

**Orchard Manor/County Farm
Committee Meeting Minutes
December 11, 2024**

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

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

Diane Nelson made the motion seconded by Mark Vosberg to approve the November 13, 2024 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Discussion ensued regarding the highway shop, Robert Keeney stated that it is planned for in 3 to 5 years and no specific site has been determined, but Majestic Farms will be notified. Further discussion continued regarding expanding the entry at Hwy 129 to allow two exit routes for Sheriff's office. Terri reported that there are no more cattle in the building called Bill's lots any longer.

Alesha provided a financial report and vouchers for the Farm.

Mark Vosberg made the motion seconded by Joe Mumm to approve the Farm report, financial report and vouchers as presented. Motion carried, voice vote.

Future of Senior Living- Lisa Davidson- CEO LeadingageWI- Speaker- Lisa presented a PowerPoint outlining the future of LeadingageWI to assist with member education with CEUs, advocacy/legislative priorities, challenges of members, and quality improvement strategies. Lisa shared her experience with meeting with the Orchard Manor team after her visit a week prior.

SW Regional Planning Commission/Local Market Study- Alesha presented that it would be her recommendation that before a large financial investment was initiated for renovations to the current facility or adding an additional service such as an assisted living; it would be best to review a local market study and analyze with a SWOT analysis to determine Orchard Manor's- strengths, weaknesses, opportunities, and threats. Alesha introduced Troy Maggied from Southwest Regional Planning; Troy provided a presentation on a proposed market study to evaluate the demographics of Grant County including Orchard Manor's service area and a SWOT analysis in the cost of \$5,000. Discussion ensued regarding the difference between the Wipfli and the proposed market study, Alesha stated that SW Regional will be more local to Grant County rather than Wipfli being more state and national demographics. Alesha presented that this item would be out of budget spending.

Roger Guthrie made the motion seconded Mark Vosberg to approve \$5,000 to complete a Market Study and SWOT Analysis with Southwest Regional Planning Commission with Orchard Manor fund balance. Motion carried, voice vote.

\$5.00 Weekend Differential for Nursing Department-Annual Review- Alesha presented that in March 2024, the Orchard Manor Board approved an extension of the \$5/hr. weekend differential until the end of December 2024. Alesha commented that this differential started in 2022 due to lack of staff coverage on the weekends, and this

continues to be a challenging shift to cover; we are asking for an extension of the \$5/hr weekend differential as it is in the budget.

Roger Guthrie made the motion seconded Diane Nelson to approve \$5/hour weekend differential for the Nursing Department for the 2025 budget to be reviewed during County Budget time for year 2026. Motion carried, voice vote.

CBRF Assisted Living- Return on Investment- Alesha presented a proposed budget for adding a CBRF addition to Orchard Manor, and she suggested that we have the Finance Director, Patrick Montgomery, review it for ensuring appropriate County costs. Discussion ensued regarding pausing the budget/return on investment process until the Market Study was completed by SW Regional Planning by Spring 2025.

Night Shift Differential for Nursing Department- Alesha presented a document showing the need for 3 full-time CNAs and 1 Licensed nurse for Night shift openings. Britney shared that the increase for NOC shift to \$2.50/hr shift differential will align both PM and NOC shift differentials to be the same. The number of hours on night shift is no more than 56 hours a day costing approximately \$20,440 per year.

Joe Mumm made the motion seconded Diane Nelson to approve the increase of \$1.00 per hour increase to the existing Nursing Department NOC shift differential to be \$2.50 per hour starting on January 1, 2025. Motion carried, voice vote.

Orchard Manor Operations-

Chairperson's report- Rick Sanson had no report.

Maintenance Supervisor Report- Garry presented the following items:

- Ceiling tiles/condensation- Helms to meet with Garry to get a quote to present at next meeting.
- Generator is having timing concerns; plan to investigate and hire a review of it.
- Dry sprinkler system has had several leaks, will properly repair in summer.
- JDR Engineering working on bids for Humidification project, planning for February Board Meeting to choose bid acceptance.
- Combi-oven- Alto Sham was fixed a repair due to improper installation.

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- new DHS audit requirements, Green Light for Veterans, new Hairdressers, new therapy company, two new kittens, and current floor nurse became Wound Care Certified.

Alesha presented the Orchard Manor vouchers and financial report.

Joe Mumm made the motion seconded by Mark Vosberg to approve the Orchard Manor financial report and vouchers as presented. Motion carried, voice vote.

Orchard Manor Administrator Annual Performance Evaluation- Rick stated that the meeting would be going into close session to discuss performance evaluation.

Roger Guthrie made the motion seconded by Mark Vosberg to convene to close session. Motion carried, voice vote.

Richard Sanson tentatively set the next meeting for Wednesday, January 15, 2024 at 9:00 a.m. at the CSB Building.

Roger Guthrie made the motion seconded by Mark Vosberg to adjourn the meeting. Date set for January 15, 2024. Motion carried, voice vote.