

**MINUTES**  
**BOARD OF MANAGERS MEETING**  
**MAY 21, 2018**

**PRESENT:** Robert “Bob” Blais (American Legion); Raymond J. Goulet, Jr. (Vietnam Veterans of America); Susan A. Cuddy (Veterans of Foreign Wars); Jerilyn Maynard (Disabled American Veterans Auxiliary); Elaine Baker (Female Resident – Second Vice President, NHVH Resident Council); William Bertholdt (Male Resident – President, NHVH Resident Council); David A. Meaney, Sr. (Dept. Commander – American Legion); Ernest A. Sulloway (Dept. Commander – Disabled American Veterans), and Margaret “Peggy” LaBrecque (Commandant).  
**CALL IN:** Denise DeBlois (Disabled American Veterans). **EXCUSED:** Paul J. Lloyd - Chairman (Veterans of Foreign Wars); Richard L. Murphy (Marine Corps League), and Joe Clark (Dept. Commander – Veterans of Foreign Wars). **GUESTS:** Senator Bob Giuda (District 2); Armand Plourde, NHVH Director of Administrative Services; Michelle Booker, NHVH Director of Resident Care Services, and Len Stuart, NHVH Program Information Officer.

**\*CALL TO ORDER:**

The May 21, 2018 Board of Managers Meeting was called to order at 9:02 a.m. by Margaret “Peggy” LaBrecque, Commandant, in the absence of Paul Lloyd, Chairman of the Board of Managers. Attendees present were led in the Pledge of Allegiance by Commandant LaBrecque and prayer by David Meaney, Sr.

**\*APPROVAL OF MINUTES – MARCH 19, 2018:**

The Minutes of the Board of Managers Meeting of March 19, 2018 were reviewed and discussed. Motion was made by Raymond Goulet, Jr., seconded by Ernest Sulloway, to accept the Minutes of the March 19, 2018 Meeting. M/C

**\*COMMUNICATIONS:**

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

**\*CUSTODIAL FUND INVESTMENTS:**

The Quarterly Performance Reviews for the Members’ Administration and Benefit Fund Accounts for the period ending March 31, 2018 were reviewed.

**\*CENSUS UPDATE:**

Ten residents were admitted to the New Hampshire Veterans Home during the quarter of January 1, 2018 – March 31, 2018. The average age of those residents admitted this quarter was 88.3 years. All of the residents admitted have multiple diagnoses. As of May 16, 2018, the Home has 189 admitted veterans. Tarr/Welch has 14 veterans approved in the candidate pool. LEDU has 11 veterans approved in the candidate pool. The Home has 59 active applicants.

**\*BUDGET UPDATE:**

Commandant LaBrecque reviewed the FY18 (July 1, 2017 - June 30, 2018) Financial Summaries of the New Hampshire Veterans Home as of March 31, 2018 and April 30, 2018.

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

**- QUARTERLY REPORT (January 1, 2018 – March 31, 2018):** Armand Plourde presented and explained the Administration and Benefit Fund Accounts Quarterly Report for the period of January 1, 2018 – March 31, 2018. Motion was made by Ernest Sulloway, seconded by William Bertholdt, to accept this report as presented. M/C.

**- PROJECTED BUDGET (July 1, 2018 – September 30, 2018):** Armand Plourde presented and explained the projected Benefit Fund Budget for the period of July 1, 2018 – September 30, 2018. Motion was made by Raymond Goulet, Jr., seconded by Robert Blais, 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: ▪ Equipment Upgrade Project; ▪ Town Hall Video System upgrade; ▪ Bingo System; ▪ LEDU Stairwell; ▪ Sanitizing equipment; ▪ Governor & Council (pending approval of Global Empire Pharmacy 3-year contract).

In the fall of 2017, we were informed by the VA that our Capital Budget Request FAI 33-010 which was submitted & approved by the Governor & Legislature [Capital Appropriation (030-043 -7979)] in 2014, was so far down their priority list, that in reality, unless major unanticipated new funding was provided, our project would most likely not be funded for many more years. Armed with that information and the fact that our Kitchen equipment, Resident Secure Care system, and Laundry facility equipment were now seriously outdated and would be in need of replacement shortly, we submitted a Capital Improvement Project request for those 3 projects for FY 2020. On April 11, 2018, we received a surprise telephone call from the VA asking if funding were to be provided for our 2014 Project request, would we still be interested in proceeding with the project. We responded to the affirmative. We received formal notification to proceed with the final VA funding request application process as funding would in fact now be provided. Congress has now funded an additional \$685 million in the VA State Veterans Home Construction Grant Program which represents the largest appropriation in the more than 50-year history of the program. This project will now become a Federal 65% and State 35% funded project, and we are proceeding with completing the final application requirements. We are thrilled to have the opportunity to participate in this program.

**\*QUALITY ASSURANCE REPORT:**

Michelle Booker, Director of Resident Care Services, provided a Quality Assurance Report of the progress for the past quarter and will share updated information with the Board on a quarterly basis – February, May, August, and November. This presentation was done in a Power Point format.

**\*RESIDENT/STAFF MATTERS:**

A Resident Activity Summary of the many trips and activities during the period of 3/15/18 – 4/16/18 was reviewed.

**ADMINISTRATIVE RULES:**

Commandant LaBrecque discussed the rulemaking process for the Home's Administrative Rules. An agency may adopt as an interim rule any rule which amends an existing rule, repeals an existing rule, or creates a new rule, and which is designed solely to allow the agency to minimize the time between the expiration of rules and their subsequent re-adoption by the agency.

Motion was made by Raymond Goulet, Jr., seconded by David Meaney, Sr., to adopt proposed Interim Rule Ve-H 200, **Procedural Rules**. M/C.

Motion was made by Ernest Sulloway, seconded by Robert Blais, to adopt proposed Interim Rules Ve-H 300 & Ve-H 400, **Residency, Admission, Transfer and Discharge Rules**. M/C.

**\*BOARD MEMBERSHIP:**

Raymond J. Goulet, Jr.'s term - representing the Vietnam Veterans of America – expires on August 26, 2018. Mr. Goulet will follow up on his reappointment to the Board.

**\*OTHER BUSINESS:**

An audit is underway of the internal controls over the New Hampshire Veterans Home's Members Administration Account for the nine months ended March 31, 2018, being conducted by staff from the Office of the Legislative Budget Assistant. Board Members are welcome to communicate with the auditors throughout the duration of the audit. The auditors were informed that the Board of Managers Meeting is a Public Hearing, and they are always welcome to attend.

**\*UPCOMING EVENTS:**

- ~ *Armed Forces Day Ceremony – May 19, 2018 – 11:00 a.m.*
- ~ *NHVH Memorial Day Ceremony in Town Hall – May 29, 2018 - 11:00 a.m.*
- ~ *Memorial Day Ceremony at the NH State Veterans Cemetery – May 30, 2018 - 11:00 a.m.*
- ~ *Tilton-Northfield Old Home Day Parade – June 30, 2018*
- ~ *39th Army Band Concert – July 4, 2018 – 11:00 a.m. – Town Hall*
- ~ *Annual Classic Cruise Night – August 2, 2018 – 6:00-8:00 p.m. – Pavilion*

Commandant LaBrecque shared an invitation to *An Evening to Honor Our Heroes* event to benefit the residents of the New Hampshire Veterans Home to be held on Saturday, June 16, 2018 at 6:00 p.m. at the St. Michael Parish in Exeter, NH. The cost is \$30.00 per person. This event is being organized and promoted through the Knights 4<sup>th</sup> Degree Assembly.

**\*DATE OF NEXT MEETING:**

The next monthly Board of Managers Meeting will be held on Monday, June 18, 2018 beginning at 9:00 a.m.

**\*ADJOURNMENT:**

Motion was made by Raymond Goulet, Jr., seconded by William Bertholdt, to adjourn the meeting. M/C. The meeting was adjourned at 10:45 a.m.

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