

**Sunny Acres Nursing Home & Countryside Estates**  
**Advisory Board Meeting Minutes**  
**March 24, 2025**

**Meeting Facilitator:** Trish Carpenter, Administrator

**Chairperson:** Tim Hurie

**Secretary:** Angie Fletcher

**Attendees:** Advisory Board Members, County Commissioners, Heritage Operations Group (Regional Director et al) and Administrator

- I. Call to Order
- II. Approval of February 24, 2025 Meeting Minutes
- III. Countryside Update – Tracy Suehring
  - a. 16 units are occupied
  - b. 5 units open – 5 Efficiency & 3 one bedroom – 2 move ins planned for April
- IV. Administrative Report – Catherine McDowell/Patricia Carpenter
  - a. Census Review – (2/24/25-3/24/25)
    - Current census – 86
    - Admission/Discharges since last meeting (Feb. 24th) – 8 Admits/7Discharges
  - b. Surveys – Annual Survey came on 3/5/25 – awaiting review
  - c. Hires/Terminations prior month – 7 hires / 12 terminations
  - d. Open Positions –
    - Clinical Positions –
      - Nurses –
        - 10a-6p – Every weekend
        - 7a-3p – 3 Full Time
        - 3p-11p – 1 Full Time
        - 11p-7a – 0 Vacancies
      - CNAs –
        - 6a-2p – 0 Vacancies
        - 2p-10p – 3 Full Time; 4 Part Time
        - 10p-6a – 1Part Time
    - Housekeeping/Dietary – 0 Vacancies
    - Maintenance –
      - Van Driver- interview currently being conducted
      - Seasonal Landscaping/Outdoor Maintenance
  - e. Census Development/Marketing & Activity – Events/Activities currently being planned - East Egg Hunt Event, VA BBQ, Senior Celebration at State Fair Grounds, Nursing Home Week, and Menard County Fair.
- V. Old Business Review –
  - a. New Sunny Acres sign installed
  - b. Sunny Acres Room Remodel – 1<sup>st</sup> room almost complete, 2<sup>nd</sup> room started – continuous
  - c. Call Lights have been removed from Countryside Estates
- VI. New Business Discussion –
  - a. Annual Survey – 3/5/25 – awaiting review
  - b. Bob Haerr - Update on in-house capital plan – Washer replaced; Network maintenance performed
  - c. Administrator Resignation Notice
- VII. Financial Review/Operational Performance – Catherine McDowell – budget is on target
- VIII. Next Meeting – April 21st
- IX. Adjournment