



CITY OF MOREHEAD

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November 10, 1995

Attn: Ms. Edith Sheehan  
First Christian Friendly Place  
Faith Annex  
227 East Main Street  
Morehead, KY 40351

Dear Ms. Sheehan:

The property at 227 East Main Street is zoned B-I, (General Business). Day care centers for any age group is an acceptable occupancy use for this zone.

Sincerely, .

  
Clayton M. Perkins  
City Planner/Building Inspector

CMP/lmn



CABINET FOR HUMAN RESOURCES  
COMMONWEALTH OF KENTUCKY  
275 EAST MAIN STREET  
FRANKFORT 40621

DEPARTMENT FOR SOCIAL SERVICES  
AN EQUAL OPPORTUNITY EMPLOYER M/F/D

January 22, 1996

Ms. Edith K. Sheehan, Director  
1st Christian Friendly Place  
227 East Main Street  
Morehead, Kentucky 40351

Dear Ms. Sheehan:

We are pleased to inform you that the 1st Christian Friendly Place has met all the requirements for Adult Day Care Center Recertification. We extend our congratulations to your program in meeting the requirements pursuant to KRS 205.010 and the regulations promulgated thereunder.

A certification document suitable for framing is enclosed. Please display the recertification in a conspicuous area of your Center. This recertification will be effective until the 2nd day of February, 1998; is not transferable and is limited to the present location at 227 East Main Street, Morehead, Kentucky.

Sincerely,

A handwritten signature in cursive script that reads "Peggy Wallace".

Peggy Wallace, MSSW  
Commissioner

Enclosure

cc: Charles Jones  
Betty Conner  
Richard Hawkins



# Morehead United Methodist Church

P. O. BOX 328  
MOREHEAD, KENTUCKY 40351  
Telephone 784-5626

February 15, 1996

To Whom It May Concern:

This is a letter of support and endorsement of the newly-formed program at the First Christian Church in Morehead known as "A Friendly Place."

"A Friendly Place" provides a caring, loving atmosphere for the victims of Alzheimer's Disease and other forms of dementia. It also affords a few hours of much-needed respite each week to their primary care-givers. Having served in churches where no program such as this was available to the individuals, families and care-givers, I deeply appreciate those who have made this program available to our community.

Please give "A Friendly Place" careful consideration, encouragement and support in their labor of love for these very special people of Rowan County.

Sincerely,

Mike Powers  
Pastor

## Scope of Work

First Christian Friendly Place is a non-profit facility. We seek to provide high quality day care for adults with Alzheimer's Disease and Related Dementia. We also serve the frail elderly in our community on a space available basis.

We first seek to provide meaningful, structured social activity in a safe and caring environment. We also offer guidance on nutrition and health concerns.

Second, we offer respite for caregivers of A.A.R.D. adults. We seek to put them in contact with appropriate agencies and services in our area.

Third, we offer a chance for everyone in our community to volunteer in a way that is meaningful and rewarding.

## Program of Activities

Our program is voluntary, flexible, and individualized to meet the needs of each participant. We discuss current events, memories, and plans for the future at each session. We allow our participants to direct the conversation, giving verbal cues only as needed. We use media such as local newspapers, public library books and large print news magazines. Upon occasion we read aloud from newspapers or devotional materials.

All of our social activities are designed to preserve skills and dignity as well as stimulate and entertain our participants. Our volunteer staff and visits from community members enable us to provide variety while maintaining continuity. We seek to be one on one with our participants as nearly as possible. Our visitors have been intergenerational, ranging from toddlers from day care, elementary school age and teenagers to college age young adults. Many of our visitors are long time friends of our participants. We have had a slide show presented by a university professor (with another scheduled.) We visited with friends at the local nursing home and exchanged cards with them. We also make telephone contact with our participants when they are unable to attend due to inclement weather and encourage maintenance of telephone skills.

Our physical stimulation activities include listening to music and handling of craft activities that stimulate

more than one sense. For example, we made catnip mice and potpourri sachets. We attempt to include the amount of physical activity desired or implicated. We ambulate our clients ad lib, outdoors if desired and weather permitting. We play with bean bags, balloons and/or balls. We also work with play-dough. For our participants who have suffered strokes we enlist their aid in cutting out simple shapes from construction paper and decorating our bulletin board. We maintain house plants and are currently planning for a flower garden. All of our physical activities are planned for a successful outcome and with safety in mind.

## Administration

First Christian Friendly Place is sponsored by the First Christian Church of Morehead, Ky. Our facility, utilities, budget and administration are provided by the church. All expenses to date have been paid by First Christian Church and other services supplied by volunteers. Reverend Harold Tackett is serving as Executive Director. He holds an A.B. and B.D. degree and a C.P.E. in counseling. He also has had experience in organizing two child day care centers and a latch key program. The professional consultant is also a volunteer, Alta Blair, B.S.N., M.S.N., from the Nursing Dept. at M.S.U. Enclosed are copies of training materials and schedules.

## Clients

We currently have five clients enrolled with another tentatively scheduled for after May fourth. Our clients range in age from 72 to 90. We have three diagnosed with Alzheimers, one with past stroke symptoms including memory loss and partial paralysis of the left side and one with memory loss and recent carotid artery bypass surgery. We have several others who have contacted us either directly or through caregivers and expressed interest but stated they are unable to pay for care. We encourage all to attend without regard to pay but have met with the obstacle of pride and independence on the part of caregivers. We would like to offer out service free of charge or based on ability to pay. Our clients receive a home visit and initial assessment, a nursing assessment with each visit until an individualiaed care plan can be completed, and then a weekly Activity Progress report with periodic reassessment (see enclosed copies of forms.) Our criteria are that the participant reside in their own home or with caregivers, have a diagnosis of Alzheimers or other memory loss of frail health (defined as multiple problems to such an extent that caregivers are fearful to leave home alone.) They also need to be able to benefit from social activity and not dangerous or combative to others. Enclosed are copies of Assessment and Documentary forms.



## Participant Records

In addition to the aforementioned and enclosed forms, each participant has a card kept with the emergency first aid kit that lists medicines, diagnoses, doctor's name and emergency contacts. These were supplied by caregivers upon enrollment. A copy of the fee schedule and emergency procedure is enclosed. All records are maintained confidentially in an office area and may be inspected as needed. Attendance records are maintained via the Participant Progress Report.

## Facility

First Christian Friendly Place is located at 227 East Main St. in Morehead, Ky. Our facility occupies a two story brick home located next door to the First Christian Church, Disciples of Christ. The home is owned by First Christian Church. We currently use the five rooms, two porches and the bathroom downstairs. Two more rooms and one bathroom upstairs are available to use as needed. The house is known as the Faith Annex or locally as the Hogge Home. It is on the corner of East Main and Normal Avenue. A large parking lot with designated handicapped spaces is behind the house, approximately 15 feet from our entrance which faces Normal Avenue. Our Normal Avenue entrance is equipped with a wheelchair ramp. The five rooms we occupy are equipped as a kitchen, dining room, livingroom, additional adjacent open hall area and office with door for privacy. Our downstairs bathroom has been remodeled for wheelchair access and has appropriate grab bars and booster seat on the commode. Two other exits are located downstairs, one from the living room-hall area, one from the office. The house is furnished throughout to give a home-like look as opposed to an institutional appearance. We are centrally located for our participants, within approximately three miles of everyone currently enrolled. We are five blocks from St. Claire Hospital and two doors down from Dr. Don Blair on East Main. The Dept. of Social Services is across the parking

lot at 120 Normal Avenue. The ambulance service is at 739 West Main (nine blocks) and the Police Dept. is at 105 East Main (one block). The Fire Dept. is five blocks. Our heating and air-conditioning units are new, installed in August prior to opening part time. Our kitchen is not used for food preparation but for food and utensil storage. Our refrigerator is used for storage of juice and low fat milk. It has a thermometer and has remained at a constant 34 degrees Fahrenheit (per instructions of State Board of Health). We have obtained all inspections indicated by state and local authority and currently meet requirements for this activity at this site. We received a state certification Jan. 22, 1996, following inspection by Gwen Cobb and Richard Hawkins. We received a local fire inspection by the fire chief Randy Walker on Feb. 13, 1996. We have complied with his suggestion to increase our smoke detectors from two to four and on Feb. 15, 1996 had our fire extinguishers inspected and updated by Gary P. Jackson of Stop Fire Inc.

*S. Shuler*

## Transportation

Our transportation was initially provided by the caregivers but as this is not practical for all prospective participants we have asked for bids on the services of a med-transport company. Ronnie Day who owns the local wheel chair van medical transport company and is himself an E.M.T. has offered to provide his service to our participant for a charge of \$25.00/week (for pick up and take home for five people, three times/week). I understand his usual charge for this would be in excess of \$100.00 and consider this a donated or provided-at-cost service to our facility. We currently have two wheel chair participants and two more who are usually accompanied by an elderly spouse caregiver. The spouses serve as a visitors and assist the volunteers.

## Management, Structure and Operations

The purpose of First Christian Friendly Place is to provide high quality day care in our community for A.A.R.D. adults. Also we offer respite for A.A.R.D. adult caregivers and a chance for members of our community to volunteer. We are not for profit and currently our sole funding and support comes from First Christian Church and community volunteers. Rev. Harold Tackett serves as executive director, Sherie Mong as treasurer, Edith Sheehan as Acting Director, and Alta Blair, Sonata Bowen and Sally Peterson as professional consultants. The Acting Director is the only paid employee and is currently paid at the rate of \$10.00 an hour spent with participants. Time spent with support work is volunteered. Our volunteer staff of four is previously described. In addition to the previously described experience in the case of Rev. Tackett and Edith Sheehan, Alta Blair is qualified to teach Gerontologic Nursing. Sonata Bowen works with St. Claire Hospital and Home Health Services. John F. Sheehan is an employee of Life Care Inc. of Morehead and works exclusively with elderly patients. Edith's academic advisor is Dr. Robert Bylund of M.S.U. Sociology Dept. He is a gerontologist and served on the 1987 Ky. Alz. Disease Task Force. The remaining volunteers are all 70+ years of age and have their own life experience to draw on in addition to the formal training received at Friendly Place (see enclosed documentation of training).

*E. Sheehan L.P.W.*

Confidentiality has been stressed to all volunteers and is the first training session given. All records are maintained in a locked file cabinet in the office area which also can be locked from the rest of the facility. The exception is Medical Emergency Cards provided by caregivers. These are kept with first aid supplies to be accessible to volunteers in event of an emergency. These cards contain client's name, age diagnoses, medications and phone numbers of doctors and family contacts. These cards are meant to be sent out with the client in the event of medical emergency. The first aid kit and cards are kept in a marked drawer in the office area.

The First Christian Friendly Place is an advocate for our participants and caregivers. We would like to attempt to provide or facilitate contact with the listed agencies on request of clients, caregivers or advice of our professional consultants. We would reciprocally attempt to assist the listed agencies if contacted in a manner appropriate to our scope of practice.

*G. Sheehan 1.0N*

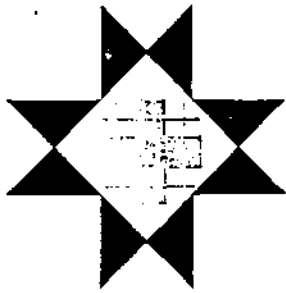
## Community Outreach

We have received referrals from word-of-mouth, Home Health Care and in response to our efforts of advertisement. We also received a referral from Lexington Bluegrass Ch. of Natl. Alz. Org. We advertised in our local paper, appeared on our local television station and printed and distributed a newsletter. This was both posted and mailed. Also all local service organizations listed with the Chamber of Commerce were contacted by telephone. Announcements were posted and read in the local, Baptist, Methodist and Church of Christ. We are currently planning a Grand Opening to celebrate our certification. This will include a ribbon-cutting and newspaper and T.V. coverage. We plan to invite representatives of service organizations, city officials and ministers of local churches.

## Community Support

Enclosed are two letters of support. Others have been promised and will be faxed to you when received if this is acceptable. We have already received referrals from Home Health Care and Alz. of the Bluegrass. We have received donations of goods and time from many in our community. Our main sponsor is First Christian Church.





# ST. CLAIRE MEDICAL CENTER

222 MEDICAL CIRCLE  
MOREHEAD, KENTUCKY 40351-1180  
606-783-6500 FAX# 606-783-6518

To whom it may concern:

This is a letter of support for the First Christian Friendly Place Organization.

In lieu of my last referral to Friendly Place, I was made aware of the extended hours along with the various services provided to individuals suffering from an Alzheimers related illness. Unfortunately, the area in which we serve is very rural and does not provide the day time services needed, as does Friendly Place.

I speak on behalf of the Social Service Department as well as the Mental Health Home Health program when I say that the service is greatly needed and appreciated.

We look forward to working with you and Friendly Place in the future.

Sincerely,

Tiffany Elswick, LSW



**CANCER TREATMENT  
CENTER**  
606-784-3443  
MOREHEAD



**PRIMARY CARE CENTERS**  
FRENCHBURG 606-768-2191  
OLIVE HILL 606-286-4152  
OWINGSVILLE 606-674-6386  
SANDY HOOK 606-738-5155  
MATERNITY CTR. 606-784-3771



**HEMOCARE**  
606-784-8403  
**HOSPICE**  
606-784-6086  
**HOME MEDICAL EQUIPME**  
606-784-6747

## Budget

The budget submitted covers only a portion of the cost involved in operating First Christian Friendly Place. The church wishes to supply the building, utilities and administration. The expenses listed cover the salary for the Director, actual cost of food and supplies and the cash outlay for transportation and maintenance of a telephone line. These costs are figured on a 12 hr/wk operation schedule servicing five clients per day. The  $\frac{1}{2}$  hour unit is for five clients. We only submitted an estimate for one year of operation because we really can't predict costs beyond this. We believe the  $\frac{1}{2}$  hour unit estimate to be accurate up to 10 four hour sessions per week serving five clients per session. Beyond this we believe our transportation and staff salary costs would rise per  $\frac{1}{2}$  hour unit because of the difficulty involved in volunteer staffing to serve beyond this number. Currently the costs of insurance and cont. education are also borne by the staff and administration. We believe that these costs also would rise if we exceeded our current five client per session limit. Some supplies (office and craft) are currently donated, also our Halloween, Christmas and Birthday parties have been paid for by the staff. We also have asked for a \$10 per four hour fee but have not actually been paid at this rate. We still desire participation even if unable to pay and have encouraged

unpaid attendance. We also have a volunteer sponsor who can pay this fee for one client. This grant would enable us to offer this service free of charge to those below a certain income which most participants are.

## Meals and Snacks

Meals are catered from Morehead Foodtown West. They provide a variety of prepared meats, vegetables, salads, breads, potatoes and pasta in individual portions. We call in the morning and get the menu, then take the order of each participant. We offer guidance to those on a low fat or sugar free (diabetic) diet but allow them to exercise individual preference. The meals are picked up and delivered to us by volunteers. They consist of a meat or protein main dish, vegetables and/or salad, potato or pasta with bread and beverage. The participants eat together at a large table in a dining room. They receive any assistance necessary but are encouraged to feed themselves. Snacks are also offered not less than every two hours. We offer sugar free, caffeine free soda, coffee, tea, hot chocolate, low fat milk, fruit juice, whole wheat or cheese crackers, peanut butter, whole wheat bread, dried fruits, raisins, bananas and sugar free cookies. We try to avoid concentrated sweets, high sodium or high fat foods and caffeine because a number of our participants are on a restricted diets. We offer guidance but allow choice. We seek input from caregivers on diet and have the advice of Dr. Sally Peterson of M.S.U. Dietary Dept. as a volunteer consultant. The meals are purchased at a cost of \$3.00 each. We use all disposable utensils and food service gloves if food is directly handled. We stock a supply of

emergency foods such as canned juices, fruits and protein  
dense, individually packaged snacks.

## Program Staff

The staff of First Christian Friendly Place currently consists of the ADC Director and four volunteers, Oran and Evelyn Teater, Betty Walke and John F. Sheehan. These four have received recommended training and are scheduled for training sessions per requirements. All four have received State Police Records Checks. All but Oran have received negative P.P.D.s from Rowan Co. Health Dept. Oran Teater is allergic to P.P.D. serum so serves as out maintenance person and avoids contact with participants. The Director of ADC is Edith K. Sheehan L.P.N. Edith has a current Ky. Nsg. License, 3 years experience with elderly, and is currently at 115 credit hours at M.S.U. toward a Sociology degree with a Socialwork Minor.

## FEEES

There is a \$10.00 for 4 (four) hour charge, based on ability to pay. If this is too much please contact Edith Sheehan - 784-3589 or Harold Tackett.

Assistance is available if needed.

## EMERGENCY PROCEDURE

In event of Medical Emergency contacts indicated on cards will be called. Physician will be notified. 911 will be activated and CPR will be initiated unless otherwise indicated.

First Aid will be given for minor incidents and contacts indicated on cards will be called for further instructions.

*The First Christian Church*  
*Disciples of Christ*  
announce the *Grand Opening of*  
*"The Friendly Place"*  
*Open House*  
*May 20, 1996*  
*10:30 a.m. - 2:30 p.m.*  
*227 East Main Street*  
*Morehead, Kentucky*

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September 3, 1996

Friendly Place  
227 East Main  
Morehead, KY 40351

To whom this may concern:

Due to the recent incorporation of the Friendly Place,  
I authorize Edith K. Sheehan to sign as executive director  
of the Friendly Place.

Thank You,

*Harold E. Tackett*  
Harold Tackett