

**Brunswick County Community Advisory Committee**  
**David R. Sandifer County Administration Building**  
**Government Center Dr. NE, Bolivia, NC 28422**  
**Minutes of Quarterly Meeting January 22, 2019**

**Members present:** The presiding officer was Madam Chairman Barbara Voorhees, and a quorum was present including: Holly Brenneman, Eileen Clyne, Colleen Combs, Arlene Rushin, Carol Sutter, and Sheila Umbricht.

**Members absent:** John Walz and members in training Cindy Arndt and Ashley Wells. Laura Miller who resigned 10/25/18.

**Ombudsmen:** Kandace Lego and Holli Blackwelder

Also present Tammie Robinson, Adult Home Specialist BC DDS.

Meeting called to order by Madam Chairman Barbara Voorhees at 10:02 am.

**Quarterly Education:**

1. Handout listing Brunswick County 5 Skilled Nursing Facilities and 4 Adult Care Homes and explaining the differences re: licenses and monitoring of the facilities.
2. Handout adult care Regulation 10A NCAC 13F .0901 Personal care and Supervision and 10A NCAC 13F .0902 Health Care explained and discussed.
3. Ombudsman Blackwelder highlighted parts of the power point presentation – “Residents Rights: A touch of Sensitivity and Quality Resident Services” which she uses for training of staff at adult care homes. She will send the full presentation to CAC members.

Some highlights presented and discussed:

- a. Most frequent complaints in facilities
- b. Why are resident rights sometimes ignored or violated?
- c. Top 10 LTC Ombudsman’s pet peeves
- d. Resident rights re: Dignity, Privacy, Grievances, Freedom, Care and Discharge Planning
- e. Age related changes

**Old Business: none**

**New Business:**

1. The minutes of the October 23, 2018 meeting were unanimously approved after a motion by Brenneman with a second by Clyne.
2. The visitation teams were reconfigured to include the new members and also to rotate members between the two teams.

**Quarterly Time Sheets**

These were mostly submitted. Members are reminded to submit the sheets to the Ombudsman after their last activity in the quarter or at the latest by the last day of the quarter e.g. 1st quarter reports should be in by March 31.

### **Schedule of visits for upcoming quarter**

Schedule was established with a “save the date” in the 2nd quarter of 2019.

### **Review of quarterly visits –**

Quarterly site visit reports were presented, discussed and updates given where needed. The Ombudsmen had summarized the October - December visits and handed out a written copy to the members. This made it very easy to follow along and make notes. Voorhees or Rushin will remind committee members what they should look out for before they go to a facility’s next visitation.

Tammie Robinson contributed to the discussion re: her most recent visits to the adult care facilities and any violations.

### **Announcements:**

Next meeting is April 23, 2019 @ 10:00 am in the David Sandifer Administration Building. Save the date March 28 for COG appreciation dinner at 6:30. Look for your invitation.

Meeting adjourned at 12:01 p.m. after a motion by Combs with a 2<sup>nd</sup> by Rushin.

These minutes are subject to corrections and approval at the next or future quarterly business meetings.

Respectfully Submitted,

Sheila K. Umbricht, Secretary