

Chatham County Community Advisory Committee (“CAC”) Joint Committee on Nursing Homes, Adult Care, and Family Care Homes

Bylaws

These Bylaws, adopted by a majority vote of the members present at a regular meeting of the Chatham County Community Advisory Committee Joint Committee on Nursing Homes, Adult Care, and Family Care Homes (“Committee”) shall govern the operation of the Committee.

North Carolina General Statutes (N.C.G.S.) §[131E-128](#) and [131D-31](#), and the North Carolina Department of Health and Human Services Division of Aging (NCDHHSDOA) [Long Term Care Community Advisory Committees Essential Guide](#) and [Adult Care Home Community Advisory Committee Handbook](#) shall govern all matters not addressed herein or in any matters in conflict with these Bylaws. Family Care Homes shall be considered a subset of Adult Care Homes for the purposes of these Bylaws. The Guide and Handbook shall be considered a subset of the Bylaws and serve to formalize the handling of administrative procedures within the Committee.

I. Purpose

As defined in North Carolina General Statutes (§131E-128 and 131D-31), the Committee members function as representatives of the Office of the State Long-Term Care Ombudsman and work to maintain the intent of [Residents’ Rights](#) in Nursing Homes and Adult Care Homes in this State. The Committee also promotes community involvement and cooperation with Nursing Homes and Adult Care Homes to ensure quality care for the elderly and adults with disabilities. The Committee has the responsibility to:

- Apprise itself of the general conditions under which persons are residing in Adult Care, Family Care and Nursing Homes (“Facilities” or “Facility”);
- Make an official unannounced quarterly visit to each assigned Adult Care and Nursing Home;
- Make an official unannounced annual visit to each assigned Family Care Home;
- Prepare reports as required by the North Carolina Division of Aging citing concerns encountered and long-term care (“LTC”) issues in general;
- Serve as a nucleus for increased community involvement in the Facilities;
- Promote community education and awareness of the needs of residents in the Facilities;
- Work towards keeping the public informed about aspects of LTC and operations of Facilities in Chatham County.

II. Membership

The Committee members shall be local residents appointed by the Chatham County Board of County Commissioners, contingent upon designation by the Office of the State Long-Term Care Ombudsman. Initial appointments shall be for one year, with subsequent appointments for two (2) or three (3) years to create staggered terms, with renewal at the discretion of the Board of Commissioners.

All members are expected to attend at least 75% of the Committee meetings in a calendar year and participate in at least 75% of the visits to Facilities to which they have been assigned. As directed by statute, members must participate in training as specified by the North Carolina Division of Aging before assuming official duties and thereafter as required.

A Committee member who has had absences that constitute more than 25% of meetings or 25% of assigned visits in any calendar year may be asked to resign. If a member acts outside the bounds of their role as defined by the General Statutes and the NCDHHSDOA Guide and Handbook, the member may be asked to resign by the Committee Chair, the Ombudsman, or the Clerk to the Board of County Commissioners. If the member refuses to resign, they may be removed by action of the Board of County Commissioners subject to state or local law. The Office of the State Long Term Care Ombudsman may also revoke a member’s designation.

The following persons are excluded by legislation from serving on the Committee:

- Persons or immediate family members of persons with a financial interest in a Facility served by the Committee.
- An employee or governing board member or immediate family member of an employee or governing board member of a Facility served by the Committee. A person paid by a Facility as a consultant is considered an employee.
- A resident or immediate family member of a resident in a Facility served by the Committee. An "immediate family member" is defined as a mother, father, sister, brother, spouse, child, grandmother, grandfather, and in-laws for the above. Whenever an immediate family member of an appointee enters a Facility served by the Committee, that appointee becomes immediately ineligible to serve on the Committee.
- Any committee member moving out of Chatham County will submit a resignation letter to the Chair or the Ombudsman when that move becomes final.

III. Meetings

Meetings shall be held no less than quarterly and at a time and place determined by the Committee. North Carolina Open Meeting Law applies to Committee meetings; therefore, anyone from the general public may attend the open session of any meetings. If the Committee must discuss individual resident(s) and/or complaints during the meeting where others are present, and to ensure confidentiality requirements, then a closed session with only the Committee and the Regional Ombudsman of the Central Pines Regional Council must occur.

A quorum shall consist of one more than half the voting members, excluding vacant voting positions and members who are disqualified from voting due to a conflict of interest.

IV. Officers

The Committee shall elect from its members a Chair and other officers as deemed necessary by the Committee. Officers will serve a one (1) year term and may be reappointed for subsequent terms. An officer may be removed by a two-thirds vote of all members present at a Committee meeting, provided members present constitute a quorum. The officer shall be replaced by an election at the next meeting.

The Chair or designated officer or member (*designee*) shall preside over all meetings of the Committee and decide all matters of order and procedure for conducting the business of the Committee, as well as appoint sub-committee members. The Chair shall also serve as an ex-officio member of each sub-committee. A designee shall assume the duties of the Chair in the Chair's absence.

The Chair may vote as a Committee member on any issue before the Committee. The Chair or a majority of the Committee may call a special meeting whenever such is justified.

The Chair or designee shall take the minutes of and maintain the files of the Committee's meetings and provide written minutes of previous meetings to the Committee members. This person shall also ensure that the Committee membership, meeting schedule, and visit reports are maintained on the County website.

V. Sub-Committees

To better implement official visits to the Facilities, the Committee may be divided into an appropriate number of sub-committees so that each sub-committee will have no fewer than three (3) members.

VI. Types of Visits

Committee and Sub-Committee members shall conduct official visits to Facilities, such as quarterly visits and visits to follow up on concerns or complaints. A minimum of two (2) members shall be necessary to make an official visit.

Individual Committee members may visit any Facility by themselves for friendly or activity visits, in accordance with the facility's policies and visiting hours. During friendly or activity visits, members are functioning as private individuals and not representatives of the Committee.

VII. Conduct

During official visits, Committee members shall abide by the following:

- Upon entering a Facility, a Committee member shall identify themselves with the person in charge of the Facility at that time.
- Upon completion of a visit, the Committee shall conduct an exit interview in which they report any concerns noted during the visit to the person in charge of the Facility at that time.
- The names of any persons and residents who make complaints shall remain confidential unless permission is given for disclosure.
- All complaints received by the Committee must be forwarded to the Chair and the Regional Ombudsman in a timely fashion.

VIII. Reports

A report on each official facility visit shall be submitted to the Committee and the Regional Ombudsman as soon as practicable after the visit.

The Chair shall submit an annual report to the Chatham County Commissioners, Chatham County Director of Social Services, North Carolina State Ombudsman, and any other requesting party. The Chair or designee shall be responsible for submitting any other reports citing concerns encountered and long-term care issues in general to the North Carolina State Ombudsman.

IX. Adoption, Amendment, and Review of Bylaws

Bylaws for the Committee shall be reviewed by the Committee at least annually. The Chair or designee will familiarize prospective and new Committee members with the Bylaws. Bylaws may be adopted or amended by a majority vote of the members present at any regular meeting, provided members present constitute a quorum. A copy of the Bylaws, any additional operating procedures, and any amendments shall be maintained by the Committee and the Regional Ombudsman.

Co-Chairs: Patti m Liegl Sigi Markworth Date: 5/12/25
 Patti Liegl, Co-Chair Sigi Markworth, Co-Chair

Regional Ombudsman: Autumn Cox Date: 5/17/25
 Autumn Cox

Approved by Committee: Billy Cummings Date: 5/12/25
 Billy Cummings

telephone/Patti Liegl Date: 5/12/25 Kevyn Immerman Date: 5/12/25
 Barbara Gustinis Kevyn Immerman

Pat Regan Date: 5/12/25 Anita Tesh Date: 5/12/25
 Pat Regan Anita Tesh