

**Sunny Acres Nursing Home & Countryside Estates**  
**Advisory Board Meeting Minutes**  
**January 26, 2026**

**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 December 22, 2025, Meeting Minutes
- III. Countryside Update – 16 units occupied; 5 units open
  - a. Waiting list calls made; no responses at this time
- IV. Administrative Report –
  - a. Census Review – currently 76 residents; Admission/Discharges – 14 Admits / 7 Discharges
- V. Old Business Review –
  - a. Staffing update –
    - Infection Preventionist hired & began in January
    - Restorative Nurse hired & began in January
    - New recruiting initiatives are being implemented
- VI. New Business/Discussion
  - a. Maintenance Director – offer extended
  - b. COVID Activity – currently 8 residents & 1 staff member
- VII. Census Development/Marketing Activity –
  - a. Valentine’s Party planned for all residents & families
  - b. Working with hospital liaisons for referrals as well as increasing advertisements in effort to increase recommendations to Sunny Acres
- VIII. Financial Review/Operational Performance/Staffing Pattern Report
  - a. Vacancies –
    - Director of Nursing
    - Restorative Nurse
    - Nurses –
      - o 7a-3p – 1 Full Time
      - o 3p-11p – 2 Full Time
      - o 11p-7a – 1 Full Time: 2 Part Time
    - CNAs –
      - o 2p-10p – 1 Full Time
      - o 10p-6a – 4 Part Time
    - Dietary – 3 Part time
- IX. Miscellaneous –
  - a. Lagoon Valve update – complete; working on contract to have valved exercised every 6 months
  - b. Window replacement project: \$73,296 - Budget \$289,950 – install starting in April
  - c. Resident Room Renovations – 10 rooms complete
  - d. Walk in cooler/freezer – installation tentatively scheduled to start 2/9-2/13
- X. Next Meeting Date – February 23rd at 12:00 at Countryside Estates
- XI. Adjournment