

Sunny Acres Nursing Home & Countryside Estates
Advisory Board Meeting Minutes
January 27, 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 November 26, 2024 Meeting Minutes
- III. Countryside Update
 - a. 16 units are occupied
 - b. 5 units open – 2 Efficiency & 3 one bedroom
- IV. Administrative Report – Catherine McDowell/Patricia Carpenter
 - a. Census Review – (November 26th – January 26th)
 - Current census – ranging from 85-88 over last month
 - Admission/Discharges since last meeting (October 1st) – 10 Admits/14 Discharges
 - b. No current surveys – no findings on recent complaint surveys; Complaint survey underway currently
 - c. Hires/Terms prior month – 7 hires / 7 terms
 - d. Open Positions
 - Housekeeping/Dietary –
 - 6a-2p – PT Laundry (1 day each week)
 - 1 PT Cook/Prep Cook
 - Clinical Positions –
 - 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)
 - 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 – Have has a busy couple of months with holiday parties and events. Events are being planned for Valentines Day and Superbowl.
- 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 – still waiting on sign
 - b. Call Light System at Countryside – Literature has been updated; Letter to residents reviewed and approved for dissemination.
 - c. Bob Haerr –
 - Lagoon Valve replacement – quotes out for bid
- VI. New Business Discussion -
 - a. Bob Haerr –
 - b. Update on inhouse capital plan
 - Recent Improvements/purchases – \$24,675 Dietary equipment for Sunny Acres. Equipment expected to arrive 1st of February
 - Sunny Acres Room Remodel – Continuous progress
 - c. Approval for Employee Handbook – revisit at next meeting
- VII. Financial Review – Catherine McDowell
 - a. Operational Performance
- VIII. Next Meeting – February 24th
- IX. Adjournment