

Orchard Manor/County Farm Committee Meeting Minutes January 13, 2021

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 or online were John Beinborn, Greg Fry, Roger Guthrie, and Dale Hood. Grant County staff members Amanda Degenhardt, Shane Drinkwater, Robert Keeney, Carol Schwartz, and Matt Thill were present or joined online. Terri Abing also joined the meeting.

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

Roger Guthrie made the motion seconded by Greg Fry to approve the December 9, 2020 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Terri Abing gave the committee the 2021 rent calculation for review. Per the committee's direction, four acres were excluded due the sewer line construction through farm property. The total rental proposal is \$125,902 for 2021 with rent payments due March 1 and September 1 each year with the current contract valid through 2025. The rental proposal will be put on the agenda and acted upon next month. The committee also noted Majestic View does a number of things for the farm throughout the year at no extra cost to the County.

Roger Guthrie made the motion seconded by Dale Hood to approve the Farm vouchers as presented. Motion carried, voice vote.

Robert Keeney reported the DNR has not given a written response regarding approval for burying the rubble from the old Community Services Building. Wiederholt is waiting for approval to finish. The sewer plant has been demolished. The new communication tower is under construction. It is planned to be finished by the end of February.

Matt Thill reported the generator project is fully invoiced and paid. The new dishwasher was installed in December. Orchard Manor should see significant savings on water and electricity from this. Replacement lighting in the North Dining Room will also give us a FOCUS on Energy rebate.

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

- The current census is 50 geriatric and 25 intellectually disabled residents.
- CNAs – multiple positions remain open for all shifts.
- RN- 1 PM
- RN/LPN 1 NOC/PM 64-80 hr.
- MDS/RN coordinator – 80 hr.
- PTA is now 40 hr./week.
- Medicare Cost Report has been verified and accepted.
- Beds have been reduced to 99 geriatric and 25 ICF-ID
- The first round of COVID-19 vaccinations were provided on January 11.
- A total of 138 vaccinations were given – 62 residents and 76 staff.
- Return for second vaccination on February 8 and another round of first shots will be given. The pharmacy will return one month after that for the second vaccine.
- The committee asked we reach out to the health department regarding new residents and new staff getting the vaccine.

Greg Fry asked if combining the Orchard Manor maintenance department with the Community Services Building maintenance department was still being considered. He wondered if there would be a savings realized. Robert Keeney suggested Finance and Personnel be involved in future discussions on the topic.

Roger Guthrie asked if Orchard Manor bought iPads that are not compatible with the County's systems. Carol Schwartz explained they were given to the facility through a grant for those specific items, not purchased. Shane Drinkwater explained software needs to be installed on mobile devices used within the County.

Dale Hood asked about credit cards for Orchard Manor staff. He wanted to verify what staff had cards and their credit limits. The DON, Maintenance Supervisor, Office Manager, and Accounts Payable Clerk all have a \$2,000 limit. The Administrator has a \$7,500 limit. All charges must have the appropriate invoice submitted in order to be paid.

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

Chairman Splinter tentatively set Wednesday, February 10, 2021 at 9:00 a.m. for the next meeting. John Beinborn made the motion seconded by Greg Fry to adjourn the meeting at 9:45 a.m. Motion carried, voice vote.