

MINUTES
BOARD OF MANAGERS MEETING
OCTOBER 17, 2016

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

***CALL TO ORDER:**

The October 17, 2016 Board of Managers Meeting was called to order at 9:01 a.m. by Paul Lloyd, Chairman of the Board of Managers. Attendees present were led in the Pledge of Allegiance by Chairman Lloyd and prayer by Richard Murphy, Chaplain for the Board of Managers.

***APPROVAL OF MINUTES – SEPTEMBER 19, 2016:**

The Minutes of the Board of Managers Meeting of September 19, 2016 were reviewed and discussed. Motion was made by Benjamin Saxon, seconded by Thomas Wiley, to accept the minutes. M/C

***COMMUNICATIONS:**

Letter of October 4, 2016 from Executive Councilor Joseph D. Kenney encouraging the Board of Managers to visit the Tilton Board of Selectmen or host a Tilton Board of Selectmen’s Meeting at the Veterans Home. Chairman Paul Lloyd and Commandant LaBrecque will attend a meeting of the Tilton Board of Selectmen. Date to be determined.

***CUSTODIAL FUND INVESTMENTS:**

Erin Zayac, Senior Treasury Analyst, presented the Quarterly Performance Reviews for the Members’ Administration and Benefit Fund Accounts for the quarter ending September 30, 2016.

***CENSUS UPDATE:**

Fourteen residents were admitted to the New Hampshire Veterans Home during the quarter of July 1, 2016 – September 30, 2016. The average age of those residents admitted this quarter was 84.2 years. All of the residents admitted have multiple diagnoses. As of October 12, 2016, the Home had 198 admitted veterans. Tarr/Welch has 7 veterans approved in the candidate pool. LEDU has 13 veterans approved in the candidate pool. The Home has 93 active applicants.

***BUDGET UPDATE:**

Commandant LaBrecque reviewed the FY17 (July 1, 2016 - June 30, 2017) Financial Summary of the New Hampshire Veterans Home as of September 30, 2016.

The New Hampshire Veterans Home’s proposed budget for the FY 2018-2019 biennium has been prepared and submitted to the Department of Administrative Services.

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

- QUARTERLY REPORT (July 1, 2016 – September 30, 2016): Armand Plourde presented and explained the Administration and Benefit Fund Accounts Quarterly Report for the period of July 1, 2016 – September 30, 2016. Motion was made by Benjamin Saxon , seconded by Robert Guldner , to accept this report as presented. M/C.

- PROJECTED BUDGET (January 1, 2017 – March 31, 2017): Armand Plourde presented and explained the projected Benefit Fund Budget for the period of January 1, 2017 – March 31, 2017. Motion was made by Benjamin Saxon, seconded by Richard Murphy, 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 including: ATM update; LEDU 3rd floor addition; Video Cable System upgrade; Liberty Utilities contract; VoIP, and Town Hall Video System upgrade. Armand Plourde explained that the Division of Purchase and Property requires that the funds for the RPF of the Town Hall Video System upgrade be available to be encumbered in the state financial system. Motion was made by Robert Blais, seconded by Thomas Wiley, to allow the Home to transfer the needed funds from the Citizen checking account to the state financial system. M/C

***RESIDENT/STAFF MATTERS:**

The Resident Activity Summary of the many trips and activities during the past month submitted by Bill Bertholdt, NHVH Resident Council President, was reviewed.

Commandant LaBrecque reported that Celebrate Employees Day was a great success. She thanked Board Members: Robert Blais, Raymond Goulet, and Thomas Wiley for helping serve pizza to staff that day. Staff greatly appreciated the pizza, and the ice cream treats from BB's Scoops was a huge hit for residents and staff.

***ADMINISTRATIVE RULES:**

Commandant LaBrecque will hold on proceeding with the process to change our Administrative Rules through the Joint Legislative Committee on Administrative Rules (JLCAR) rulemaking process until receiving advice from the Attorney General's Office.

***OTHER BUSINESS:**

There was no Other Business discussed.

***UPCOMING EVENTS:**

- ~ *Halloween Parade followed by Halloween Party w/entertainment* – October 31, 2016 – 2:00 p.m.
- ~ *Halloween Trick-or-Treating* – October 31, 2016 – 6:30 p.m. – Tarr Dining Room
- ~ *Jazz Ambassadors Dixieland Band* – November 7, 2016 – 2:30 p.m.
- ~ *Veterans Day Ceremony at NHVH* – November 10, 2016 – 11:00 a.m.
- ~ *Veterans Day Ceremony at NH State Veterans Cemetery* – November 11, 2016 – 11:00 a.m.
- ~ *AL Post 79 Annual Thanksgiving Dinner* – November 20, 2016

***DATE OF NEXT MEETING:**

The next monthly Board of Managers Meeting will be held on **Monday, November 14, 2016 at 9:00 a.m.**

***ADJOURNMENT:**

There being no other business, motion was made by Robert Blais, seconded by Richard Murphy, to adjourn the meeting. The meeting was adjourned at 10:00 a.m.