

Orchard Manor/County Farm Committee Meeting Minutes November 14, 2018

Committee Chairman Donald Splinter called the meeting to order at 9:00 a.m. Chairman Splinter noted a quorum was present and certified the meeting was in compliance with the Open Meetings Law. Committee members present were Greg Fry, Dale Hood, and Gary Northouse. Roger Guthrie was excused. Grant County staff members Robert Keeney, Joyce Roling, and Carol Schwartz were present. Ron and Terri Abing also attended.

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

Greg Fry made the motion seconded by Dale Hood to approve the September 5, 2018 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

The construction has not been causing any problems for the farm. They are almost done with crops and have been hauling manure. The Majestic View permit from the Department of Natural Resources will be coming up for renewal. Some of their supporting paperwork has been lost by the DNR over the years, so some of the permitting work may have to be redone.

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

Robert Keeney updated the committee on construction progress. The binder coat has been put down on the frontage road. Live power will be installed by the end of the week. Inside finish work is progressing. Most painting is completed. Flooring will be installed last. The ADRC may move in mid-January. The sewer connection should ideally be completed before inmates are moved to the building. Easement acquisition continues. The sewer project should be bid in December and construction should begin in March, weather permitting. The project was originally supposed to be completed by April 1. Food service at the new jail was briefly discussed. Orchard Manor offered to prepare meals for the inmates at the new jail. The sheriff did not discuss that option with Orchard Manor and chose to hire an outside vendor for meals.

Maintenance was able to salvage and sell some items from the former laundry building. The compressor that runs the pneumatic system needs to be replaced. The quotes Matt obtained were \$5,500 and \$6,400. A product needs to be selected and ordered soon. Installation of the nurse call system will begin soon. After a review by the State Engineer, the nurse call system we will install is wired. The State had concerns about the wireless model proposed for installation. Matt obtained quotes for the boilers, chillers, and generator. These are the items approved by the full board to be paid from the Farm Account in 2019.

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

- The current census is 86 geriatric and 24 intellectually disabled residents.
- State surveyors arrived November 6 and spent three days onsite. This is the first skilled survey under the new survey process. The facility only received minor cites and it was an excellent survey.
- CNAs and nurses are needed. We continue to advertise and recruit staff.
- Residents received their influenza vaccines in October.

- The holiday meal date for residents and their guests is scheduled for December 1.
- We had an issue with a resident that required emergency detention. That resident did not return to the facility.
- A new medical records coordinator has been hired to replace the retiring staff member.
- We will be advertising for the Activity Director position.
- No training costs are anticipated at this time.

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

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

Gary Northouse made a motion seconded by Greg Fry to adjourn to closed session per state statute 19.85 (1) (c) in considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically as it relates to the performance evaluation of the Administrator. Roll call vote was unanimous. Dale Hood made the motion seconded by Donald Splinter to reconvene to open session. Motion carried; voice vote.

Chairman Splinter tentatively set Wednesday, January 9, 2019 at 9:00 a.m. for the next meeting. Gary Northouse made the motion seconded by Greg Fry to adjourn the meeting at 11:00 a.m. Motion carried, voice vote.