

**MINUTES**  
**BOARD OF MANAGERS MEETING**  
**AUGUST 20, 2018**

**PRESENT:** Paul J. Lloyd - Chairman (Veterans of Foreign Wars); Robert “Bob” Blais (American Legion); Susan A. Cuddy (Veterans of Foreign Wars); 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); Robert W. Guldner (Department Commander – Disabled American Veterans); William “Bill” Ryan (Department Commander – Veterans of Foreign Wars), and Margaret “Peggy” LaBrecque (Commandant). **EXCUSED:** Richard L. Murphy (Marine Corps League) and Denise DeBlois (Disabled American Veterans). **GUESTS:** Jeff Gaudet (PRLI Board Member – The Patriot Resilient Leader Institute); 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 August 20, 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 Commandant LaBrecque.

**\*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 9:04 a.m.

**\*APPROVAL OF MINUTES – JULY 16, 2018:**

The Minutes of the Board of Managers Meeting of July 16, 2018 were reviewed and discussed. Motion was made by Raymond Goulet, Jr., seconded by William Bertholdt, to accept the Minutes of the July 16, 2018 Meeting. M/C.

**\*COMMUNICATIONS:**

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

**\*CENSUS UPDATE:**

There were 17 residents admitted to the New Hampshire Veterans Home during the quarter of April 1, 2018 – June 30, 2018. The average age of those admitted is 81.5 years old. All of the residents admitted have several diagnoses. As of August 16, 2018, the Home has 183 admitted veterans. Tarr/Welch has 15 veterans approved in the candidate pool. LEDU has 9 veterans approved in the candidate pool. The Home has 63 active applicants.

**\*BUDGET UPDATE:**

Commandant LaBrecque reviewed the FY19 (July 1, 2018 - June 30, 2019) Financial Summaries of the New Hampshire Veterans Home as of July 31, 2018.

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

**- QUARTERLY REPORT (April 1, 2018 – June 30, 2018):** Armand Plourde presented and explained the Administration and Benefit Fund Accounts Quarterly Report for the period of April 1, 2018 – June 30, 2018. Motion was made by Robert Blais, seconded by Raymond Goulet, Jr., to accept this report as presented. M/C.

**- YEAR-END REPORT (July 1, 2017 – June 30, 2018):** Armand Plourde presented and explained the Administration and Benefit Fund Accounts Year-End Report for the period of July 1, 2017 – June 30, 2018. Motion was made by Raymond Goulet, Jr., seconded by William Bertholdt, to accept this report as presented. M/C.

**- PROJECTED BUDGET (October 1, 2018 – December 31, 2018):** Armand Plourde presented and explained the projected Benefit Fund Budget for the period of October 1, 2018 – December 31, 2018. Motion was made by William Bertholdt, seconded by Raymond Goulet, Jr., 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: ▪ **VA Equipment Upgrade Project** - \$1,650,000 – The bid opening for this project was 7/18/18. The low bidder was D.L. King from Nashua - scheduled for Governor & Council review on 8/22/18. This will include the Kitchen Project and Laundry venting only. It is hoped to start the first phase in the fall by removing and replacing the dishwashing operation. There will be a dishwashing trailer on site during this phase. ▪ **Town Hall Video System upgrade** - Vendor Maverick Systems is honoring their previous quote of \$45,727.97. State Purchasing is sending out for bid in our new Fiscal Year. ▪ **Replacement of domestic hot water tanks** - The domestic hot water tanks (2) failed the state inspection so they will be replaced using general fund monies.

**\*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 7/16/18 – 8/20/18 was reviewed.

**\*ADMINISTRATIVE RULES:**

Proposed changes/updates to Ve-H 203, 204, 206, 220 – Board of Managers of N.H. Veterans Home, Procedural Rules were discussed. Motion was made by Robert Blais, seconded by Raymond Goulet, Jr., to proceed with suggested changes to these 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. Motion was made by Raymond Goulet, Jr., seconded by Elaine Baker, to proceed with suggested changes to the Administrative Rules. M/C.

**\*BOARD MEMBERSHIP:**

At the Governor & Executive Council Meeting of August 8, 2018, Raymond J. Goulet, Jr. was confirmed for reappointment to the New Hampshire Veterans Home Board of Managers, representing the Vietnam Veterans – term 3/26/2021.

**\*OTHER BUSINESS:**

The findings have been received of the audit of the internal controls over the New Hampshire Veterans Home's Members Administration Account for the nine months ended March 31, 2018, conducted by staff from the Office of the Legislative Budget Assistant. Commandant LaBrecque and Armand Plourde are preparing the response to these findings.

We have been contacted by the U.S. Government Accountability Office (GAO) from Seattle, WA regarding their upcoming visit to New Hampshire on or around August 30, 2018. They plan to bring a team of two analysts; send discussion questions ahead of time; spend a day at the Manchester VA Medical Center discussing their questions with VAMC and CLC officials, and conduct a ½ day visit to the New Hampshire Veterans Home.

**\*UPCOMING EVENTS:**

- ~ *Grandparents Day with Ice Cream Social – September 9, 2018 – 2:00 p.m. – Town Hall*
- ~ *Patriot Day Remembrance Ceremony – September 11, 2018 – 11:00 a.m. – Town Hall*
- ~ *Celebrate Employees Day – September 27, 2018* (The Employee Benefit Committee will be sponsoring a Pizza Day on Thursday, September 27 in honor of Celebrate Employees Day. Pizza will be served to 1st shift staff from 11:00 a.m. - 1:30 p.m. in the Staff Break Room; 2nd shift delivery to staff at 6:00 p.m.; and 3rd shift delivery to staff at 11:00 p.m.)
- ~ *Family Fun Day – September 29, 2018 – 12:00 – 3:30 p.m. – NHVH Pavilion*

**\*DATE OF NEXT MEETING:**

The next monthly Board of Managers Meeting will be held on Monday, September 17, 2018 at 9:00 a.m.

**\*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 10:10 a.m. Jeff Gaudet (PRLI Board Member – The Patriot Resilient Leader Institute) attended the public hearing.

**\*NON-PUBLIC SESSION:**

The Board entered into non-public session at 10:11 a.m. and closed at 10:53 a.m.

**\*ADJOURNMENT:**

Motion was made by Raymond Goulet, Jr., seconded by Robert Blais, to adjourn the meeting. M/C. The meeting was adjourned at 10:54 a.m.