

**Orange County Adult Care Home Community Advisory Committee**  
***Meeting Minutes – March 19, 2015***

**Meeting Convened**

Meeting called to order at 3:30pm at the Central Orange Senior Center in Hillsborough, NC by Chair, Max Mason

**Attendees**

Max Mason, Chair  
Jack Vogt, Vice Chair  
Dan Hatley, Member  
Deborah Stewart, Member  
Joyce Teston, Member  
Mary Fraser, Department on Aging Liaison  
Charlotte Terwilliger, Ombudsman

(No quorum present)

The following committee members provided advance notice to Max Mason, Chair, that they would miss the meeting; therefore their absences are considered excused:  
James Bartow, Mario Battigelli, Talita Crews, Beverly Foster, Suzanne Haff, Yvonne Mendenhall, Debbie Rider

**Minutes January 15, 2015**

Attendees couldn't approve minutes from previous meeting due to lack of quorum, but no concerns were noted by attendees. Committee will revisit approval of these minutes at next committee meeting.

**Report from the Ombudsman, Charlotte Terwilliger**

- Alzheimer's training program took place at Triangle J. Charlotte provided handouts from the training. Possibility of making this training accessible to all of us discussed.
- Regarding allegations of abuse, neglect or exploitation, Charlotte provided handout regarding our role. We need consent to make APS report, except if an incident is witnessed and we can encourage others to make reports themselves. Charlotte noted we could always review a concerning situation with her for further discussion and/or investigation. Several examples were discussed.
- Interest was expressed in training around verbal abuse. Charlotte noted that Hand in Hand is a 6-module training (at 20 minutes) regarding abuse and she would like to bring that for us to view.
- Charlotte has offered virtual dementia tour to facilities and, while interest has been expressed, no one has committed yet so she asked that we mention this option to administrators when we talk with them.

## **Report from the Department on Aging, Mary Fraser**

- Music in my Mind program is still a priority and Mary continues to encourage administrators in Family Care Homes and Adult Care Homes to implement this. She noted that trainings and support are available to assist with implementation. For example, iPods can be donated by Department on Aging (DOA). DOA has matched a student studying gerontology with Signature Healthcare to assist them with that project.
- Direct Care Worker Awards: March 31, 2015 is application deadline and the awards ceremony will be on May 6 2015 at The Seymour Center where all nominees will be honored for their contributions to our community.

## **Housekeeping**

- Suggestion made that alternate meeting locations be considered due to different location of members. Concern noted about confusion that this could create. Plan is to investigate the availability at Seymour Center to see if any room would be available on committee meeting dates before bringing up for further discussion or vote.
- The dates for upcoming committee meeting dates were reviewed:
  - May 21, 2015
  - July 16, 2015
  - September 17, 2015
  - November 19, 2015
- Max noted that the County Clerk is requiring that each committee submit attendance records. We were all notified that 75% attendance is required as part of committee commitment but question was raised about how *excused* absences are to be treated. Excused absences are those in which advanced notice is given to the chair. Question remains about how much the attendance sheet will impact one's reappointment, even if absences are excused. Max will investigate further.
- Board of County Commissioners is going to bring all the chairs together and Max will be present to discuss and answer questions about this committee. Attendees thought this would be a good opportunity to highlight the work that we do. Items of possible discussion with the Board were suggested:
  - Mileage reimbursement
  - Official business cards/Nametags
- Deborah Stewart was appointed secretary.

## **Community Relations/Patient Advocacy & Education issues:**

- Regarding outreach, Joyce Teston to inquire when it would be feasible for members of the Board of County Commissioners to join a committee meeting
- Duke Retirees Association may be open to speakers at their luncheons at Washington Duke Inn in Durham. Would this committee consider staffing an information table May 11<sup>th</sup> or in December? Joyce will follow-up with Max, Charlotte and Dan regarding how to involve the committee.

- Interest shown in increasing committee involvement with Falls Prevention Project. Would a member from this committee want to join the COA/EMS committee to help facilitate falls prevention Friday mornings every other month? We will investigate this option more at the next meeting.

### **Facility Reports and Assignments**

Since no quorum present, attendees reviewed the bylaws and noted that voting on reports must be in person with quorum. Reports will be emailed to committee members to review in advance of the next meeting. No concerns noted by present attendees.

- Stratford - 2 visitation reports reviewed, discussed, and tentatively approved
  - Crescent Green - March 2015 visitation report reviewed, discussed, and tentatively approved
  - Carol Woods - March 2015 visitation report reviewed, discussed, and tentatively approved
  - Carolina House - March 2015 visitation report reviewed, discussed, and tentatively approved
- Orange Community Residence does not have an active ACH license anymore.
  - Pros and cons of having the same team visiting the same facilities were discussed. Consideration was also given to rotating team assignments. Committee will discuss more.
  - Committee discussed plan for visiting Family Care Homes. Chair will make team assignments soon and plans to assign FCH visits to correspond, approximately, to the geographical region of the ACH committee visitation teams. All members are encouraged to attend as many visits as possible.

### **Next Meeting**

Thursday, May 21, 2015 from 3:30pm – 5:00pm at Central Orange Senior Center

### **Adjournment**

Meeting adjourned at 5:15pm.

Minutes submitted by Deborah Stewart, Committee Member with input from Max Mason, Chair