

Orchard Manor/County Farm  
Committee Meeting Minutes  
April 9, 2025

Committee Member/Chairperson, Diane Nelson called the meeting to order at 9:00 a.m. Diane Nelson noted a quorum was present with Rick Sanson by Zoom, 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 (by zoom), and Mark Vosberg. Grant County staff members present: Shane Drinkwater, Garry Pluemer, Alesha Erdenberger, and Britney Wall.

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

Mark Vosberg made the motion seconded by Roger Guthrie to approve the minutes from the special meeting for SWOT analysis on February 26, 2025 and the regular meeting on March 12, 2025 Orchard Manor and Farm Committee minutes, an error was noted to be corrected by removing the word "not" from the state of quorum on 02/26/25 minutes. Motion carried, voice vote.

Farm Business. Garry provided an update regarding the Hwy 129 entry road project that it was going very well and as planned. Garry reported that the additional dirt will be put in the eastside of the back Orchard Manor parking lot. Roger asked how the fence was holding up. Garry mentioned that the fence was not affected yet, but the dirt was needed due to many washouts.

Alesha provided a financial report and vouchers for the Farm.

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

Motion Picture License- Alesha presented findings from a group discussion with other county nursing homes. Another county nursing home was called by a licensing company to see if they had a license to broadcast movies. Alesha stated that Leadingage Wisconsin did review this concern in 2022, and they determined yes nursing homes do fall under the requirement for a license. Rick Sanson mentioned that he was involved in paying for a music license for the radio station he used to work for. A decision was made to request input from Corporate Counsel, Ben Wood, before a license was purchased.

FSLA Pay Structure- Alesha presented a proposal to adjust the nursing department to a consistent pay structure to 40 hours weekly with the rest of the departments. It was explained that the current pay for the nursing staff is divided by both 40 hours weekly for those that signed a 12-hour position and 80/8 pay for those that are PRN and have an 8-hour position slot. The goal by going to 40 hours weekly for all nursing staff is to be consistent with all departments, to lower overtime costs, be in-lined with the industry, and also to not make it attractive for staff to reduce down hours to PRN due to higher pay. In order to transition staff away from 8/80, we would like to propose an incentive for pick up hours and also emergency staffing incentive. Discussion concluded that this could be rediscussed at the May 2025 meeting due to these new incentives needing to go under testing with Finance and Human Resources with the Tyler Munis payroll system before a date could be decided.

Door Control System Project Quotes: SW Electrical Services + SGTS- Alesha presented a summary of the Door Control System Project, which included the added contractors for the project of SW Electrical Services at \$19,300 and SGTS at 81,688.85. Discussion

ensued regarding the specific job each contractor is doing- SW Electrical is conducting work for the generator hookup and battery backup, so no doors open during a fire. The work from SGTS will include new strikes, pads, outside doors, new keypads and cards, which will be universal with the rest of Grant County. Alesha explained that the Door Project was estimated at \$140,000, but with the added expenses from Clear Path at \$111,248.75+SW Electrical \$19,300+SGTS \$81,688.85= \$212,237.60. Alesha presented a recommendation by both Garry Pluemer and Alesha Erdenberger to reallocate the funds left in the pause of the Humidification project currently at \$157,840 to be used to cover the two additional vendors- SW Electrical and SGTS at \$100,988.85.

Roger Guthrie made the motion seconded by Joe Mumm to approve the two additional vendors: SW Electrical and SGTS totaling \$100,988.85, to be paid by the reallocation of funds from the 2025 capital fund under Humidification. Motion carried, voice vote.

#### Orchard Manor Operations-

Chairperson's report- Rick Sanson reported that a draft of the Strategic plan was emailed for review and SW Regional planning will present at May Board meeting.

Maintenance Supervisor Report- Garry presented the following items:

- State coming and checking emergency plans
- Hwy 129/Orchard Manor Parking Lot project plans- Concrete curb next week, dirt moved behind OM. May be able to add a cement pad for residents to enjoy the outside in the front entry area.
- Preparing for new contractors for many projects this coming month.
- Fixing one of our pumps that lost a seal.

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

- The current census is 48 SNF and 23 intellectually disabled residents.
- Visitation remains the same.
- Facility updates- The IDR for the civil money penalty for F686 was not won and there was confusion from Wisconsin DHS and CMS, and if the parking lot project allows, we plan to add two cement pads at the front of the building for special events and residents to enjoy the outdoors.

Alesha presented the Orchard Manor vouchers and financial report.

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

Richard Sanson tentatively set the next regular meeting for Wednesday, May 14, 2025 at 9:00 a.m. Alesha mentioned that the Board room at Orchard Manor will possibly be the next meeting location.

Mark Vosberg made the motion seconded by Joe Mumm to adjourn the regular meeting. Date set for next regular meeting is May 14, 2025 at 9am, location to be determined. Motion carried, voice vote.