

Orchard Manor/County Farm Committee Meeting Minutes June 14, 2023

Committee Chair Elias Cox called the meeting to order at 9:00 a.m. Elias Cox noted a quorum was present and certified the meeting was in compliance with the Open Meetings Law. Committee members present or online were, Joseph Mumm, Donald Splinter, Roger Guthrie, and Diane Nelson. Grant County staff members Shane Drinkwater, Garry Pluemer, Alesha Erdenberger and Robert Keeney.

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

Donald Splinter made the motion seconded by Joseph Mumm to approve the May 10, 2023 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Donald Splinter made the motion seconded by Diane Nelson to approve the May 10, 2023 Farm vouchers as presented. Motion carried, voice vote.

Alesha explained to the board that she had presented to the Executive Committee on Tuesday June 13th a request of continuation for the \$5 per hour on weekends for all nursing. This request will be reviewed again in six months.

Donald Splinter made the motion seconded by Joseph Mumm to extend the \$5 per hour on weekends for nursing, this will be reviewed again in six months. Motion carried, voice vote.

Alesha shared with the board that she has been in contact with the PERM process. It will take 6-9 months after an application is received before we get to the prevailing wage stage. It could take up to 3 years before we receive any applicants. Discussion was had about what happens if we apply and do not need the workers at the given time. Alesha recommends we apply for two dietary aide positions and two housekeeping aides. Alesha further stated she will bring it back for further discussion when the prevailing wage stage has started.

Elias Cox made the motion seconded by Diane Nelson to approve applying for these positions with the PERM program. Motion carried, voice vote.

Alesha presented to the board her recommendation on a reorganization of the housekeeping department. She explained that the work load is heavier on the housekeeping department with agency staff. Alesha's recommendation is one manager, three regular full time, and two regular part time employees.

Roger Guthrie made the motion seconded by Donald Splinter to approve this reorganization of the Housekeeping department. Motion carried, voice vote.

Alesha informed the board that Red Robin our laundry provider for the resident's personal clothing will be increasing our rate by 33% effective June 15, 2023. Alesha also shared we do not have another local laundry provider. This will be out of budget spending for the remainder of 2023 but we will be able to budget for this moving forward.

Donald Splinter mad the motion seconded by Diane Nelson to continue with Red Robin's laundry service. Motion carried, voice vote.

Alesha updated the board on the Wipfli financial study. Wipfli will present on August 9, 2023.

Garry Pluemer shared we have had 2 unplanned power outages. State survey has been completed for both licenses. Alesha and Garry conducted an all staff training from the results of those surveys. The water survey has been completed by the TEAM engineers. Garry will have numbers from TEAM next meeting. The new air-conditioning unit is up and running. Garry is learning a lot about the fire drills at Orchard Manor.

Alesha Erdenberger and the Committee discussed the following Orchard Manor items:

- The current census is 42 geriatric and 25 intellectually disabled residents.
- 4 WisCaregivers have started in the CNA program.
- Hiring is going well. We are still looking for Activity Manager, Activity Aides, MDS Nurse, DON (ours will be retiring in February 2024), CNA's and Housekeeping.
- Staffing is doing better. The Orchard Manor team is working very hard to eliminate agency.
- State survey has been completed for both licenses.
- Orchard Manor is no longer wearing masks.

Donald Splinter made the motion seconded by Joseph Mumm to approve the May 2023 vouchers as presented. Motion carried, voice vote.

Elias Cox tentatively set Wednesday, July 12, 2023 at 9:00 a.m. at the CSB Building for the next meeting.

Diane Nelson made the motion seconded by Roger Guthrie to adjourn the meeting. Motion carried, voice vote.