

MINUTES
BOARD OF MANAGERS MEETING
OCTOBER 20, 2014

PRESENT: Junious Owens, Secretary (Disabled American Veterans); Richard L. Murphy (Marine Corps League); Paul J. Lloyd (Veterans of Foreign Wars); Madeline Dreusicke (Veterans of Foreign Wars Auxiliary); Raymond J. Goulet, Jr. (Vietnam Veterans of America); Robert Dionne (Dept. Commander – American Legion); Gerard “Gerry” Bosse (Dept. Commander – Disabled American Veterans); Mark McCabe (Dept. Commander – Veterans of Foreign Wars); and Margaret “Peggy” LaBrecque (Commandant). **Excused:** Robert Wyman – Chairman (American Legion). **Guests:** Bill Bertholdt (First Vice President – NHVH Resident Council); Rachel K. Miller (Chief Deputy State Treasurer); Erin Zayac (Senior Treasury Analyst - State of NH Treasury); Rep. Howard Moffett; Rep. Lorrie Carey; George Saunderson – Candidate for State Representative - Loudon; Michelle Pelletier (NHVH Director of Nursing); and Len Stuart (NHVH Program Information Officer).

***CALL TO ORDER:**

The Board of Managers Meeting of October 20, 2014, was called to order at 9:10 a.m. by Margaret “Peggy” LaBrecque, Commandant, in the absence of Robert Wyman – Chairman. Attendees present were led in the Pledge of Allegiance and prayer by Mark McCabe, Chaplain.

***APPROVAL OF MINUTES – JULY 28, 2014:**

The Minutes of the Board of Managers Meeting of July 28, 2014 were reviewed and discussed. Motion was made by Paul Lloyd, seconded by Robert Dionne, to accept the minutes. M/C.

***COMMUNICATIONS:**

There were no communications to the Board during the past quarter.

***CUSTODIAL FUND INVESTMENTS:**

Rachel Miller and Erin Zayac presented the Quarterly Performance Reviews for the Members’ Administration and Benefit Fund Accounts for the quarter ending September 30, 2014.

***CENSUS UPDATE:**

Seven residents were admitted to the New Hampshire Veterans Home during the quarter of July 1, 2014 – September 30, 2014. The average age of those residents admitted this quarter was 83.8 years. All of the residents admitted have multiple diagnoses.

***BUDGET UPDATE:**

Commandant LaBrecque presented an update of the Home’s operating and capital budgets for FY 2014/15 and discussed the submission of the Home’s FY 2016/17 budget to the Governor’s Office. There was discussion regarding the Governor’s request for an additional submission for FY 2016 to be 100% and FY 2017 to be 103% of FY 2015’s adjusted authorized appropriations.

***ROOM & BOARD DAILY RATE REVIEW:**

Commandant LaBrecque provided an analysis of the daily cost of room and board at the New Hampshire Veterans Home. Commandant LaBrecque recommended an increase of \$20.00 for the Full Pay rate of \$280.00 to \$300.00. Mark McCabe made a motion, seconded by Paul Lloyd, to increase the Full Pay daily rate to \$300.00 effective January 1, 2015. M/C.

***ADMINISTRATION AND BENEFIT FUND ACCOUNTS REPORTS:**

- **QUARTERLY REPORT (July 1, 2014 – September 30, 2014):** Commandant LaBrecque presented and explained the Administration and Benefit Fund Accounts Quarterly Report for the period of July 1, 2014 – September 30, 2014. Motion was made by Paul Lloyd, seconded by Raymond Goulet, to accept this report as presented. M/C.

- PROJECTED BUDGET (January 1, 2015 – March 31, 2015): Commandant LaBrecque presented and explained the projected Benefit Fund Budget for the period of January 1, 2015 – March 31, 2015. Motion was made by Paul Lloyd, seconded by Mark McCabe, to accept this report as presented. M/C.

***CAPITAL PROJECTS REPORT:**

Commandant LaBrecque provided an update on the New Hampshire Veterans Home's efforts to date concerning capital projects and operational highlights. The Home has requested that the Department of Information Technology move forward with a sole source contract as we feel that this vendor can meet our needs for an Electronic Medical Records system. Equipment upgrades have been approved by the State of New Hampshire. The Home is waiting for approval from the Department of Veterans Affairs.

***VA SURVEY:**

A letter was received on July 11, 2014 from Tammy Krueger, Manchester VA Medical Center Director, requesting further information on some of our previously submitted Corrective Action Plans. This additional documentation was hand delivered to the Manchester VA Medical Center on July 18, 2014. An email was received from Karen Anderson of the VA Medical Center on September 29 which indicated that she is working on a response to our Corrective Action Plans. A follow-up email was received from Karen Anderson on October 16 requesting the Home to consolidate all of the Corrective Action Plans and forward the updated information to her. This documentation will be submitted this week.

***QUALITY ASSURANCE REPORT:**

Michelle Pelletier, Director of Resident Care Services, provided a Quality Assurance Report of the progress for the past quarter ending September 15, 2014, and will share updated information with the Board on a quarterly basis.

***PROPOSED LEGISLATION:**

- **HB 1136** *establishing a committee to study the laws relating to the New Hampshire Veterans Home*: Has been referred to Interim Study: Members of the Subcommittee on HB 1136 relative to the review of our Chapter 119 laws attended a Resident Council Meeting at the Veterans Home on October 16 and then met with the Officers of the Resident Council after the meeting. Commandant LaBrecque informed the Board that the items that are of top concern to the members of the Subcommittee are: ▪ Board Bylaws; ▪ Monthly Board Meetings, and ▪ Board Committees. Discussion ensued regarding this matter and will be further addressed as legislation comes forward.

- **HB 1396** *relative to the smoking policy at the New Hampshire Veterans Home*: There was an Executive Session on HB 1396 on October 15, 2014, and members of the House Health, Human Services & Elderly Affairs Committee voted 14-1 to not go forward with this legislation. Discussion regarding written admissions policies ensued. Rep. Carey and Rep. Moffett requested that the Home's protocol regarding residents who are on a smoking cessation program be documented in the admissions policy.

***RESIDENT/STAFF MATTERS:**

▪ Veterans Home Subunit Collective Bargaining Agreement:

- *Purchase of meals for employees*: Discussion ensued regarding the possibility of meals being available to staff and how it will be budgeted and where the revenues will be deposited.

- *Daycare*: The Home has contacted a consultant who sets up daycares in facilities. The consultant reported that repairs will need to be completed to the potential room in order for child care to be offered.

No decisions will be made on the above matters without further discussion with the Board.

- **ATM Machine:** Discussion ensued about an ATM machine being placed in the Veterans Home Store area. We have one vendor who will place an ATM machine at the Home and charge \$1.50 per transaction. The Home must have 75-100 transactions per month in order for the ATM machine to remain. This service will be available for residents and staff.
- **Replacement of Veterans Home bus:** Commandant LaBrecque provided an update on the status of a new Veterans Home bus.

***OTHER BUSINESS:**

There was no other business discussed.

***UPCOMING EVENTS:**

- ~ *Halloween Parade followed by entertainment* – October 31, 2014 – 2:15 p.m.
- ~ *NHVH Veterans Day Ceremony* – November 10, 2014 – 11:00 a.m.
- ~ *Veterans Day Ceremony at NH State Veterans Cemetery* – November 11, 2014 – 11:00 a.m.
- ~ *AL Post 79 Annual Thanksgiving Dinner* – November 23, 2014
- ~ *Pearl Harbor Remembrance* – December 5, 2014
- ~ *Corvette Club Ice Cream Social* – December 6, 2014
- ~ *Resident/Staff Sing-A-Long* – December 8, 2014 – 10:00 a.m.
- ~ *Elks Holiday Party with entertainment* – December 13, 2014 – 2:30 p.m.
- ~ *Veterans Joint Christmas Party* – December 14, 2014 – 2:30 p.m.
- ~ *39th Army Band Concert* – December 18, 2014 – 7:00 p.m. (*NHVH Town Hall*)
- ~ *Bel Airs Holiday Show* – December 21, 2014 – 2:30 p.m. – (*NHVH Town Hall*)

***DETERMINATION OF DATE OF NEXT MEETING:**

It was determined that the next quarterly Board of Managers Meeting will be held on **MONDAY, JANUARY 26, 2015, beginning at 9:00 a.m.** This meeting is being held the fourth Monday of the month due to Martin Luther King, Jr. holiday the third Monday.

***ADJOURNMENT:**

There being no other business, motion was made by Paul Lloyd, seconded by Mark McCabe, to adjourn the meeting. The meeting was adjourned at 12:05 p.m.

MDL:amb