Orchard Manor/County Farm
Committee Meeting Minutes
August 6, 2025

Committee Member/Chairperson, Rick Sanson, called the meeting to order at 10:00 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, Diane Nelson, and Mike Timmerman. Grant County staff members present: Nate Dreckman, Garry Pluemer, Britney Wall, and Alesha Erdenberger.

Diane Nelson made the motion seconded by Roger Guthrie <u>to approve the agenda, as presented.</u> Motion carried, voice vote.

Joe Mumm made the motion seconded by Diane Nelson to <u>approve the minutes from the regular meeting on July 9, 2025.</u> Motion carried, voice vote.

<u>Farm Business</u>. No Farm Report.

Alesha provided a financial report and vouchers for the Farm.

Roger Guthrie made the motion seconded by Diane Nelson to <u>approve the Farm report, financial report and vouchers, as presented.</u> Motion carried, voice vote.

<u>Strategic Plan Progress Tracker/Timeline-</u> Alesha informed the Board of the steps taken in regards the Foundation including that a letter was sent to both employees and current residents and their families to assist in reaching the $5,000 goal to establish a new Foundation. Alesha reported that one family member has shown interest in being part of the Foundation board, but was reminded that we need at least $2,700 to complete the application process to establish the 501(c)3. The next steps will be to send a letter out to past residents and family members to seek some funding to move forward. A suggestion was made to send out letters to area funeral homes.

<u>Laundry Services</u>- Alesha presented a financial review of the different costs for laundry services including personal clothing to be done if Red Robin would try to end the contract including the proposed cost to use the Sheriff's office laundry room. All were in agreement to stay with Red Robin as we are still in contract and make a change if needed.

<u>Elder Dynamics- Organizational Review-</u> At approximately 10:30am, Andy from Elder Dynamics became present by Zoom. Alesha introduced Andy and asked him to tell us more about his services and what specifically he will assist us through our proposal to Orchard Manor for an operational review. Andy presented how he assists nursing homes around the nation especially after COVID to improve efficiencies and set them up for success for growth potential. Andy further explained and clarified that no travel expenses other than hotel and driving from Minnesota ($500-$1,000) would be charged. Andy was thanked for his presentation and discussion ensued after Andy left by Zoom.

Rick Sanson made the motion seconded by Roger Guthrie to approve the signing of the proposal of $10,500 plus travel expenses for Elder Dynamics to provide Orchard Manor an operational review, as presented, with the down payment to be taken from the Humidification project capital budget remainder. Motion carried, voice vote.

Vacation Carryover Request- Alesha provided a request to extend 103 vacation hours for a current manager for an additional month after her anniversary date. The need to carryover was due to many things such as being short staffed, management transition, and increased responsibilities, which in her mind would have compromised the functioning of the dietary department. Discussion ensued that this approval is being granted as a one-time exception due to specific circumstances and should not be considered a precedent for future requests or a modification of existing policy.

Mike Timmerman made the motion seconded by Diane Nelson to approve the carry over of 80 hours to be used by September 30, 2025. Motion carried with four in favor and one abstaining, by voice vote.

Orchard Manor Operations-
Chairperson's report- Rick Sanson reported that he attended another QA meeting and was very happy with the projects each department is working on for improvement. Rick also presented that the 2023 audit completion date will be in August.

Maintenance Supervisor Report- Garry presented the following items:

- K-tag citations for ICF-IID, all items fixable. Education to all staff 8-5-2025.
- 300 wing heating done
- 800 balance valves needed to be replaced
- 600 wing painting completed

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

- The current census is 49 SNF and 23 intellectually disabled residents.
- Visitation remains the same.
- Facility updates
    - Private pay 2026 rates. Alesha provided a document with County home private pay rates for review. Plan to discuss and provide action next month.
    - Opening 300 wing for more private rooms

Alesha presented the Orchard Manor vouchers and financial report.

Joe Mumm made the motion seconded by Mike Timmerman 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, September 3, 2025 at 9:00 a.m. meeting location to be Orchard Manor.

Diane Nelson made the motion seconded by Joe Mumm to adjourn the regular meeting. Date set for next regular meeting is September 3, 2025 at 9am, location at Orchard Manor conference room 106. Motion carried, voice vote.