

**MINUTES**  
**BOARD OF MANAGERS MEETING**  
**APRIL 18, 2016**

**PRESENT:** Paul J. Lloyd - Chairman (Veterans of Foreign Wars); Benjamin “Ben” Saxon (Disabled American Veterans); Robert “Bob” Blais (American Legion); Raymond J. Goulet, Jr. (Vietnam Veterans of America); Richard L. Murphy (Marine Corps League); Madeline Dreusicke (Veterans of Foreign Wars Auxiliary); Susan A. Cuddy (Veterans of Foreign Wars); William Bertholdt (Male Resident – President, NHVH Resident Council); John Graham (Dept. Commander – American Legion); Lewis A. Chipola (Dept. Commander – Veterans of Foreign Wars); Davide T. Wiggin (Dept. Commander – Disabled American Veterans), and Margaret “Peggy” LaBrecque (Commandant). **Excused:** Elaine Baker (Female Resident – Second Vice President, NHVH Resident Council). **Guests:** Erin Zayac (Senior Treasury Analyst - State of NH Treasury); Jerilyn Maynard (Disabled American Veterans Auxiliary); Armand Plourde (NHVH Director of Administrative Services), and Len Stuart (NHVH Program Information Officer).

**\*CALL TO ORDER:**

The April 18, 2016 Board of Managers Meeting was called to order at 9:02 a.m. by Paul Lloyd, Chairman of the Board of Managers. Attendees present were led in a prayer by Madeline Dreusicke, Chaplain for the Board of Managers, and the Pledge of Allegiance by Chairman Lloyd.

**\*WELCOME NEW BOARD MEMBER:**

Paul Lloyd, Chairman and Commandant LaBrecque welcomed new Board Member Susan Cuddy. At their meeting of March 23, 2016, the Governor & Executive Council confirmed Susan to the New Hampshire Veterans Home Board of Managers to fill the position of a female veteran representative of a recognized and chartered veterans' service organization. Ms. Cuddy will represent the Veterans of Foreign Wars – term: 3/23/16 – 3/23/19.

**\*APPROVAL OF MINUTES – MARCH 21, 2016:**

The Minutes of the Board of Managers Meeting of March 21, 2016 were reviewed and discussed. Motion was made by Raymond Goulet, seconded by Madeline Dreusicke, to accept the Minutes. M/C.

**\*COMMUNICATIONS:**

There was no communication to the Board during the past month.

**\*CUSTODIAL FUND INVESTMENTS:**

Erin Zayac presented the Quarterly Performance Reviews for the Members' Administration and Benefit Fund Accounts for the quarter ending March 31, 2016.

**\*CENSUS UPDATE:**

Eighteen residents were admitted to the New Hampshire Veterans Home during the quarter of January 1, 2016 – March 31, 2016. The average age of those residents admitted this quarter was 85.5 years. All of the residents admitted have multiple diagnoses. As of April 13, 2016, the Home had 199 admitted veterans. Tarr/Welch has 12 veterans approved in the candidate pool. LEDU has 17 veterans approved in the candidate pool. The Home has 108 active applicants.

**\*BUDGET UPDATE:**

Commandant LaBrecque reviewed the FY16 (July 1, 2015 - June 30, 2016) Financial Summary of the New Hampshire Veterans Home as of March 31, 2016.

The budget structure worksheet for the FY 2018-2019 biennial budget is being prepared and will be submitted to the Department of Administrative Services Business Supervisor by April 25, 2016.

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

- QUARTERLY REPORT (January 1, 2016 – March 31, 2016): Armand Plourde presented and explained the Administration and Benefit Fund Accounts Quarterly Report for the period of January 1, 2016 – March 31, 2016. Motion was made by Madeline Dreusicke, seconded by Robert Blais, to accept this report as presented. M/C.

- PROJECTED BUDGET (July 1, 2016 – September 30, 2016): Armand Plourde presented and explained the projected Benefit Fund Budget for the period of July 1, 2016 – September 30, 2016. Motion was made by William Bertholdt, seconded by Lewis Chipola, to accept this report as presented. M/C.

**\*CAPITAL PROJECTS REPORT:**

Armand Plourde provided an update on the New Hampshire Veterans Home's efforts to date concerning capital projects and operational highlights.

**\*VA SURVEY:**

The Manchester VA Medical Center conducted their annual survey from April 5-8, 2016 to determine compliance with VA standards. The Survey Team was comprised of three staff from the Manchester VA Medical Center and five staff from Ascellon Corporation. The members of the Survey Team were very impressed with our facility, the care given to our residents, and the positive attitudes of our staff. We have some recommendations to follow up on but as of the Exit Interview, there were NO Deficiencies noted. A report of their findings will be forthcoming, and these results will be shared with the Board, Governor's office and other state agencies as required.

**\*RESIDENT/STAFF MATTERS:**

William Bertholdt, NHVH Resident Council President, provided a Resident Activity Summary of the many trips and activities during the past month.

Armand Plourde discussed the Proposal for Improved Cable Services for improvements to our cable service for the benefit of our residents. Metrocast provides the best cable partnership with the Veterans Home since they provide all services in-house without having to partner with additional outside vendors making potential service problem resolution more efficient. Management recommends that the Board accept the proposal as savings will far outweigh the initial investment. Payback is only 6.52 months. It was requested of the Board to approve that the Benefit Fund be allowed to make the \$11,000 investment so that it may reap the additional associated cost benefit of \$52,715 over the 3 year contract. Motion was made by John Graham, seconded by Raymond Goulet, to approve the \$11,000 investment for improved cable services for the benefit of the Home's residents. M/C.

Mr. Plourde provided the details and conditions of an ATM machine installed by Service Credit Union at the Veterans Home. This machine would be located outside of the Veterans Home Store. Transactions for residents and staff holding accounts at any credit union would be free; all others would pay \$3.50 per transaction. There is no minimum number of monthly transactions required. A question arose as to whether Federal Credit Unions would also be included in the "free, no transaction fee" program afforded to State Credit Unions. Armand will look into this matter and notify the Board. Motion was made by Richard Murphy, seconded by Madeline Dreusicke, to install the Service Credit Union ATM machine at the Veterans Home. M/C.

**\*BOARD MEMBERSHIP:**

Jerilyn Maynard, DAV Auxiliary member, is interested in filling the DAV Auxiliary position on the Board to replace Madeline Dreusicke, VFW Auxiliary representative. Sample letters will be emailed to Ron Reilly, DAV Department Adjutant, in order for a letter to be prepared and sent to the Governor & Executive Council recommending Jerilyn's nomination to serve on the Board.

**\*OTHER BUSINESS:**

A subcommittee comprised of Commandant LaBrecque, Paul Lloyd, Madeline Dreusicke, William Bertholdt, Benjamin Saxon, and Susan Cuddy was formed to review the Home's Administrative Rules which are due to be reviewed and accepted by the Joint Legislative Committee on Administrative Rules (JLCAR) within the next year. The subcommittee agreed to meet immediately following today's Board Meeting. Their recommendations will be reviewed at next month's Board Meeting.

Commandant LaBrecque informed Board Members of the **Civilian Response to Active Shooter Events** "CRASE" Training being offered to Veterans Home employees this week on Monday, Wednesday and Friday from 9:00 – 11:00 a.m.; 1:00-3:00 p.m.; and 9:00-11:00 p.m. This training is being provided by Homeland Security Emergency Management and is required of all state employees. The training is also being offered at other locations throughout the state. Board members were invited to attend any of these sessions. Raymond Goulet, Robert Blais, Benjamin Saxon, and Davide Wiggin will be attending the training on Wednesday beginning at 9:00 a.m.

The New Hampshire Veterans Home held its annual volunteer luncheon on Wednesday, April 13, 2016 to honor the service of our dedicated group of volunteers who give so much of themselves to support the programs and activities for the residents of the Home. In 2015, our volunteers donated a total of 4,929 hours – the highest day of volunteer hours was for our Cruise Night event at 178 hours.

**\*UPCOMING EVENTS:**

- ~ *USO Show sponsored by Unit 22 of Lebanon* – April 23, 2016 – 2:00 p.m.
- ~ *Calvin Knickerbocker - "Your Hit Parade"* – April 26, 2016 – 2:30 p.m.
- ~ *Harnessing History with Bob Cottrell* – May 4, 2016 – 2:30 p.m.
- ~ *Mother's Day Dance with entertainment* – May 8, 2016 – 2:30 p.m.
- ~ *National Nursing Home Week* – May 8-14, 2016
- ~ *Armed Forces Day with entertainment* – May 21, 2016 – 11:00 a.m.
- ~ *Memorial Day Ceremony at the NH State Veterans Cemetery* – May 30, 2016
- ~ *NHVV Memorial Day Ceremony in Town Hall* – May 31, 2016 - 11:00 a.m.

**\*DATE OF NEXT BOARD MEETING:** The next monthly Board of Managers Meeting will be held on **Monday, May 16, 2016 at 9:00 a.m.**

**\*ADJOURNMENT:**

There being no other business, motion was made by Raymond Goulet, seconded by Robert Blais, to adjourn the meeting. The meeting was adjourned at 10:08 a.m.

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