

January 12, 2024

Dear Residents, Families and Staff:

Today is a new day, but yesterday's event will be fresh in our minds for a while. Please know a team met yesterday to review yesterday's response and we have also followed up with the police. We will be sharing more communication in the days and weeks to come related to Emergency Preparedness. There were many, many things that went right, and there are things we are evaluating for change. Some residents were surprised to know that we do in fact have a Bomb Threat Policy, which we followed yesterday; we have policies on many emergencies that we review frequently. But its like getting married, having a baby, adopting a pet, driving a car, and many other things in life...we can talk about it and plan for it, but we don't really know what it's really like, until we do it. And in the reality of the moment, sometimes it happens just a little bit different (or a lot different) than we planned for. Again, I am most grateful to our wonderful staff, our residents, our contractors and our visitors who worked so hard for the safety of all. Brandon Jolly, Director of Health Services, Susan Bankert, Director of Nursing and Kim LaFountain, Manager of Health and Wellness, are to be commended for the leadership they exhibited in the Care Center as well as Curt Sayers, Director of Human Resources, Julia McCartha, Director of Dining Services and Brock Nichols, Director of Campus Operations and Josie Singer, Executive Assistant for the leadership they exhibited in Independent Living. Additionally, many thanks to Chris Boyd, Manager of Security for initiating the Emergency Response and partnering with our Emergency Responders. Again, I am deeply grateful to our entire team.

### **Montessori Training**

We are proud to share that seven Care Center staff members completed the six-month **Certified Montessori Practitioner Course** at the end of December. The staff members are: Carolyn Treadway, Recreation Therapy Manager; Amanda Markowitz, Recreation Coordinator; Sarah Kropiewnicki, Recreation Assistant; Diane Host, Staff Development Coordinator; Patrice Porreca, Residential Living Social Worker; Gail Volz, Personal Care Social Worker; and Brandon Jolly, Director of Health Services.

### **2023 Tax Letters**

The 2023 tax letters will be sent with the January Dunwoody Statements and will be distributed on 1/31/24.

### **Maintenance**

Warfel Construction Co is continuing to troubleshoot the freezer in Trolley Stop. We are final testing the spa to reopen ASAP. We are establishing a service program for routine maintenance. The railing and jets have been repaired. We have a new Managed Service Provider for managing Dunwoody technology and infrastructure. The company is called SSI and our transition began in late December and is still ongoing.

### **Grounds**

Residents can contact grounds to pick up and dispose of any Christmas trees left over from the holidays. Beautiful live poinsettias are available for adoption in H+W and at the Care Center reception desk. Please consider giving one or two a good home! Just stop by and pick the one you would like to adopt!

### **Scams**

Dunwoody residents continue to be targets of scams. Most recently, some residents have received charges on their Verizon bill or through separate billing that they believe are incorrect. MCI is one of the companies from whom residents have received charges. We are working with them to investigate. Please review all bills and invoices that you receive and ensure that it is a company with whom you are contracted.

## **Dining**

Dining Services is in the process of planning Community Nights in the Auditorium and themed dining events. More information will follow.

## **Health & Wellness**

### **AED**

Dunwoody has purchased 3 Automatic External Defibrillators (AED). The AED machines are used if a person experiences a sudden cardiac arrest. The AED will analyze the rhythm to determine if there is a need for a shock to re-start the heart in the event of a sudden cardiac arrest. An AED machine can be used on a person is unresponsive and can be used by a non-medical person in an emergency. The AED will not deliver a shock if it is not necessary. The AED's will be located at the care center reception desk, at the main desk, and in the Health & Wellness medical bag that is used by the responding nurses.

Education will be provided to all staff that receive CPR training including nurses, therapists and staff that attend to residents in the pool. Introductory AED education is also being provided residents, including where to find the AED's and how to initiate the process to use the AED machine while waiting for medical assistance. AED's will not be placed until the resident and staff training is complete.

**Please plan on attending our AED training for residents on Tuesday January 16<sup>th</sup> at 2pm or on Thursday January 18<sup>th</sup> at 4pm. Both sessions are in the auditorium and no advance sign up is necessary.**

## **COVID**

Ten Residential and four Care Center residents tested positive and are on quarantine. Five staff members are positive and at home on isolation.

We would like to offer a convenient means for our residents to purchase rapid COVID test kits. Health & Wellness will be selling COVID test kits for \$10 each and we can charge your account. We will also be selling them in the Gift Shop. The cost is \$10 each with a limit of 2 tests per resident. You can also purchase at a local pharmacy or order free tests through [www.covid.gov](http://www.covid.gov). These can be used if you are notified that you've been exposed to a COVID positive resident and need to follow our close contact protocol. They can also be used to personally test prior to gathering with family or friends.

## **HR Update**

John Dubyk, CFO begins Jan 22, 2024. We look forward to welcoming him! Elaine Kaiser has officially retired but will be back today to celebrate with us.

## **Art**

We are working with an expert to evaluate the needed repairs for the Dunwoody portrait and our historical documents.

## **Construction**

Administration has re-engaged with RLPS to finalize the plan for the Gift Shop, Marketing, Administration offices, and Club Room.

## **Outdoor Master Plan**

RGS (Civil engineer) will be on site the last week in January for their assessment, specifically focusing on the Putting Green and Pond. Deron LeBrake, the environmental expert who conducted the assessment of the pond will be a part of the meeting as well.

Warm regards,  
Maureen Casey