**Minutes for the 7/19/16 meeting of the**

**Durham County Adult Care Home Advisory Committee**

**Attendance:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Jan | Feb | Mar | April | May | June | July | Sept | Oct | Nov | Dec |
| Adaire Salt | X |  | X | X | X | E | X |  |  |  |  |
| Alice Petersen |  |  | X | X | X | X | E |  |  |  |  |
| Amanda Borer | X |  | X | X | E | E | X |  |  |  |  |
| Anne Schneider | X |  | X | X | X | X | X |  |  |  |  |
| Carol Wise | X |  | E | X | X | E | E |  |  |  |  |
| Christa Gaston | X |  | E | X | E | X | E |  |  |  |  |
| Clifton Daye III |  |  |  |  | X |  | E |  |  |  |  |
| Corye Dunn |  |  |  | X |  |  | X |  |  |  |  |
| Delores McNair | X |  | X | X | X | X | X |  |  |  |  |
| Earl Kirby | X |  | X | X | X | X | X |  |  |  |  |
| Gwendolyn Price, Co-Chair | X |  | X | X | X | X | E |  |  |  |  |
| Jeffrey Austin |  |  |  | X | X | X | E |  |  |  |  |
| Jennifer Ashley | X |  | X | X | E | X | E |  |  |  |  |
| Jennifer Shrewsbury | X |  | E | X | X | X | X |  |  |  |  |
| Laura Martin | E |  | X | X | X | E | X |  |  |  |  |
| Marjenia Williams | X |  |  |  |  |  |  |  |  |  |  |
| Marjorie Lipscomb | X |  | X | X | X | E | X |  |  |  |  |
| Martha Simpson, Co-Chair | X |  | X | X | X | E | X |  |  |  |  |
| Mildred Harrison |  |  | X | X | X | E | X |  |  |  |  |
| Pat Crispell | E |  |  |  |  |  |  |  |  |  |  |
| Virginia Lee | X |  | X | X |  |  |  |  |  |  |  |
| Carmelita Karhoff - Ombudsman | X |  | X | X | X | X | X |  |  |  |  |
| Matthew Thompson – DSS Adult Home Specialist | X |  | X |  | X | X | E |  |  |  |  |

**Call to Order**

The meeting was called to order by Martha Simpson at 9:04 am.

Minutes from the June 21, 2016 meeting were reviewed. The minutes should be corrected to reflect that Carol Wise was excused. Amanda Borer motioned to accept the minutes with the one correction and the motion was seconded by Marjorie Lipscomb. The motion carried and minutes were approved.

Two applications for committee membership are being processed according to the Clerk’s Office.

Jennifer Shrewsbury is resigning due to a change in job responsibilities. Anne Schneider volunteered to take on the role of Secretary.

**Old Business**

The members met in sub-committees. The following reports were made of the small-group discussions:

Education

The Education Sub-committee plans to review several of the Residents’ Rights during each meeting for the benefit of all members. They read Residents’ Rights 1, 2, 3, and 4 and expounded on them.

Special Projects

A newly-formed action team for Dementia Inclusive Durham (DID) will be meeting on

7/21/16. A survey on readiness is being beta tested and they are looking for new members.

The sub-committee discussed hosting a table at the Farmers’ Market in October for Residents’ Rights Month.

Voting- The Durham County Board of Elections can send out a Multipartisan Assistance Team to help residents complete absentee ballots. Citizens can ask for a Free Voter ID at the DMV. They still will need to provide verifying documentation to obtain it.

Recruitment and Retention

Delores McNair is working on a template for a brochure for new members.

The sub-committee discussed the feasibility of other meeting times but had no recommendations to change the meeting time or location.

The group also discussed how to get the word out about our committee and how people can join.

**Visitation Reports**

Team 4 reported on their 6/28/16 visit to Brookdale of Durham’s Assisted Living and Memory Care Units. The report, with notations of concerns, will be forwarded to Matthew Thompson.

Marjorie Lipscombe made a motion to approve the report. Adaire Salt seconded. The motion carried and the report was approved.

**New Business**

The CAC thanked Earl Kirby and Delores McNair for representing the committee at the Board of County Commissioners’ Meeting when the proclamation was read recognizing World Elder Abuse Awareness Day. Earl spoke for the committee.

The Triangle Caregivers Conference was held on 6/28/16. Carmelita Karhoff reported that it was well-attended. Information was distributed regarding the CAC, personalized music, and DID. Carmelita suggests we plan to participate again next year pending funding from Triangle J.

Volunteers were solicited for a Nominating Committee to develop a slate of officers for 2017. The Nominating Committee contacts members of the CAC to determine if they are willing to serve as an officer for 2017. Our bylaws provide guidelines for the offices. The CAC will vote on the officers in October and the new officers will take their positions in November.

Corye Dunn, Marjorie Lipscombe, and Mildred Harrison agreed to serve on the Nominating Committee.

Gwen Price and Martha Simpson received an email from the Clerk to the Board of County Commissioners, Michelle Parker-Evans requesting that we submit regular attendance reports each month. We will do this as part of the monthly minutes. We must furnish the clerk with our expectations for the time commitment required by members so that information can be published to show potential new committee members what is expected. The Activity Reports can be utilized to determine the average numbers of hours per month that members contribute.

**ACH Specialist’s Report**

Matthew Thompson was unable to be present. He sent the report that Richardson’s and NuCare Family Care remain under suspension of admission and have no residents.

**Ombudsman Report**

The DID Action Team Meeting on 7/21/16 will be held from 8:30 to 10:30 am at St. Luke’s Episcopal Church. Expected attendance is 35 – 37 people. The project will be a sector-based design. They want to bring a representative from all of the sectors together to address the issue. The group consists of a good combination of supports and services. Marjorie Lipscombe,

Corye Dunn, Amanda Borer, Martha Simpson, and Carmelita Karhoff will attend. The action team is looking at how to make a collective impact engaging all of the sectors. They need manpower and are looking for volunteers, anticipating 18 to 24 months of planning to prepare for implementation.

Carmelita Karhoff provided an update on the status of CAC rules.

**Additional New Business**

Long-Term Care Oversight Panel – The state has had a penalty review committee since 1987. Recent legislation has abolished it. DSHR now is responsible for the review. Concerned community members are no longer involved. Corye Dunn described the changes and concerns.

Activity Reports – Members need to submit Quarterly Activity Reports as early as possible after our 9/21/16 meeting. In December, the Activity Reports should be sent in as soon as possible after the CAC meeting. The goal for the submission of the annual report is by December.

Members should begin thinking about an outreach project for December.

Gwen Price has proposed that at the beginning of each meeting there be a leadership or relationship building activity. One team can take on the responsibility for leading an activity at each meeting.

There will be no meeting in August.

**Adjournment**

Anne Schneider motioned to adjourn the meeting and it was seconded by Corye Dunn. The next meeting will be on September 20, 2016 at 9:00 am at the DCSL.

Respectfully submitted by Jennifer Shrewsbury