

MINUTES
BOARD OF MANAGERS MEETING
JANUARY 9, 2017

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

***CALL TO ORDER:**

The January 9, 2017 Board of Managers Meeting was called to order at 9:00 a.m. by Paul Lloyd, Chairman of the Board of Managers. Attendees present were led in the Pledge of Allegiance and prayer by Chairman Lloyd. The Board acknowledged Shannan Brown’s birthday with a *Happy Birthday* song and card.

***APPROVAL OF MINUTES – NOVEMBER 14, 2016:**

The Minutes of the Board of Managers Meeting of November 14, 2016 were reviewed and discussed. Motion was made by Robert Blais, seconded by Raymond Goulet Jr., to accept the Minutes. M/C

***COMMUNICATIONS:**

Letter from Milton & Marjorie Bray regarding the Board’s decision relative to their donation of timeshare.

***CUSTODIAL FUND INVESTMENTS:**

Erin Zayac, Senior Treasury Analyst, presented the Annual Performance Reviews for the Members’ Administration and Benefit Fund Accounts for the quarter ending December 31, 2016.

***CENSUS UPDATE:**

Sixteen residents were admitted to the New Hampshire Veterans Home during the quarter of October 1, 2016 – December 31, 2016. The average age of those residents admitted this quarter was 85.7 years. All of the residents admitted have multiple diagnoses. As of January 4, 2017, the Home had 198 admitted veterans. Tarr/Welch has 11 veterans approved in the candidate pool. LEDU has 10 veterans approved in the candidate pool. The Home has 90 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 December 31, 2016. She presented the Veterans Home’s proposed budget for the FY 2018-2019 biennium at the Governor’s Budget Hearing on Friday, November 18, 2016. Armand Plourde, NHVH Director of Administrative Services, and Michelle Pelletier, NHVH Director of Resident Care Services, accompanied her at this hearing.

The Governor & Executive Council approved two Veterans Home contracts at the December 7, 2016 Meeting:

- Authorized to retroactively exercise a contract renewal & amend a previously authorized contract with Daniels Equipment Co. Inc., Auburn, NH (originally approved by G&C on 6-5-13, item #163), for the purpose of providing Ozone Laundry Washing System and Preventative Maintenance for the NH Veterans Home, by increasing the amount by \$33,600 from \$50,400 to \$84,000 - effective July 1, 2016 through June 30, 2018 (*100% General Funds*).

▪ Authorized to retroactively exercise a contract renewal & amend a previously authorized contract with Silver Birch Geriatrics, Dover, NH (originally approved by G&C on 6-5-13, item #164), for the purpose of providing on-site Gero-psychiatric services for the NH Veterans Home, by increasing the amount by \$85,860 from \$85,860 to \$171,720 - effective July 1, 2016 through June 30, 2018 (33% Federal, 34% Agency Income, 33% General Funds).

A contract with Technical Gas/Oxygen will be upcoming for Governor & Council approval.

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

- QUARTERLY REPORT (October 1, 2016 – December 31, 2016): Commandant LaBrecque presented and explained the Administration and Benefit Fund Accounts Quarterly Report for the period of October 1, 2016 – December 31, 2016. Motion was made by Shannan Brown, seconded by Raymond Goulet Jr., to accept this report as presented. M/C.

- PROJECTED BUDGET (April 1, 2017 – June 30, 2017): Commandant LaBrecque presented and explained the projected Benefit Fund Budget for the period of April 1, 2017 – June 30, 2017. Motion was made by Raymond Goulet Jr., seconded by William Bertholdt, 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 including: ATM update; LEDU 3rd floor addition; Tilton-Northfield Aqueduct; Video Cable System upgrade; Liberty Utilities; Town Hall Video System upgrade; Internet bandwidth, and Improved page system.

***RESIDENT/STAFF MATTERS:**

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

***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. She has followed up with the Attorney General's Office and is still awaiting feedback.

***2017 NEW HAMPSHIRE STATEMENT OF FINANCIAL INTEREST FORM – RSA 15-A:**

The annual Statement of Financial Interests forms pursuant to RSA 15-A are required to be filed in the Secretary of State's Office by January 20, 2017. Board Members were requested to complete the form in order to be submitted in a timely manner.

***2017 DATES FOR NHVH MEMORIAL DAY AND VETERANS DAY CEREMONIES:**

In order not to conflict with 2017 dates scheduled at the New Hampshire State Veterans Ceremony for Memorial Day (Tuesday, May 30, 2017) and Veterans Day (Saturday, November 11, 2017), the Board agreed to hold the New Hampshire Veterans Home's ceremonies on Wednesday, May 31, 2017 and Friday, November 10, 2017.

***OTHER BUSINESS:**

Commandant LaBrecque reviewed proposed Legislative Service Requests (LSR's) pertaining to veterans. She will keep Board Members updated on the status of these proposals.

Robert Blais' term on the Board of Managers, representing the American Legion, Department of New Hampshire, is due to expire on March 1, 2017. He was completing Robert Wyman's term of appointment. Mr. Blais is interested in reappointment to the Board. A letter from the American Legion, Department of New Hampshire, will be submitted to the Governor & Executive Council recommending Mr. Blais' reappointment to the Board.

***UPCOMING EVENTS:**

~ *Valentine's Party* – February 14, 2017- 2:30 p.m.

~ *Mardi Gras* – February 28, 2017 – 2:30 p.m.

~ *St. Patrick's Day Parade & Dance* – March 17, 2017 – 2:00 p.m.

***DATE OF NEXT MEETING:**

The next monthly Board of Managers Meeting will be held on **Monday, February 13, 2017**. Service Credit Union is planning on conducting a ribbon cutting ceremony in conjunction with the date of the Board Meeting.

***ADJOURNMENT:**

There being no other business, motion was made by Robert Blais, seconded by Raymond Goulet, Jr., to adjourn the meeting. The meeting was adjourned at 10:22 a.m.

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