



Meeting Minutes

Date of Meeting: July 14, 2015

Project Name/No: Our Island Home
Facility Improvements
SMRT Project No. 15126

Location of Meeting: Our Island Home

Subject: Programming Requirements Meeting

Attendees: Rachel K. Chretien - Administrator
Gail Ellis, RN., - Director of Nurses
Ellen Belknap - SMRT
Dick Webb, SMRT
Melissa Flynn, SMRT

Discussion Items:

The primary purpose of the meeting was to review the project scope and discuss the program requirements for the new/replacement facility.

1. The proposed program is to reflect the evolution/shift from institutional to residential style model; eliminating the shared rooms and long corridors. RC confirmed that the formal 'Greenhouse' model is not required, but does want to adhere to the small house tenets.
2. RC confirmed that all staff excepting the administrator are unionized, Town employees. While there has been some cross-training between housekeeping and CNA's, there may be some concern by staff to shift to the universal worker/care giver model. Typically, RN's administer medications, treatments, and care plans. CNA's roles focus on hands on care, including bathing.
3. The proposed bed count is to total 45. Existing census includes acute rehabilitation, dementia, and long term care. Approximately 45-50% of the existing patients present some level of dementia. Approximately 2/3 of the population is female. Room size in the 300-350SF range is desired, including European baths.
4. All rooms will be incorporated to support ceiling mounted transfer/lift apparatus.
5. Central kitchen is desired. Family style kitchens are needed not only for the care model but to assist in the rehabilitation training and for family activities.
6. Staff offices may be shared; however, areas for private conversation are needed.
7. Desired model size is three (15) bed modules, which will support existing staffing plans [one charge nurse/module].
8. Specific areas to be included in the facility include spa, gym, salt water aquarium, and hair salon area. Three activity areas are to be provided; largest one to accommodate 8-10 residents and two staff, and also include storage for activity supplies and seasonal decorations. Other Activities Department needs include a larger living room [twice the existing size].

9. Storage for vaccines and specimen storage/blood draws are desired, including possible 'treatment' room.
10. Storage requirements are significant, as the facility must store a substantial amount of equipment in the case of isolation/disaster preparation/loss of contact with the mainland.
11. Staff parking minimum ³¹⁻⁴⁰ spaces required. 10 visitor spaces required. Existing Landmark House parking overlaps on OIH parking areas.
12. OIH requires spaces for two transport vehicles; including covered area. OIH intends to replace one van with an ambulance. Parking for one service pickup truck is also required.
13. Open air, secured/enclosed garden area is desired.
14. Storage of med gasses is required.
15. RC prepared a staffing summary/teaming organization for review when updating the proposed facility program. Additional offices are required.
16. SMRT staff will be on island 7/21 to assess the existing facility conditions, including architectural, mechanical, and electrical engineers. OIH staff will be available to provide access.
17. Next Meeting: July 28, 2015

PROJECT: Our Island Home 45 Bed Elder Care Facility, Nantucket

PROJECT NO: 15126-00

CAPACITY: 45 Residents



SPACE PROGRAM

Designated Space	FTE Staff	Unit	Unit Area Net SF	Total Area Net SF	Comments
1.0 Typical Home					
1.01 Private Resident Room		15	285	4,275	All private rooms
1.02 Private Bathroom with Shower		15	55	825	With European showers
1.03 Multipurpose Room/Living		15	25	375	
1.04 Kitchen		1	225	225	Residential style
1.05 Pantry		1	150	150	
1.06 Dining area		1	350	350	Family style
1.07 Parlor/Den		1	120	120	For family visits (or private dining area, saw either but not both) adjacent to parlor/den
1.08 Visitor Toilet		1	60	60	
1.09 Portable Equipment Alcove		2	15	30	
1.10 Personal Laundry		1	120	120	1 washer/1 dryer - folding table
1.11 Bathing Spa		1	180	180	
1.12 Resident Toilet		1	60	60	Adjacent to dining area
1.13 Laptop Workstation		1	25	25	Centrally located
1.14 Clean Linen Storage		1	80	80	
1.15 Soiled Linen Holding Room		1	80	80	Utility sink
1.16 Clean Supply Storage		1	80	80	
1.17 Sunroom		1	150	150	
1.18 Activity Storage		1	50	50	
1.19 Sensory Room		1	120	120	
Support Areas					
1.20 Staff Work Area		1	100	100	
1.21 Staff Toilet		1	60	60	
1.22 Work Stations		3	20	60	
1.23 General Storage		1	60	60	
1.24 Entry Vestibule		1	150	150	
Sub-Total Departmental Net Area				7,785	
Grossing Factor				1.45	
				11,288	
2.0 Common Areas					
2.01 Rehab Therapy Gym and Storage		1	800	800	
2.02 Rehab Therapy Workstations		3	60	180	
2.03 Large Activity Room		1	1000	1,000	
2.04 Storage for activity room		1	200	200	
2.05 Beauty Salon		1	200	200	
2.06 Treatment Room		1	130	130	
Sub-Total Departmental Net Area				2,510	
Grossing Factor				1.45	
				3,640	
3.0 Campus Support					
3.01 Kitchen & Ancillary Food Service Support		1	2000	2000	
3.02 Food Service Supervisor & Dietician Office		1	160	160	
3.03 Administrative Offices (per OIH Organization Chart)		10	80	800	includes shared work areas
3.04 Staff Conference Room		1	400	400	
3.05 Oxygen Storage		2	25	50	
3.06 Garage		1	500	500	Sized for ambulance
3.07 Maintenance Room		1	200	200	
3.08 Elec/Tele/Data		1	120	120	
3.09 Trash/Recycle		1	150	150	
3.1 Central Mechanical Room		1	400	400	
3.11 Sprinkler/Water Room		1	150	150	
Sub-Total Campus Support Net Area				4,930	
Grossing Factor				1.45	
				7,149	
				Sub-Total	7,149
Program Summary:					
		Homes x	3	33,865	
		Common Areas		3,640	
		Campus Support		7,149	
				CAMPUS TOTAL	44,654

Site Program to include:

- Healing Gardens
- Parking / Circulation / Emergency Access
- Maintenance Shed
- Dumpsters
- Recycling