

Orchard Manor/County Farm
Committee Meeting Minutes
June 18, 2025

Committee Member/Chairperson, Rick Sanson, called the meeting to order at 9:00 a.m. Rick Sanson also 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, Roger Guthrie, Rick Sanson, and Robert Keeney, as Grant County Board Chair. Absent: Diane Nelson. Grant County staff members present: Nate Dreckman, Garry Pluemer, Alesha Erdenberger. Others present: Terri Abing.

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

Joe Mumm made the motion seconded by Roger Guthrie to approve the minutes from the regular meeting on May 14, 2025. Motion carried, voice vote.

Farm Business. Terri Abing requested clarification on the location and timing of the new Highway shop development on the County Farm. Discussion ensued regarding the location being north of the Sheriff's office and adding an additional entry

Alesha provided a financial report and vouchers for the Farm.

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

OM Foundation- Alesha presented the concept of starting a Foundation at Orchard Manor due to it being an item in the strategic plan. Alesha presented that Scholtz Nonprofit Law has experience and provided a quote for \$2,700 to include state submittal costs. Discussion ensued regarding the requirement to separate business activities between Orchard Manor and the Foundation including time spent from employees and all expenses separated. Discussion further ensued to seek a donation for the \$2,700 to begin the Foundation.

Motion Picture License- Alesha presented that Ben Wood was contacted regarding the requirement for a music and motion picture license. Ben stated that after his review; he would agree that Orchard Manor is required to have these licenses, but the decision was up to the OM board if they want to purchase them as a large fine would come along with no purchasing them. Discussion ensued regarding next steps and how the OM Farm account is available for these small items if not in the OM operational budget. All agreed to get a quote for both music and motion picture licenses and then determine where to find those funds in the budget and bring back to OM Board for approval.

Compliance and Ethics Program Plan- Board education- Alesha presented the revised Compliance and Ethics Plan that was reviewed recently. Alesha stated that in the plan it is required that all board members understand their role as ownership representatives to ensure that all local, state, and federal regulations are followed along with understanding how ethical situations are handled at Orchard Manor. All board members were asked to sign that they have read the plan, and understand the program and their role in the plan.

Policy to restrict Smart/AI devices/due to HIPAA- Alesha introduced Tara Laufenberg, as the Orchard Manor Health Information/HIPAA Officer and the representative for Grant County. Tara presented a policy entitled "Restrict Self-Listening Devices Due to HIPAA Privacy Concerns." Tara announced that the policy proposes to restrict the use of any self-listening device such as Amazon Alexa, Google Assistant, and Apple Siri-enabled

devices within Orchard Manor nursing home premises. This request is due to the potential significant risk to resident privacy and may result in violations of the Health Insurance Portability and Accountability Act, which mandates the protection of Protected Health Information. Tara presented that residents' confidential medical information may be exposed with new practices that Amazon is storing information in the cloud reducing privacy and confidentiality.

Joe Mumm made the motion seconded by Roger Guthrie Nelson to approve the implementation of the policy entitled "Restrict Self-Listening Devices Due to HIPAA Privacy Concerns" as presented. Motion carried, voice vote.

Electrical Transformer Relocation/IT room- Garry presented a proposal to move an electrical transformer from an IT room to an activity room closet due to the growing need for space from the IT department. The cost to move the IT items in the room would be much more costly. The proposal to move the transformer will cost \$13,900 to include a brand-new transformer, so the potential downtime will be 30 minutes rather than many hours for the transition. Garry announced that the old transformer will be able to be used at a later date.

Roger Guthrie made the motion seconded by Joe Mumm to approve the electrical transformer to be moved at \$13,900 and expense to be re-allocated under the paused Humidification project. Motion carried, voice vote.

FSLA Pay Structure- Alesha presented a document outlining the proposal to move all staff to 40-hour weekly overtime and provide an incentive for staff to work over their scheduled hours either 8-hour or 12-hours for all floor nursing shifts. Alesha further updated the Board that the proposal to move all staff to 40-hour weekly has been discussed with Nate Dreckman, IT, Human Resources, and Finance. Alesha also commented that there have been many conversations with Cody in Finance who does the payroll for the County to make sure this change is successful including when to provide the extra shift incentive. , and the extra shift incentive pay has been established and tested with much success. Furthermore, all county departments are in agreement to start this 40-hour weekly on June 15, 2025 as it's a start of a pay period with the intention to educate all nursing staff during skills fair the week of June 9th.

Roger Guthrie made the motion seconded by Joe Mumm Nelson to approve the FSLA Pay structure proposal away from 8/80 for nursing staff to all staff at Orchard Manor to be paid on a 40-hour weekly pay structure for overtime purposes and adding an extra shift pay with a critical pay for nursing staff only, as presented. Motion carried, voice vote.

Orchard Manor Operations-

Chairperson's report- Rick Sanson had no report.

Maintenance Supervisor Report- Garry presented the following items:

- Several contractors are working at OM.
- Door project/Wander guard going well. Currently finishing pulling wires.
- Heating system- updating temperature controls, and currently cleaning/flushing the dirty water from the boilers
- Updating A/C- chill water pumps- shut down for 1 week. VFD-starters for pumps coming then schedule.

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

- The current census is 47 SNF and 23 intellectually disabled residents.
- Visitation remains the same.
- Facility updates
 - Parking Lot planning- adding 2 cement patios on both north and south sides of 100 wing for residents and staff to enjoy with a connecting sidewalk.
 - Extravaganza June 14th 11am to 1pm
 - Contractor now have name badges
 - Preparing for our annual state survey visit
 - Updated emergency plans

Alesha presented the Orchard Manor vouchers and financial report.

Joe Mumm made the motion seconded by Roger Guthrie 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, June 18, 2025 at 9:00 a.m. meeting location to be Orchard Manor.

Roger Guthrie made the motion seconded by Joe Mumm to adjourn the regular meeting. Date set for next regular meeting is June 18, 2025 at 9am, location at Orchard Manor conference room 106. Motion carried, voice vote.