

Sunny Acres Nursing Home & Countryside Estates
Advisory Board Meeting Minutes
March 26, 2024

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 – meeting was called to order by Tim Hurie.
- II. Approval of Minutes of February 27, 2024, meeting – approved.
- III. Discussion
 - a. Bob Haerr
 - Storage Shed - Broke ground and started. Received two quotes for the electrical. Approval to accept recommended quote was made. Quote was received for radiant heat for the storage portion of the shed.
 - Shower update – showers are now complete. Bob and Trish to do walk through with contractor.
 - Van – proposal for van purchase will be sent to Dara Worthington for approval. Discussed the need for routine maintenance, hiring staff for transports, and proper registration for van.
 - Painting quotes - awaiting walk through with county.
 - Septic tank - Bob has been in contact with EPA.
 - b. New Staff Members – Trish shared new staff members assuming the role of Housekeeping Supervisor - Jade Nunn
 - c. Dining Room Furniture – picked up on 3/25
 - d. Starting wage increase for dietary cooks is currently \$16/hr; Requesting \$17.50/hr to stay competitive with wages in surrounding areas - approved
 - e. Transportation expenses for 2023 were shared by Trish
 - f. Update on Marketing Plans - Trish provided presentation. Monthly updates will be published in local newspaper.
- IV. Financial Review; Operational Performance; Staffing Pattern Report –Catherine led discussion and review of current financial statements, operational performance and staffing report.
- V. Census Review – Catherine shared census numbers for Sunny Acres
- VI. Miscellaneous –
 - a. Trish shared the following -
 - attendance at Discharge Planning meeting at Memorial
 - Easter Egg Hunt at Sunny Acres was a huge success
 - Employee Spotlight articles planned for publication in local newspaper
 - b. Public Building Study Group to visit Sunny Acres
- VII. Next Meeting April 30th
- VIII. Adjournment