roger Guthrie made a motion seconded by Greg Fry to close the nominations and unanimously elect Splinter. Motion carried, voice vote.

Donald Splinter nominated Dale Hood for committee vice chair. Roger Guthrie made a motion seconded by Greg Fry to close the nominations and unanimously elect Hood. Motion carried, voice vote.

Gary Northouse nominated Roger Guthrie for committee secretary. Greg Fry made a motion seconded by Gary Northouse to close the nominations and unanimously elect Guthrie. Motion carried, voice vote.

Roger Guthrie made the motion seconded by Greg Fry to approve the agenda. Motion carried, voice vote.

Greg Fry made the motion seconded by Dale Hood to approve the April 11, 2018 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Ron Abing was introduced to new committee members. Majestic View did not have any issues to bring to the committee.

Greg Fry made the motion seconded by Gary Northouse to accept the April 2018 Farm Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

The current personal laundry contract with Red Robin Laundry (Brian Sitts) is up for renewal. The committee received copies of the renewal contract. The facility and residents are pleased with the service provided.

Roger Guthrie made the motion seconded by Greg Fry to approve a five-year contract extension with Red Robin Laundry. Motion carried, voice vote.

Robert Keeney updated the committee on construction progress. Shane Drinkwater, IT Director, has pointed out some issues to address on the technology portion of the building. A change order(s) will be made to correct oversights to the building design. The sewer project is moving forward, too. Surveying and acquiring easements along the path of the sewer line is has begun.

Maintenance has had issues with the chillers and needed to call in a vendor for repairs. The unit in the geriatric medication room has been replaced. Repairs were completed to the flooring in the geriatric dining room. Redecorating in the main floor women's restroom has been completed.

Orchard Manor purchased a used handicap van with 13,000 miles on it. It is rear-loading versus the side-loading one currently in use. The current van has 103,000 miles on it.

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

- The current census is 82 geriatric and 25 intellectually disabled residents.
- Orchard Manor purchased the 2016 van previously discussed due to the high mileage on our current, 2010 vehicle. For the time being, we will also keep the old vehicle as a backup.
- CNA staffing is at a good level now. Activities will need to replace a retiring staff member. Our HR/Payroll person resigned and the position needs to be discussed with personnel prior to making a hiring decision.
- The dietary department has begun serving meals directly on the wings. This has improved food quality and serving temperature.
- Our LEAN group is still working with policy writing/reorganization. Many are outdated and will need to be deleted and/or rewritten.
- The survey window is open now for our ICF/ID survey and the survey window for the geriatric survey opens this month.
- The staff completed a mock survey to help us with survey preparedness.
- This week is Nurses' Week and the Director of Nursing has prepared recognition and activities to honor their hard work.
- Next week is National Nursing Home week. The activities department planned events for residents and families for the entire week.
- The committee discussed the 800-wing and current census in the facility.

Greg Fry made the motion seconded by Roger Guthrie to accept the April 2018 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Chairman Splinter tentatively set Wednesday, July 11, 2018 at 10:00 a.m. for the next meeting. Greg Fry made the motion seconded by Gary Northouse to adjourn the meeting at 10:58 a.m. Motion carried, voice vote.