

Sunny Acres Nursing Home & Countryside Estates
Advisory Board Meeting Minutes
February 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 January 27, 2025 Meeting Minutes
- III. Countryside Update – Tracy Suehring
 - a. 17 units are occupied
 - b. 4 units open – 2 Efficiency & 2 one bedroom
- IV. Administrative Report – Catherine McDowell/Patricia Carpenter
 - a. Census Review – (1/27/25-2/23/25)
 - Current census – 85-89
 - Admission/Discharges since last meeting (Jan. 27th) – 12 Admits/10 Discharges
 - b. Surveys – Awaiting annual survey; Complaint survey underway currently
 - c. Hires/Terms prior month – 17 hires / 13 terms
 - d. Open Positions –
 - Clinical Positions –
 - Nurses –
 - 10a-6p – Every weekend
 - 7a-3p – 1 PT; 1 FT (10 days)
 - 3p-11p – 1 PT
 - 11p-7a – 1 PT
 - CNAs –
 - 6a-2p – 1PT (8 days per pay period)
 - 2p-10p – 3 FT; 5 PT
 - 10p-6a – 2 PT
 - Housekeeping/Dietary –
 - 1 PT Cook/Prep Cook
 - Maintenance –
 - Van Driver
 - Seasonal Landscaping/Outdoor Maintenance
 - e. Census Development/Marketing & Activity – Had Valentines party, Superbowl party for family & friends. Currently planning Easter Egg Hunt Event along with a few other smaller events. Staff Appreciation cookout scheduled for March 14th.
- V. Old Business Review –
 - a. Sign removed from Sunny Acres – awaiting replacement when ground is ready
 - b. Employee Handbook approved
 - c. Sunny Acres Room Remodel – 1st room almost complete, 2nd room started – continuous
 - d. Lagoon valve replacement – will go out for bid in March
- VI. New Business Discussion -
 - a. Bob Haerr - Update on in-house capital plan - New dietary equipment installed and in use
 - a. New Fees implemented at Heritage
- VII. Financial Review/Operational Performance – Catherine McDowell – budget is on target
- VIII. Next Meeting – March 24th
- IX. Adjournment