

**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 26<sup>th</sup> – January 26<sup>th</sup>)
    - Current census – ranging from 85-88 over last month
    - Admission/Discharges since last meeting (October 1<sup>st</sup>) – 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 1<sup>st</sup> 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 24<sup>th</sup>
- IX. Adjournment