**Durham County Nursing Home Advisory Committee Minutes**

Durham Center for Senior Life, 406 Rigsbee Ave, Suite 244, Durham, NC

**Tuesday, December 10, 2016**

**2016 ATTENDANCE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **January 2016** | **February 2016** | **March 2016** | **April 2016** | **May 2016** | **June 2016** | **July 2016** | **August 2016** | **September 2016** | **October 2016** | **November 2016** | **December 2016** |  | **Meetings Attended** | **% of Meetings Attended** |
| Anne Burgess | \* | E | X | X | X | E | X | \* | X | X | E | X |  | 7 | 70% |
| Marilyn Cash | \* | X | E | X | X | E | X | \* | X | X | X | X |  | 8 | 80% |
| Karen Carpenter | \* | X | X | X | X | E | NA | \* |  |  |  |  |  | 4 | 80% |
| Katie Huffman | \* | X | E | X | E | NA | NA | \* |  |  |  |  |  | 2 | 50% |
| Pamela Humphrey-Stokes | \* | X | X | X | X | E | X | \* | E | X | X | X |  | 8 | 80% |
| Dorothy Justice | \* | X | E | X | X | X | X | \* | X | E | E | X |  | 7 | 70% |
| Thomas Murphy | \* | X | X | X | X | X | X | \* | E | X | E | X |  | 8 | 80% |
| Dana Pearson | \* |  |  | X | X | X | X | \* | E | X | X | E |  | 6 | 75% |
| Deirdre Thornlow | \* | E | E | E | X | X | X | \* | X | X | X | X |  | 7 | 70% |
| Janette Warsaw | \* | X | X | X | X | X | X | \* | X | X | X | X |  | 10 | 100% |
| Lascel Webley | \* | X | X | X | X | X | E | \* | X | X | X | X |  | 9 | 90% |
| Page Wingfield | \* |  |  |  |  |  |  | \* |  | X | X | X |  | 3 | 100% |
| Camelita Karhoff-Ombusdman | \* | X | X | X | X | X | X | \* | X | X | X | X |  | 10 | 100% |

|  |  |
| --- | --- |
| **Attendance Key** | |
| X | Present |
| E | Excused Absence |
| U | Unexcused Absence |
| \* | No Meeting Scheduled or Meeting was prior to Membership on Committee |

**Nursing Home Reports**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Team** | **NH Name** | **1st Quarter**  Jan-March 2016 | **2nd Quarter** April-June 2016 | **3rd Quarter** July-Sept 2016 | **4th Quarter** Oct-Dec 2016 |
| B | Brian Center Health and Rehabilitation | V-03/03/16  Pam, Katie  R-Katie | V-  R- | V-07/14/16  Pam, Deirdre  R-Pam | V- 10/17/16  Pam, Deirdre  R-Deirdre |
| D | Carver Living Center | V- 03/31/16  Anne Burgess  R-Anne, Tom | V-06/28/16  Anne, Tom  R-Anne | V-09/30/16  Anne, Dana  R-Anne | V- 12/09/16  Tom, Dana  R- Dana |
| C | Croasdaile | V-01/27/16  Dot, Janette  R-Dot | V-05/27/16  Dot, Janette  R-Janette | V-08/17/16  Dot, Janette  R-Dot | V- 11/30/16  Dot, Janette  R-Dot |
| C | Durham Nursing and Rehabilitation | V-01/27/16  Dot, Janette  R-Janette | V-05/27/16  Dot, Janette  R-Dot | V-08/17/16  Dot, Janette  R-Janette | V- 11/30/16  Dot, Janette  R-Janette |
| A | Hillcrest Convalescent Center | V-03/22/16  Lascel Webley  R-Lascel | V-  R- | V-09/20/16  Marilyn, Lascel  R-Lascel | V- 11/17/16  Marilyn, Lascel  R- Marilyn |
| B | Peak Resources-Treyburn | V-02/25/16  Katie, Pam  R-Katie | V-  R- | V-07/18/16  Pam  R-Pam | V-10/17/16  Pam, Deirdre  R-Pam |
| A | Kindred Transitional Care-Pettigrew | V-03/22/16  Lascel  R- Lascel | V-04/22/16  Lascel, Marilyn  R- Marilyn | V-09/20/16  Marilyn, Lascel  R-Marilyn | V- 11/17/16  Marilyn, Lascel  R- Lascel |
| D | Kindred Transitional Care-Rose Manor | V-03/31/16  Anne, Thomas  R-Anne | V-06/17/16  Anne, Tom  R-Tom | V-09/23/16  Anne, Dana, Tom  R-Anne | V- 12/16/16  Tom, Dana  R- Tom |
| B | The Cedars of Chapel Hill | V-03/24/16  Katie Huffman  R-Katie, Deirdre | V-  R- | V-07/18/16  Pam, Deidre  R-Pam | V- 11/14/16  Pam  R- Pam |
| D | The Forest at Duke | V-03/04/16  Anne, Tom  R-Anne | V-04/28/16  Anne, Tom  R-Tom | V-07/27/16  Anne,Dana,Tom  R-Anne | V- 12/10/16  Anne, Tom  R- Anne |
| A | Pruitt Health of Durham | V-03/23/16  Lascel Webley  R-Lascel | V-  R- | V-08/18/16  Marilyn, Lascel  R-Lascel | V- 12/22/16  Marilyn, Lascel  R- Marilyn |

**5:35PM Welcome and Introduction**

*Lascel Webley, Jr.*

The committee members were welcomed to the December Meeting.

**5:38PM Special Presentation**

*Lascel Webley, Jr.*

As it was the last meeting for Carmelita Karhoff in her official role as an Ombudsman, the committee honored her retirement by bringing food, gifts, and sharing words of praise regarding her service and positive spirit.

**5:59PM Ombudsman Update**

*Carmelita Karhoff*

New items were shared with committee members for discussion and/or consideration.

**Dementia Inclusive Durham**

Going forward, the topic should be added as a standard discussion item on the agenda for all nursing home committee meetings. Recently, research has been conducted to calculate the number of residents in Durham County living with dementia. The planning group for ‘Dementia Inclusive Durham’ is planning to host a meeting with individuals who have dementia to determine their wishes and desires in reference to care.

**Reform of Requirements for LTC Facilities**

A handout containing presentation slides was distributed to the committee. The presentation focused on protocol and legislative changes facing long term care facilities.

**Music in Memory**

There will be a State leader that leads the efforts regarding the Music in Memory Program.

**Conflict of Interest and Confidentiality Statements**

Committee members were requested to review and sign each form, and submit to Carmelita.

**6:24PM Action Items**

*Lascel Webley, Jr.*

**Approval of November 2016 Minutes**

Each member was provided a moment to review minutes from the November 2016 meeting and for concerns to be addressed.

**Motion**

Acceptance of the minutes followed. A motion to accept the minutes was offered by Anne Burgess. A second of the motion was made by Deirdre Thornlow. The committee approved and the motion carried.

**Nursing Home Reports**

A representative of each nursing home visitation team presented details of visits to various facilities.

**Durham Nursing**

Janette Warsaw

The report was presented and members discussed observations.

**Motion**

Acceptance of the report followed. A motion to accept the report with the necessary corrections was offered by Deirdre Thornlow. A second of the motion was made by Anne Burgess. The committee approved and the motion carried.

**Croasdaile**

Dorothy Justice

The report was presented and members discussed observations.

**Motion**

Acceptance of the report followed. A motion to accept the report with the necessary corrections was offered by Anne Burgess. A second of the motion was made by Deirdre Thornlow. The committee approved and the motion carried.

**Hillcrest**

Marilyn Cash

The report was presented and members discussed observations.

**Motion**

Acceptance of the report followed. A motion to accept the report with the necessary corrections was offered by Deirdre Thornlow. A second of the motion was made by Pamela Humphrey-Stokes. The committee approved and the motion carried.

**Pettigrew**

Lascel Webley, Jr.

The report was presented and members discussed observations.

**Motion**

Acceptance of the report followed. A motion to accept the report with the necessary corrections was offered by Janette Warsaw. A second of the motion was made by Pamela Humphrey-Stokes. The committee approved and the motion carried.

**Cedars**

Pamela Humphrey-Stokes

The report was presented and members discussed observations.

**Motion**

Acceptance of the report followed. A motion to accept the report with the necessary corrections was offered by Marilyn Cash. A second of the motion was made by Janette Warsaw. The committee approved and the motion carried.

**Forrest at Duke**

Anne Burgess

The report was presented and members discussed observations.

**Motion**

Acceptance of the report followed. A motion to accept the report with the necessary corrections was offered by Tom Murphy. A second of the motion was made by Pamela Humphrey-Stokes. The committee approved and the motion carried.

**Nomination of 2017 DC NHCAC Officers**

The Committee was reminded of previously closed nominations of officers for 2017 (i.e. Lascel Webley, Jr. as the Chairman and Deirdre Thornlow as the Vice Chairman). Following the announcement, committee members placed their votes for the uncontested offices.

After the vote, the committee was reminded that the Secretary position remained vacant for 2017. The committee discussed each member assuming a monthly rotation schedule for the year; however, Carmelita Karhoff added that she may assist in assume the responsibilities under the appropriate circumstances.

**Annual Report**

A copy of the Annual Report was shared with the committee and a brief discussion ensued.

**Motion**

Acceptance of the report followed. A motion to accept the report was offered by Deirdre Thornlow. A second of the motion was made by Janette Warsaw. The committee approved and the motion carried.

**7:12PM Other Items**

*Lascel Webley, Jr.*

Other items were shared with committee members for discussion and/or consideration.

**Nursing Home Assignments**

Nursing home assignments for the 2017 calendar year will be presented below.

|  |  |  |
| --- | --- | --- |
| **Nursing Home CAC Visitation Teams** | | |
| **Team** | **Members** | **Nursing Homes** |
| A | Marilyn Cash, Lascel Webley | Brian Center, Treyburn, Cedars |
| B | Pam Stokes, Deirdre Thornlow | Croasdaile, Durham Nursing |
| C | Dot Justice, Janette Warsaw | Carver, Forest at Duke, Rose Manor |
| D | Anne Burgess, Thomas Murphy, Dana Pearson | Hillcrest, Pruitt, Pettigrew |

**Activity Reports**

Members were requested to submit their reports to Carmelita Karhoff by Thursday, December 22, 2016.

**7:18PM Announcements and Upcoming Events**

*Lascel Webley, Jr.*

Announcements were solicited and upcoming events were shared with committee members for discussion and/or consideration.

**Happy Holidays**

Members were wished Happy Holidays

**January 2017 Meeting**

Members were reminded, per protocol, there would not be a committee meeting in January 2017.

**February 2017 Meeting**

As a result of the scheduled February 2017 Meeting following on Valentine’s Day, members were queried to determine if they’d prefer to move it up one week to February 7th. The committee agreed.

**7:24PM Adjournment**

*Lascel Webley, Jr.*

As there was no further business, the meeting was adjourned.