

Orchard Manor/County Farm Committee Meeting Minutes October 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 Greg Fry, Roger Guthrie, and Dale Hood. John Beinborn was excused. Grant County staff members Shane Drinkwater, Robert Keeney, Garry Pluemer, Joyce Roling, Karla Schwantes, Carol Schwartz, Matt Thill, and Tonya White were present or joined online. Terri Abing also joined the meeting.

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

Roger Guthrie made the motion seconded by Greg Fry to approve the September 8, 2021 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Terri Abing reported no current issues with the farm.

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

Administrative Committee has expressed interest in transferring control of the Orchard Manor Farm to their committee.

Dale Hood made the motion seconded by Roger Guthrie to retain control of the farm as part of the Orchard Manor/Farm Committee duties. Motion carried, with Greg Fry opposed.

Robert Keeney reported the Old Community Services Building has been buried. A retention pond has been created. Erosion control needs to be put in place. All necessary documentation has been sent in to the State.

Matt Thill updated the committee on the Grant County Cemetery. Maintenance has been working with the Genealogy Society and Dave Peterson to locate gravesites in the cemetery. An Orchard Manor map indicates 106 graves and we have identified 75 of those. Locating markers has been difficult because they are not in numerical order. Before 1927, there are no markers. The department completed 424 work orders last month. Matt has been working with Garry Pluemer to implement Worxhub and Life Safety codes for other buildings. Boiler #1 is having some alarm issues we are addressing. Staff will stripe the parking spaces in the lots. Water heater preventive maintenance is complete and air filters have been changed. A three-year look back on the heating expenses at Orchard Manor has shown a \$52,000 savings since new boilers were installed. Matt also asked the committee for permission to sell some unneeded items on the Wisconsin Surplus website.

Roger Guthrie made the motion seconded by Greg Fry to sell the unwanted items on the Wisconsin Surplus website. Motion carried, voice vote.

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

- The current census is 51 geriatric and 25 intellectually disabled residents.

- No residents have tested positive for COVID19. Four individual staff have tested positive or been exposed over the last month, but they quarantined at home and all returned to work.
- The facility continues to be in a crisis staffing situation with CNAs. Other positions are also open.
- 81% of staff are vaccinated and 92% of residents are vaccinated. Unvaccinated staff must be tested weekly.
- We are still waiting for our annual SNF State recertification survey.
- Our OT/Therapy Manager resigned to take another position.
- We are training ancillary staff to become feeding assistants to help on the floor at meal time.
- The Laundry Aide retired October 1. Housekeeping staff has been handling the duties of that position.

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

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

Roger Guthrie made the motion seconded by Dale Hood 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. Roger Guthrie made the motion seconded by Dale Hood to reconvene to open session. Motion carried; voice vote.

Chairman Splinter tentatively set Wednesday, November 10, 2021 at 9:00 a.m. for the next meeting. Roger Guthrie made the motion seconded by Dale Hood to adjourn the meeting at 10:29 a.m. Motion carried, voice vote.