

MINUTES
BOARD OF MANAGERS MEETING
JULY 16, 2018

PRESENT: Paul J. Lloyd - Chairman (Veterans of Foreign Wars); Robert “Bob” Blais (American Legion); Susan A. Cuddy (Veterans of Foreign Wars); Denise DeBlois (Disabled American Veterans); Raymond J. Goulet, Jr. (Vietnam Veterans of America); Jerilyn Maynard (Disabled American Veterans Auxiliary); Elaine Baker (Female Resident – Second Vice President, NHVH Resident Council); William Bertholdt (Male Resident – President, NHVH Resident Council); Emil Ouellette (Department Commander – American Legion); David A. Meaney, Sr. (Past Dept. Commander – American Legion); William “Bill” Ryan (Department Commander – Veterans of Foreign Wars); Ernest Sulloway (Past Department Commander – Disabled American Veterans); and Margaret “Peggy” LaBrecque (Commandant). **EXCUSED:** Richard L. Murphy (Marine Corps League); Robert W. Guldner (Department Commander – Disabled American Veterans), and Joe Clark (Past Department Commander – Veterans of Foreign Wars). **GUESTS:** Rachel Miller, Chief Deputy Treasurer and Jason Belanger, Program Specialist IV (Department of Treasury) 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 July 16, 2018 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 Robert Blais.

***WELCOME NEW BOARD MEMBER:**

Chairman Lloyd welcomed new Board Member Emil Ouellette (Department Commander – American Legion).

***PUBLIC HEARING ON INTERIM ADMINISTRATIVE RULES:**

The New Hampshire Veterans Home Board of Managers held a Public Hearing on Administrative Rules Ve-H 200 **Procedural Rules** and Ve-H 300 & Ve-H 400, **Residency, Admission, Transfer and Discharge Rules** at its meeting today beginning at 9:00 a.m.

***APPROVAL OF MINUTES – JUNE 18, 2018:**

The Minutes of the Board of Managers Meeting of June 18, 2018 were reviewed and discussed. Motion was made by Raymond Goulet, Jr., seconded by Robert Blais, to accept the Minutes of the June 18, 2018 Meeting. M/C.

***COMMUNICATIONS:**

- Letter dated June 28, 2018 acknowledging the following certified rule(s) filed with the Director of Legislative Services, in accordance with RSA 541-A, the Administrative Procedures Act – Document #12563 relative to Ve-H 203, 204, 206, 220 – Procedural Rules.

- Letter dated June 28, 2018 acknowledging the following certified rule(s) filed with the Director of Legislative Services, in accordance with RSA 541-A, the Administrative Procedures Act – Document #12564 relative to Ve-H 300 & 400 – Residency, Admission, Transfers, and Discharge Rules.

***CUSTODIAL FUND INVESTMENTS:**

Rachel Miller, Chief Deputy Treasurer, presented the Quarterly Performance Reviews for the Members’ Administration and Benefit Fund Accounts for the period ending June 30, 2018.

***CENSUS UPDATE:**

As of July 12, 2018, the Home has 187 admitted veterans. Tarr/Welch has 13 veterans approved in the candidate pool. LEDU has 7 veterans approved in the candidate pool. The Home has 61 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 June 30, 2018.

Commandant LaBrecque and Armand Plourde met with Jane Hirsch and Mac Zelle, Budget Director - Office of Governor Sununu, on July 9 to discuss the Veterans Home's budget for FY 2020 – 2021. They also discussed statutory changes and initiatives that the Veterans Home would like to undertake as part of the upcoming budget.

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

The Administration and Benefit Fund Accounts Reports for the quarter and year-end will be presented and reviewed at the August Board Meeting.

***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: ▪ VA Equipment Upgrade Project, ▪ Town Hall Video System upgrade, ▪ Sanitizing equipment; and ▪ EMR.

Commandant LaBrecque and Armand Plourde presented the Veterans Home's capital budget needs for Fiscal Years 2020-2021 at the Governor's Capital Budget Hearings on Thursday, June 21, 2018 at 11:45 a.m. in the Legislative Office Building, Rooms 306-308.

***RESIDENT/STAFF MATTERS:**

A Resident Activity Summary of the many trips and activities during the period of 6/18/18 – 7/16/18 was reviewed.

William Bertholdt discussed proposed changes to the Resident Council Bylaws.

Letter was received on July 5, 2018 from Alfred A. Montoya, Jr., MHA, VHA-CM, Medical Center Director, Manchester VA Medical Center, accepting our Corrective Action Plan to the deficiencies noted on the April 16-19, 2018 survey. The survey report finds that the New Hampshire Veterans Home is in compliance with all VA standards. Our facility is granted full certification until our next annual survey.

***ADMINISTRATIVE RULES:**

Proposed changes/updates to Ve-H 203, 204, 206, 220 – Board of Managers of N.H. Veterans Home, Procedural Rules were discussed and are as follows:

Ve-H 204.03 Complaint Investigations.

(b) The commandant shall transfer to the residents' council complaints which are reasonably interpreted as suggestions for improvements in the quality of the home's services and not as complaints relating to the matters listed in Ve-H 204.02 (c)(1) through (c)(**4 5**). **Change from 4 to 5**

Motion was made by Raymond Goulet, Jr., seconded by Robert Blais, to proceed with this suggested change to the Administrative Rules. M/C.

Proposed changes/updates to Ve-H 300 & 400 – Board of Managers of N.H. Veterans Home, Residency, Admission, Transfers, and Discharge Rules were discussed and are as follows:

Ve-H 302.01 Residency Eligibility Requirements. An applicant shall be eligible for residency in the home if the applicant meets the following requirements:

(a) veterans who have served on active duty in the armed forces of the United States as defined by 38 U.S.C. section 101, or in reserve units or in the New Hampshire army or air national guard ~~Ninety days of active military service during a time of war;~~

(c) Legal residency in New Hampshire for at least one year immediately preceding the date of application; The one-year residency requirement shall be waived for the following veterans:
(1) A veteran whose DD214 certificate or any document used by the veterans' home for admission states a New Hampshire address as his or her home of record upon discharge from active duty.
(2) An active duty veteran who has a New Hampshire address as his or her home of record and who is being discharged directly from a medical facility.

Ve-H 304.01 Financial Circumstances Affecting Eligibility for Residency.

(a) An applicant's or resident's financial circumstances shall affect ~~eligibility for residency~~ their financial contribution or their room & board financial contribution, as further set forth in Ve-H 304.02 and Ve-H 304.03.

Ve-H 304.03 Effect of Assets on Eligibility for Residency.

~~(a) Applicants whose assets, after the allowable spend-down described in Ve-H 304.04, exceed \$275,000 on the date of application for residency, or at any time during the 12 months immediately prior to the date of application, shall be financially ineligible for residency.~~

~~(a)~~ (b) Applicants whose assets, after the allowable spend-down described in Ve-H 304.04, are greater than \$30,000 but do not exceed \$275,000 on the date of application for residency, or at any time during the 12 months immediately prior to the date of application, shall:

(e) (b) Proof of active marketing of an asset pursuant to (b)(2)a. shall:

(1) Be submitted to the home when requested; and

(2) Consist in a copy of:

a. A purchase and sale agreement;

b. A listing with a commercial broker;

c. A commercially published advertisement showing the asset to be for sale; or

d. A printout of a sales listing on a website not belonging to the seller of the asset.

~~(d)~~ (c) Applicants ~~whose assets are \$30,000 or less~~, after the allowable spend-down described in Ve-H 304.04, on the date of application for residency, or at all times during the 12 months immediately prior to the date of application, shall be permitted to retain their assets and be considered financially eligible on the condition that they pay for room and board in accordance with Ve-H 304.05.

~~(e)~~ (d) Assets held in the name of the applicant or resident shall be presumed to be those of the applicant or resident unless:

Ve-H 304.06 Spousal Hardship.

(a) A reduction in an applicant's or resident's payment pursuant to Ve-H 304.05(a)(2) may be granted if his or her spouse's necessary expenses exceed income.

(b) Such reduction shall take into account spousal need but not exceed a 25% reduction in the payment required by Ve-H 304.05(a)(2).

(c) The spouse's proof that necessary expenses exceed income shall be shown by the spouse's completion of, and notarized signature on, a "financial affidavit form" (effective date 07/16/18) provided by the home.

(d) The spouse's notarized signature on such "financial affidavit form" (effective date 07/16/18) shall certify that the information provided on the form is accurate and complete to the best of the spouse's knowledge and belief.

PART Ve-H 305 ADMISSIONS TO THE HOME AND ORDER OF PRIORITY IN ADMISSIONS

Ve-H 305.01 Admissions to the Home.

(a) An applicant determined eligible for residency shall be admitted promptly following his or her acceptance for residency unless:

~~(1) The applicant is assaultive and the only available residential accommodations would be placement with a roommate who would be at risk of injury if the applicant were admitted; or~~

(12) There is no current vacancy in the residential unit which would be medically appropriate for the eligible applicant.

Ve-H 306.01 Application Procedures.

(a) Applicants for residency or their legal representatives shall apply by using an application packet consisting of the application pages described in (b) below and the documents described in (c) below.

(b) The application pages shall consist of the following:

(1) Page one, "NH veterans' home admission application" (effective date 07/16/18), requesting the following types of information:

- a. Personal;
- b. Military service; and
- c. Some medical and medical insurance;

(2) Page one-A, "legal and contact information" (effective date 03/17/08):

- a. Requesting the following types of information:
 1. Whether the applicant has executed specified legal documents;
 2. Whether the applicant is under guardianship or conservatorship; and
 3. Information about the applicant's spouse and contact persons; and
- b. Requiring a witnessed signature and the date of signing;

- (3) Page 2, "final requests" (effective date 3/10/10), requesting information and giving instructions about arrangements in case of demise;
 - (4) Page 3A, "applicant's financial affidavit for NHVH" (effective date 07/16/18), requesting:
 - (5) Page 4, "New Hampshire veterans' home agreement form" (effective date 3/17/08), requiring below a preprinted statement:
 - (6) Page 5A, "state home program application for veteran care medical certification" (effective date 07/16/18), requiring completion by the applicant's physician;
 - (7) Page 5B, "medical information for NHVH admission application" (effective date 03/17/08), requiring completion by the applicant's physician and faxing of pertinent test results;
 - (8) Page 6, "release of information" (effective date 10/19/17):
 - (9) Page 8, "consent to treatment, use of health care information, and receipt of privacy notice" (effective date 03/17/08), requiring:
 - (10) Page 9, "New Hampshire veterans' home security form" (effective date 07/16/18) requiring:
 - (11) The last page, un-numbered, a completed "Criminal History Record Information Release Authorization Form" (effective date 07/15/16) issued by the division of state police authorizing the release of the applicant's criminal record.
- (1) The completed form which is page 5A of the application packet, entitled "state home program application for veteran care medical certification" (effective date 07/16/18);
 - (2) The completed form which is page 5B of the application packet, entitled "medical information for nhvh admission application" (effective date 03/17/18);

From Ve-H 306.04 throughout the remaining rules, wherever the word "signer" appears, it will be replaced with the word applicant.

Motion was made by Raymond Goulet, Jr., seconded by Denise DeBlois, to proceed with suggested changes to these Administrative Rules. M/C.

There were no recommended changes to Ve-H 400 TRANSFER AND DISCHARGE FROM THE HOME.
Motion made by Robert Blais, seconded by Raymond Goulet, Jr. M/C

***BOARD MEMBERSHIP:**

Raymond J. Goulet, Jr.'s term - representing the Vietnam Veterans of America – expires on August 26, 2018. A letter has been submitted to the Governor's Office recommending Mr. Goulet's reappointment to the Board.

***OTHER BUSINESS:**

Token gifts were presented to outgoing State Commanders David Meaney and Ernest Sulloway in gratitude for all that they have done for the residents of the Home this past year.

***UPCOMING EVENTS:**

~ *Summer Dance with entertainment – Luau Theme - facility wide Dress Hawaii* – July 18, 2018 – 2:30 p.m. – Town Hall

~ *Annual Classic Cruise Night* – August 2, 2018 – 6:00-8:00 p.m. - Pavilion

~ *V-J Day Commemoration* – August 13, 2018 – 11:00 a.m. – Town Hall

***DATE OF NEXT MEETING:**

The next monthly Board of Managers Meeting will be held on Monday, August 20, 2018 at 9:00 a.m.

Commandant LaBrecque reviewed the remaining 2018 Board Meeting dates that the Board had previously decided on: ▪ **August 20, 2018**; ▪ **September 17, 2018**; ▪ **October 15, 2018**; ▪ **November 19, 2018**, and ▪ **December 17, 2018**. The NHVH Veterans Day Ceremony will be held on **Friday, November 9, 2018**.

***CLOSE OF PUBLIC HEARING ON INTERIM ADMINISTRATIVE RULES:**

The Public Hearing on Administrative Rule Ve-H 200, Procedural Rules and Administrative Rules Ve-H 300 & Ve-H 400, Residency, Admission, Transfer and Discharge Rules closed at 11:03 a.m. No one from the general public attended this hearing.

***ADJOURNMENT:**

Motion was made by Denise DeBlois, seconded by Jerilyn Maynard, to adjourn the meeting. M/C. The meeting was adjourned at 11:05 a.m.