

**Sunny Acres Nursing Home & Countryside Estates
Advisory Board Meeting Minutes
July 28, 2025**

Meeting Facilitator: Catherine McDowell, Heritage

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 June 23, 2025 Meeting Minutes
- III. Countryside Update – Tracy Suehring
 - a. 19 units are occupied
 - b. 2 units open – 1 Efficiency & 1 one bedroom
- IV. Administrative Report – Catherine McDowell
 - a. Census Review – (6/23/25-7/22/25)
 - Current census – 78
 - Admission/Discharges since last meeting (May 28th) – 8 Admits / 4 Discharges
 - b. Surveys – 2 complaints on 7/5/25 & 7/8/25 – No findings
 - c. Hires/Terminations prior month – 7 hires / 8 terminations
 - d. Open Positions –
 - Clinical Positions –
 - Nurses –
 - 7a-3p – 1 Full Time; 1 Part Time
 - 3p-11p – 1 Full Time
 - 11p-7a – 1 Full Time; 1 Part Time
 - CNAs –
 - 2p-10p – 5 Full Time; 5 Part Time
 - 10p-6a – 1 Part Time
 - Restorative Nurse Position – 1
 - Assistant Director of Nursing Position - 1
 - Housekeeping/Dietary – 0 Vacancies
 - Maintenance –
 - 1 Full Time Floor Tech
 - 1 Seasonal Groundkeeper/Outdoor Maintenance
 - e. Marketing & Activity – no report
- V. Old Business Review –
 - a. Therapy equipment – gathering information for capital plan
 - b. Countryside Estates front door repaired
 - c. Countryside Estates Sidewalk Repairs – Bids collected; with County Board for approval
 - d. Countryside – Casscom meeting for installation of fiber optic – Bob will contact Casscom
 - e. Lagoon repairs – waiting for delivery of valves in 3-5 weeks
- VI. New Business Discussion –
 - a. Welcome Kayla Angeli as the new Administrator and Madison Roat as the new Director of Nursing
 - b. Bob Haerr – Resident room renovations are ongoing; 3 room completed and occupied.
 - i. Updated cost \$250,875.59
- VII. Financial Review/Operational Performance – Catherine McDowell
- VIII. Miscellaneous – none
- IX. Next Meeting – August 25th @ 12:00, Countryside Estates
- X. Adjournment