

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 – 1st room almost complete, 2nd 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