

Orchard Manor/County Farm Committee Meeting Minutes June 10, 2020

County Board Chairman Robert Keeney called the meeting to order at 9:00 a.m. Chairman Keeney noted a quorum was present and certified the meeting was in compliance with the Open Meetings Law. Committee members present or online were John Beinborn, Greg Fry, Roger Guthrie, Dale Hood, and Donald Splinter. Grant County staff members Shane Drinkwater, Amanda Degenhardt, Joyce Roling, Carol Schwartz, Gary Pluemer, and Matt Thill were present or joined online. Terry Abing also attended online.

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

Donald Splinter nominated Dale Hood for committee vice chair. Dale Hood nominated Greg Fry for vice chair. Greg Fry was elected vice chair by a roll call vote of 3 – 2.

John Beinborn nominated Dale Hood for committee secretary. Roger Guthrie made a motion seconded by John Beinborn to close the nominations and unanimously elect Hood. Motion carried, voice vote.

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

John Beinborn made the motion seconded by Roger Guthrie to approve the May 13, 2020 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Terri Abing provided a summary of the fencing expenses for the farm. Some of the materials have already been paid by the farm. Majestic View provided all of the labor.

Roger Guthrie made the motion seconded by Dale Hood to approve and pay the bills for the fencing materials. Motion carried, voice vote.

Roger Guthrie made the motion seconded by Dale Hood to reimburse Majestic View their fencing labor costs of \$9,328.00. Motion carried, voice vote.

Robert Keeney updated the committee on the old Community Services Building. Some lead paint was found in a small area. Wiederholt will remove the rubble with lead paint and bury the remainder. Some individuals have contacted Chairman Keeney about wanting some of the rubble for ditch fill.

Matt Thill reported their department has been performing preventative maintenance on the air conditioning. The north dining room is being painted and has had the lights changed to more efficient ones. Blowers have gone out in some of the new hot water heaters. They are under warranty and will be repaired at no charge. The generator project is on hold due to COVID-19. Orchard Manor is working on upgrading the fire panel.

The maintenance technicians and maintenance worker have requested to be placed in the same wage scale as the other County workers in the same job classification. The committee instructed the administrator to create a fiscal impact report for discussion at the next meeting.

The committee discussed some equipment Orchard Manor had listed on the Wisconsin Surplus site. The intent was to use proceeds toward the purchase a different, zero-turn mower. If Gary Pluemer wants an item for his department, it can be purchased for a matching price from the sale website. Orchard Manor can offer future items for sale to other maintenance departments at an asking price prior to listing for sale. The committee would also like maintenance to track mowing hours for the facility.

Carol Schwartz requested credit cards with \$2,000 credit limits for the new Office Manager and the new Accounts Payable clerk. John Beinborn mad the motion seconded by Roger Guthrie to approve these two credit cards and send the request to Executive Committee. Motion carried, voice vote.

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

- The current census is 60 geriatric and 24 intellectually disabled residents.
- The Quality Assurance Manager resigned to take another position.
- CNAs – 2 PM full-time; 1 PM 72 hr.; 1 NOC 72 hr.; 3 NOC full-time; 1 full-time days; weekend.
- RN- 1 PM
- RN/LPN 1 NOC/PM 64-80 Hr.
- COTA 20 hr. week.
- Brittany Childs was hired as the HR/Payroll Assistant.
- Cody Blindert was hired at the Accounts Payable clerk.
- State surveyors finalized their infection control/complaint survey on June 4. The two complaints were unsubstantiated and no citations were issued.
- Three residents remain on the 800 unit.
- No new resident or staff cases of COVID-19 since May 16, 2020.

Roger Guthrie made the motion seconded by Dale Hood to accept the Administrator's report. Motion carried, voice vote.

Chairman Splinter tentatively set Wednesday, July 8, 2020 at 9:00 a.m. for the next meeting. Dale Hood made the motion seconded by Roger Guthrie to adjourn the meeting at 10:12 a.m. Motion carried, voice vote.