

**Sunny Acres Nursing Home & Countryside Estates**  
**Advisory Board Meeting Minutes**  
**November 26, 2024**

**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 October 29, 2024 Meeting Minutes
- III. Countryside Update – Tracy Suehring
  - a. 19 units are occupied
  - b. 2 Efficiency units open
  - c. County Study group looked into space usage on 2<sup>nd</sup> floor; upon review of the situation, it was decided that no work would be done at this time.
- IV. Administrative Report – Catherine McDowell/Patricia Carpenter
  - a. Census Review – (October 29<sup>th</sup> – November 25<sup>th</sup>)
    - Current census – 83 (as of November 26<sup>th</sup>)
    - Admission/Discharges since last meeting (October 1<sup>st</sup>) – 4 Admits/3 Discharges
  - b. No current surveys – no findings on any complaint surveys
  - c. Hires/Terms – 11 hires / 4 terms (for prior month)
  - d. Open Positions
    - Maintenance position/Van Driver
    - Seasonal Landscaping
    - Housekeeping/Dietary –
      - i. 6a-2p – PT Laundry (1 day each week)
      - ii. 1 FT Floor Tech
      - iii. 1 PT Cook/Prep Cook
    - Clinical Positions – Working on long term contracts for those openings. Have signed 2 contracts and looking at approval of another.
      - i. Nurses -
        - 7a-3p – 1 FT, 1 PT
        - 3p-11p – 1 PT (7 days per pay period)
        - 11p-7a – 1 PT (4 days per pay period)
      - ii. CNAs:
        - 6a-2p – 1 FT, 1PT (8 days per pay period)
        - 2p-10p – 1 FT, 2 PT (every other weekend)
        - 10p-6a – 1 PT (6 days per pay period)
  - e. Census Development/Marketing & Activity -
    - New Website is up and running
    - Trick or Treat event & Halloween parade for Residents was a success.
    - Planning Holiday Extravaganza at State Fair Grounds
    - Planning for shopping trips
    - Scenic Drives have taken place
    - Live music weekly at the facility
- V. Old Business Review –
  - a. Sign removed from Sunny Acres – replacement in process – item came damaged. Sangamon Valley Signs stated it should be ready to install around mid-December.

b. Call Light System at Countryside – Literature has been updated; Letter to residents reviewed and approved for dissemination.

c. Bob Haerr – Awaiting quote on Lagoon Valve replacement

VI. New Business Discussion -

a. Bob Haerr –

- Update on inhouse capital plan
  - Recent Improvements/purchases – \$24,675 Dietary equipment for Sunny Acres
- Sunny Acres Room Remodel – tear out is in process

VII. Financial Review – Catherine McDowell

a. Operational Performance – Gross margin = 18%

VIII. Next Meeting – January 27<sup>th</sup> (no meeting in December)

IX. Adjournment