

Durham County Nursing Home Community Advisory Committee
 MINUTES for Tuesday, February 28, 2012
 5:30 - 6:55 PM
 East Parlor First Presbyterian Church
 305 E Main St, Durham, NC 27701

1. Call to order 5:39 pm

Name	Jan 2012	Feb 2012	Mar 2012	April 2012	May 2012	June 2012	July 2012	Sept 2012	Oct 2012	Nov 2012
Jennifer Albright	X	X								
Iris Carlton-LaNey	X	X								
Kendra Coggins	X									
Jessica Fines										
Kae Huggins	X									
Grace Livingston										
Linda Match Lang	X	X								
Ben McCathern										
Dee Quiambo		X								
David Strausfeld	X	X								
Barbara Szombatfalvy	X	X								
Tiffany Washington	X	X								
Janette Warsaw	X									
Carmelita Karhoff-Ombudsman	X	X								

2. No quorum to approve January 2012 Minutes. A vote for approval will occur via email.

3. **Old Business:**

- Vendor application forms for mileage reimbursement were distributed; the form must be completed in full. The expense request form can be completed on a monthly or quarterly basis and we are responsible for completing our own individual forms. We can submit mileage retroactive back to July 1, 2011; submit one sheet for each quarter: July-Sept and Oct –Dec. Submit another at the end of March for Jan-Mar.

4. **New Business:**

- Presentation of reports for: Brian Center, The Cedars, Croasdaile, Hillcrest, Treyburn, and Grace Health
 - A question was raised: do we want to reconfigure the clustering of the facilities by proximity (i.e., facilities located closer together)? The group discussed the pros and cons of doing so. Carmelita suggested the following clustering (taking into account facility size): (1) The Cedars , Brian Center, Forest, UniHealth; (2) Hillcrest, Pettigrew, Grace, Croasdaile; and (3) Treyburn, Rose Manor, Carver. Jennifer will send out an email soliciting input.
- Carmelita announced an invitation to attend the Durham County Culture Change Learning Collaborative meeting which will focus on Consistent Assignment. Carmelita announced the team that has been meeting for several weeks to plan the event. Kae represents the NHCAC group. They agreed to host the event in September and Bob Conrad, PhD from UNC will be invited to speak. The CAC wants to work on an issue that we can work with our homes on. The meeting will take place at Forest at Duke on April 18 from 9 to noon. All volunteers, NH and Adult Care administrators in Durham County are invited to attend. NH CAC members are encourage to attend.

5. Meeting adjourned at 6:52 p.m. The next meeting will be Tuesday, March 27, 2012, at the First Presbyterian Church, East Parlor.

TEAM A	TEAM B	TEAM C
Brian Center	Croasdaile	Carver Living Center
Pettigrew	Grace Healthcare	Hillcrest
The Cedars	The Forest at Duke	Uni-Health
Treyburn	Rose Manor	

When presenting report to the committee, 15 minutes focus on specific concerns or kudos only. Limit report to five minutes.

Note: Should we discuss a specific resident or a complaint, the committee will go into closed session.

Facility	January-March 2012		April-June 2012		July-September 2012		October-December 2012	
	Visit Date	Report Date & by Whom	Visit Date	Report Date & by Whom	Visit Date	Report Date & by Whom	Visit Date	Report Date & by Whom
Team A: Kae Huggins, Grace Livingston, Janette Warsaw, Dee Quiambo, Linda Matich Lang								
Brian Center	1/25/12 Kae, Linda, Janette	2/28/12 Lang						
The Cedars	1/25/12 Kae, Linda, Janette	2/28/12 Lang						
Pettigrew	1/13/2012 Huggins, Lang, Quiambo	1/24/2012 Huggins						
Treyburn	1/13/12 Kae, Linda, Dee	2/28/12 Lang						
Team B: Ben McCathern, Iris Carlton-LaNey, Tiffany Washington, Dave Strausfeld								
Croasdaile	2/7/12 Tiffany, Iris	2/28/12 Tiffany						
Grace Healthcare	2/23/12 Dave, Tiffany	2/28/12 Tiffany						
The Forest at Duke								
Rose Manor								
Team C: Jennifer Albright, Kendra Coggins, Barbara Szombatfalvy, Jessica Fines								
Carver Living Center								
Hillcrest	2/14/12 Jennifer, Jessica	2/28/12 Jennifer						
UniHealth								

This information is privileged and is not to be forwarded to anybody who is not a current member of the committee.