

Orchard Manor/County Farm
Committee Meeting Minutes
August 7, 2024

Committee Member/Chairperson, Richard Sanson called the meeting to order at 9:00 a.m. Richard Sanson noted a quorum was present and certified the meeting was in compliance with the Open Meetings Law. Committee members present were Robert Keeney, Roger Guthrie, Joe Mumm, Diane Nelson and Richard Sanson. Committee members absent: Mark Vosberg. Grant County staff members: Garry Pluemer, Alesha Erdenberger, Britney Wall, and Shane Drinkwater.

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

Joe Mumm made the motion seconded by Diane Nelson to approve the July 10, 2024 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

No Farm report or vouchers and financial report.

Nursing Weekend Package proposal- Alesha presented two proposed weekend recruitment packages to attract nurses to sign on for weekend hours 2 out of 3 weekends or even 5 out of 6 weekends. At this time, Alesha expressed the need for an RN for night shift and either a LPN or Med Tech for day shift 7a-7pm every Saturday and Sunday. A discussion ensued regarding how many nurses would need to be hired to covered the open weekend shifts; Britney expressed the immediate needs are an RN on nights F, S, S- 2 out of 3 weekends and also one LPN or Med Tech every weekend on day shift. A discussion ensued regarding benefit eligibility vs PRN and WRS-state retirement with the weekend packages and having a conversation with our labor Attorney, Kyle to discuss any concerns with these two new packages in regards to hours worked and benefit eligibility. Furthermore, a discussion occurred regarding how it is common for healthcare facilities to have weekend packages and the needs for coverage for a 24/7 facility differs than another department needs.

Roger Guthrie made the motion seconded by Diane Nelson to approve the nursing weekend packages- "Weekend Warrior and the Weekender" for 2 out of 3 weekends once approved by County Labor attorney, as presented. Motion carried, voice vote.

Wander/Door Alarm Installation Proposal (Out of Budget)- Alesha presented an out of budget spending proposal to install a new wander guard control on the main door 100 wing in addition to a new panic bar to ensure safety of wandering residents. The 100 wing door currently doesn't allow the door system to dis-alarm the door during business hours, but with the electrical upgrade proposed we will be able to open the doors during business hours. In addition, the current wander guard on the 300 wing is not working, so we plan to install a new control on 100 wing and move the control to 300 wing to fix both areas.

Joe Mumm made the motion seconded by Diane Nelson to approve the installation of a new wander guard controller and a new panic bar/electric upgrade to 100 wing for a total of \$20,725, as presented. Motion carried, voice vote.

Vacation Carryover Request- Alesha requested Board approval to carry over 8.75 hours for our Head Cook into August 2024. Alesha presented that this employee has assisted with training 2 dietary managers in the last year; she has also worked for us for more than 40 years and has a lot of vacation. In addition, the kitchen has been short and she gets called in to work a lot. Alesha did clarify that she did approve 40 hours, but this 8.75

was in addition to that amount approved. It was all agreed to this Head Cook will use all her time up by the end of August or she will lose it. Roger Guthrie made the motion seconded by Joe Mumm to approve a total of 48.75 hours to be carried over to the end of August 2024 for Head Cook to use up her vacation or she will lose those hours, as presented. Motion carried, voice vote.

Orchard Manor Operations-

Rick Sanson reported to the Board that he has requested an update on the Community Living Solutions design discussions for remodeling for today's meeting. Rick also reported asking Alesha to add a recurring discussion at each Board Meeting, and an invitation will be made for CLS to present at the next Board Meeting, September 11, 2024. Further discussion ensued regarding reviewing the reduction of SNF licensed beds to be presented at the next meeting.

Maintenance Supervisor Report- Garry presented nurse call system issues- problems in the past- they think we have a ground issue- last year we have replaced 57 pull stations and it should only be about one. Garry will be working with electric contracts to find our nurse call issues to help resolve the issues.

Administrator's Report- Alesha Erdenberger and the Committee discussed the following Orchard Manor items:

- The current census is 45 SNF and 24 intellectually disabled residents.
- Visitation remains the same.
- Facility updates- Alesha present a building rendering of a proposed renovation, and concern with reporting for payroll/Tyler Munis.

Alesha did not present the Orchard Manor vouchers and financial report. Robert Keeney did share that the Board is working to ask each Department Head to move towards presenting the same financials from Tyler Munis called year to date budget report. Robert presented that in July, Orchard Manor is at 52% of revenue and 48% expenses. Discussion ensued that Alesha will present the year to date report each month and also present vouchers each meeting. It was also requested that Alesha present at the next meeting to reduce the number of licensed beds.

Richard Sanson tentatively set the next meeting for Wednesday, September 11, 2024 at 9:00 a.m. at the CSB Building.

Diane Nelson made the motion seconded by Joe Mumm to adjourn the meeting. Date set for September 11, 2024. Motion carried, voice vote.