

Board of Institution Management

3/5/2026 Meeting Agenda

1. Call Meeting to Order
2. Approval of Minutes
 - a. 6/10/2025 Meeting Minutes
 - b. 10/9/2025 Meeting Minutes
3. Public Comment
4. Facility Overview
5. Current Projects Update
6. Building Usage
7. Survey update
8. Staffing
9. Legislation Update
10. Board Remarks
11. Adjourn

Board of Institution Management 6/10/25 Meeting Minutes

The meeting was attended by Board Members Reuther (in person), Taylor (in person), Womack (first in person, then virtually), Schaefer (virtually), and Madden (virtually); also in attendance were William D'Amico (in person), Danielle Floyd (in person), Sandra Garrison (in person), Barbara O'Malley (in person), Ali Alkhatib (in person), and Marc Woolley (virtually).

Board Member Reuther called the meeting to order. An opportunity was provided for public comment, and none was offered.

Mr. D'Amico informed the Board that half of Building 5 is leased to Advantage Hospice, and that Advantage Hospice and the Pharmacy were looking into leasing the other half of Building 5. With respect to Building 6, Mr. D'Amico explained that the roof was completed and that the outdoor façade and wander guard were being completed.

As for Building 8, Mr. D'Amico said that the HVAC was resolved, and that Middletown Township provided the certificate of occupancy. Ms. Floyd added that she met with the presumed low bidder for the kitchen project and that cost differences were being reviewed.

Mr. D'Amico informed the Board that Building 1 is closed, unlicensed, and vacant, and suggested having a micro hospital or urgent care clinic take over the space to service the residents of Fair Acres. Discussion ensued.

Mr. D'Amico discussed the ongoing challenges of hiring certified nursing assistants ("CNA") and the proposed legislation addressing some of those challenges before the State Senate. Mr. D'Amico announced that the CNA school was reopened and that a \$3,000 sign-on bonus, over two years, was being offered to new CNAs.

Mr. D'Amico added that a one-year emergency exemption was filed by Fair Acres on May 15, 2025 to operate under the state minimum, which would allow him to start filling another floor if granted, leading to additional revenue. Discussion ensued on the budget of Fair Acres.

Mr. D'Amico updated the Board that a prospective contractor had a walkthrough of Building 7, that another contractor has a walkthrough scheduled for the end of June, and that the proposals for the senior housing project in Building 7 would be submitted late summer.

Board Member Taylor made a motion to amend the Agenda to add the approval of the 3/11/25 Minutes, seconded by Board Member Schaefer, and approved 5-0.

Board Member Taylor made a motion to approve the 3/11/25 Minutes, seconded by Board Member Madden, and approved 5-0.

An opportunity was provided for public comment, and none was offered.

Board Member Madden made a motion to adjourn the meeting, seconded by Board Member Womack, and approved 5-0.

Board of Institution Management 10/9/2025 Meeting Minutes

The meeting was attended by Board Members Reuther (in person), Taylor (in person), Womack (in person), Schaefer (virtually), and Madden (virtually); also in attendance were William D'Amico (in person), Danielle Floyd (in person), Sandra Garrison (in person), Barbara O'Malley (in person), Marc Woolley (in person), Ali Alkhatib (in person), and Philip Welsh (virtually).

Board Member Reuther called the meeting to order. An opportunity was provided for public comment, and none was offered.

Mr. D'Amico updated the Board that the new electronic records maintenance system is set to go live on November 1, 2025. Mr. D'Amico also described plans of recertifying beds in Building 7 after the kitchen renovations and meal delivery project are completed in Buildings 5 and 8.

Ms. Floyd explained that construction on the kitchen renovations and the meal delivery project in Buildings 5 and 8 started in July 2025, but that demolition was delayed for two weeks due to asbestos abatement of the mastic in the floors. Ms. Floyd added that she will be presenting four change orders for Council's approval at the October 21, 2025 Council Meeting, and that she wants to establish a 5% owner's construction contingency for the project. Discussion ensued.

Ms. Floyd said that in 2025 about \$4 million in capital expenditures were spent on the residence hall roof replacement (Building 6), boiler house roof replacement (Building 9), warehouse roof replacement (Building 12), emergency tunnel repair, and HVAC balancing.

As for 2026, Ms. Floyd talked about the need for fire alarm replacements in multiple buildings, the HVAC project in Building 8, emergency backup generators, floor refreshes in Buildings 1-9, and updating beds, equipment, and the nurses call system. Discussion ensued.

Mr. D'Amico informed the Board that he visited Integrity Healthcare, and that Integrity Healthcare will be visiting Fair Acres on October 20, 2025 to see what modifications can be made to Building 1. Discussion ensued.

Mr. D'Amico mentioned Neshaminy Manor opened a free daycare for its employees to get more CNAs, and that Building 1 or 7 would be best suited if Fair Acres wanted to offer the same.

On Building 1, Mr. Welsh provided an update on the lead-based paint report, recommended moving forward with testing for radon and asbestos, and explained that there was asbestos pipe wrapping in the tunnels. Mr. Welsh described next steps to share Phase 1 with developers and ask them to submit proposals. Discussion ensued.

Mr. D'Amico shared that the Senate passed the bill allowing CNAs to take classes online, and that the bill was now in the House. Mr. D'Amico also shared that Fair Acres was approved to provide its own training, and that it now has a \$3,000 sign-on bonus. Discussion ensued.

An opportunity was provided for public comment, and none was offered.

Board Member Reuther made a motion to adjourn the meeting, seconded by Board Member Womack, and approved 5-0.