

RECORD STREET HOME MONTHLY BOARD OF MANAGER'S MEETING  
March 5, 2024

The meeting was called to order by President Connie Mason at 9:30AM

Lords Prayer/Poem/Reflection- Connie read "What The World Needs" to inspire Board Members

Minutes for the previous month's meeting posted on the website. Motion to accept was made by Christine Alexander and seconded by Doris DeLauter.

Connie reminded all Board members to refer to the Members Only Section of the Record Street Home Website to view all documents concerning our responsibilities as Board Members, doctor appointment guidelines, resident information, and contact information for Board members and staff. The RHS Charter and ByLaws are also posted.

Sign up sheets for Doctor Appointments, Share a Meal, and Beyond the Garden Gates Tour were passed around.

SENSITIVE TIME

NOMINATING COMMITTEE MELISSA RUST

We are excited to welcome new Board members. Lennis Chamblee and Dulcie Storm Bomberger. I will let them introduce themselves to you shortly. Libby Stauffer has graciously agreed to be Lennis' mentor and Jean Doyle to be Dulcie's as they are onboard. I am very excited to have them join this great group and know that you will soon share that sentiment too.

Christine Alexander, Melissa Rust and Jennifer Stillrich introduced new Board Members, Dulcie Storm Bomberger and Lennis Chamblee. The Board members then introduced themselves to Dulcie and Lennis. Connie gave Dulcie and Lennis RSH folders containing Board and resident information.

Connie brought up the need for new RSH pamphlets. It was decided that the Board will work with, and pay KittyBelle Hosford's sister, who has done work for RSH before, to update the pamphlets. Connie requested that Board members send her current photos of residents and activities to add to the pamphlets.

CORRESPONDING SECRETARY SUE BASFORD

Sue reported that she sent invitations to Dulcie Storm Bomberger and Lennis Chamblee to join the RSH Board of Managers. Both were accepted.

#### RECORDING SECRETARY/EXTERNAL RELATIONS DANA FORNEY

Dana thanked all Chairmen for submitting their reports by email prior to the monthly Board Meeting

#### TREASURER'S REPORT DIANNE MARTZ

No report.

Staff members, Kevin Quirk, Tracy Mcguirk, and Michele Rindone join the meeting

#### GENERAL MANAGER'S REPORT KEVIN QUIRK

Kevin explained the Financial report in detail. The Actuarial Study and Audit (to be submitted to the state by 4/30) are now in progress. He then gave an update on building and equipment maintenance. The ice machine is being replaced, and motion lights will be installed at both ends of the building. Mick's Plumbing will be giving Kevin an assessment of the HVAC system in the back of the building, which needs to be done. There was also discussion of replacing the slate roofing over the Solarium and Baker wing. The price of slate from Argentina is considerably less than other options. The home may purchase the slate before the actual work will be done to take advantage of the price. The job will probably be done next fall in conjunction with the HVAC repair/replacement. Kevin will fully explain the financial aspect of our admissions process at a later meeting.

#### COMMITTEE REPORTS

##### ADMISSIONS REPORT SHEILA WOOFER

February 1—I gave a tour to Terry Kretzer who is almost 80 and lives on Third St. She spoke to Kevin regarding finances, which may be an issue.

February 3—A tour was scheduled for Cara Flores (for her mother) but was canceled.

February 20–Dana gave a tour to Mary Giblin and Jane Ryan, each around 70 years old and looking for the future

February 26–Dana gave a tour to June Eagen, age 90 and Jean Osteen, age 82, along with Kitty Crum who accompanied them. They are “not ready yet” Dana encouraged them to consider coming sooner than later and to talk to Kevin regarding finances.

February 28–I gave a tour to Mary O’Neill, age 71. She has mobility issues and a pacemaker. She seemed very interested and talked with Kevin regarding finances following the tour. The only time she raised her eyebrows was when I indicated that an applicant can be rejected due to health issues. She called me on March 1 and said she is getting her application started and will turn it in soon.

#### ENTERTAINMENT JENNIFER STILLRICH

The Entertainment Committee had its first meeting of the year and the main topic was, of course, the Big Sister Little Sister Reveal Party, scheduled for Sunday March 10th. The festivities will commence at 1:30 with our Big Sisters visiting their little sisters in their rooms and presenting them with a rose and then escorting their little sister to the party. Invitations have been sent to our ladies for the party, which will be held in the activity room this year.

Second Saturday–Sandy Corridon

The 4H Club played games with the ladies and served refreshments.

Great Decisions–Claudia Allemang

Claudia reported good attendance, with 5 or 6 residents attending as well as Board members. Cookies are served at 1:30 which is quite popular. Claudia expressed her thanks for Libby, who filled in for her and to Tracy for her help.

#### FINANCE GINNY BRACE

No report

#### HOME EXTERIOR AND GARDEN DIANNE MARTZ

1. Front Sidewalk –Dianne explained that a Frederick City initiative will pay \$28,758.00 out of a total price of \$47,794.00 (excluding under sidewalk heating) to replace the front sidewalk. ADA curb ramps will be installed. Ellen Hendrickson made a motion to proceed with looking into the project, which was seconded by Sheila Woofter. The” ROSS “ marker will also be addressed.

2.Electrician Rick Jones will install motion lights for security.

3. Touch-up painting will be done on the southside of the building for the Garden Tour.
4. The garden has been cleaned up, mulched, and trimmed for Spring.

#### HOME INTERIOR CHERYL RADCLIFFE

Connie and Cheryl have started the process of cleaning out the attic and looking at furniture in some of the open rooms. First round of items in the attic have been tagged for removal and pictures of some pieces were sent to a consignment store. They are only interested in one item. A staging process will begin soon with items marked to either possibly offer for sale or to donate. We also met with Tracy to look through some items in the attic from the previous Director of Resident Services. This process is ongoing.

Once the first round of items are removed, I will ask for help from the Interiors Committee to help organize the items for donation/sale and this will most likely happen in several stages. If there is anyone that has an eye for art, and would be able to look at the many pictures in the attic, to make sure that we don't have some sort of treasure there, unbeknownst to us, please let me know.

The plan is to have just a couple of dressers, beds, tables, etc. on hand in case they are needed and to arrange an area in the attic for nursing supplies, and Tracy's supplies. This is going to take some time, but slowly it will get done. The lights and wiring in the attics need to be looked at as there seems to be some fraying. There is also some paint that is peeling in the hallway by the 2nd floor attic that should be taken care of.

#### PERSONNEL PEG DENTON

No report

#### WELFARE/RELIGIOUS LIBBY STAUFFER

Pastor Kathy returned to RSH on Tuesday February 20th for her monthly service with the residents. There were seven residents in attendance and along with Kitty Crum and I. The service included hymns which we sang together accompanied by Pastor Kathy's 12 string guitar. Kathy had a brief meditation before offering Communion to all those present. She ended the service with a blessing and a prayer. The next service is scheduled for Tuesday March 19th at 2:00pm.

#### STAFF REPORTS

## NURSING MICHELE RINDONE

Michele reported that several staff members were out with illness or surgery. She then gave a health assessment of each resident.

## DIRECTOR OF RESIDENT SERVICES TRACY McGUIRK

Tracy welcomed Dulcie and Lennis. She has name tags for them. No other report

## MONTHLY MANAGERS REPORT LIBBY STAUFFER/DANA FORNEY

We began the month joining the Frederick Union Rescue Mission service project with the ladies, and continued each Thursday morning.

On Feb. 3, we brought pizza in from Pizza Blitz for the noon meal. Our dietary staff served ice cream sundaes for dessert.

We played corn hole each Monday with Ginny, Betty, Katherine, Shianna, June, Rosemary and Ruth K.

Bingo is ever popular. We supplied treats each Wednesday.

On Feb.9, we had at least 8 ladies participate in making pine cone bird feeders. There were peanut butter snacks and ginger ale to enjoy after. Everyone had a good time.

On Valentine's Day we had a dessert buffet at the noon meal. Libby brought a coconut cake and a chocolate cake. I brought an apple pie and a peanut butter pie. Tonya arranged the desserts on tiered trays at each table. We placed Valentine's cards and wrapped treats at each place.

Five therapy dogs visited on Feb.17. We supplied thank you notes and dog biscuits treats for the ladies to write a note of thanks.

On Feb.23, we held a "pamper your hands" event. Eight residents enjoyed a paraffin dip followed by a hand and arm massage with lavender oil, ending with a sugar scrub. They then had their nails polished if desired. Thanks to Tracy for the paraffin dip. We had lots of fun and conversation.

On Feb.24, we spent time with Jacque, Katherine, Rosemary June and Betty for "Our Moments" Although the ladies were tired of the Our Moments cards, we spent time talking about many things. They were all very open, honest and vulnerable. They expressed gratitude for the entire staff and each other. They are very happy with their meals, our healthcare staff and Tracy.

Chris Doyle and his lovely daughter Nico entertained on Feb.25. Chris sang, played his guitar and harmonica. Niko accompanied him with her violin. They are so personable as well as talented. The event was very well attended and enjoyed by all.

There were 4 add on doctor appointments. Our thanks to Doris and Ginny for helping out. Special thanks to Tracy for her continued support.

We ended the month by bringing trays of treats in for our wonderful staff.

NEXT EXEC BOARD MEETING MARCH 26 AT 9:30

NEXT BOARD OF MANAGERS MEETING APRIL 2 AT 9:30

MARCH MONTHLY MANAGERS SUE BASFORD AND DORIS DeLAUTER