

Sunny Acres Nursing Home & Countryside Estates
Advisory Board Meeting Minutes
December 22, 2025

Meeting Facilitator: Catherine McDowell, Heritage

Chairperson: Tim Hurie **Secretary:** Angie Fletcher

Attendees: Advisory Board Members, County Commissioners, Heritage Operations Group (Regional Director et al) & Administrator

- I. Call to Order
- II. Approval of November 24, 2025, Meeting Minutes
- III. Countryside Update – 18 units occupied; 3 one-bedroom units open
- IV. Administrative Report –
 - a. Census Review –
 - Current census – 71
 - Admission/Discharges since last meeting (November 24th) – 5 Admits / 7 Discharges
 - b. Surveys – Complaint survey on 12/12/25- exited with no findings; complaint survey on 12/16/25 - awaiting the Statement of Deficiencies.
 - c. Hires/Terminations prior month –6 hires / 8 terminations
 - d. Open Positions –
 - Clinical Positions –
 - o Assistant Director of Nursing
 - Nurses –
 - o 7a-3p – 1 Full Time
 - o 3p-11p – 1 Full Time: 1 Part Time
 - o 11p-7a – 1 Full Time: 2 Part Time
 - CNAs –
 - 2p-10p – 1 Full Time
 - 10p-6a – 1 Full Time: 1 Part Time
 - Maintenance –
 - 1 Seasonal Groundkeeper/Outdoor Maintenance
- V. Old Business Review –
 - a. Staffing update –Director of Nursing hired & started; Infection Preventionist hired & will start in January; van driver hired and starting this week, floor tech hired and starting this week.
 - b. Manager on Duty program - implementing and will have weekend coverage amongst managers
 - c. Lagoon Valve update – 2 of 3 complete
 - d. Shower installation at Countryside Estates - Complete
 - e. Window replacement project: \$73,296 - Budget \$289,950.
 - f. Resident Room Renovations: \$399,745.68
- VI. New Business/Discussion
 - a. Admissions generated from hospital liaisons: a vast majority, close to 80%, come from hospital liaisons
 - b. Business Office Manager resignation
 - c. 2026 meeting dates established and shared
- VII. Next Meeting Date: January 26th at 12:00 at Sunny Acres Nursing Home, Lilac Conference Room
- VIII. Adjournment