

MINUTES
BOARD OF MANAGERS MEETING
OCTOBER 15, 2018

PRESENT: 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); Robert W. Guldner (Department Commander – Disabled American Veterans); William “Bill” Ryan (Department Commander – Veterans of Foreign Wars), and Margaret “Peggy” LaBrecque (Commandant). **EXCUSED:** Paul J. Lloyd - Chairman (Veterans of Foreign Wars); Richard L. Murphy (Marine Corps League), and Emil Ouellette (Department Commander – American Legion). **GUESTS:** Armand Plourde (NHVH Director of Administrative Services) and Len Stuart (NHVH Program Information Officer).

***CALL TO ORDER:**

The October 15, 2018 Board of Managers Meeting was called to order at 9:00 a.m. by Margaret D. 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 Robert Blais.

***APPROVAL OF MINUTES – SEPTEMBER 17, 2018:**

The Minutes of the Board of Managers Meeting of September 17, 2018 were reviewed and discussed. Motion was made by Raymond Goulet, Jr., seconded by William Bertholdt, to accept the Minutes of the September 17, 2018 Meeting. M/C.

***COMMUNICATIONS:**

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

***CUSTODIAL FUND INVESTMENTS:**

Commandant LaBrecque presented the Quarterly Performance Reviews for the Members’ Administration and Benefit Fund Accounts for the period ending September 30, 2018. Rachel K. Miller, Chief Deputy Treasurer, will attend the November Board of Managers Meeting to discuss current CD rates.

***CENSUS UPDATE:**

There were 10 residents admitted to the New Hampshire Veterans Home during the period of July 1, 2018 – September 30, 2018. The average age of those admitted is 87.7 years old. All of the residents admitted have several diagnoses.

As of October 10, 2018, the Home has 182 admitted veterans. Tarr/Welch has 19 veterans approved in the candidate pool. LEDU has 9 veterans approved in the candidate pool. The Home has 73 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 September 30, 2018.

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

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

- PROJECTED BUDGET (January 1, 2019 – March 31, 2019): Armand Plourde presented and explained the projected Benefit Fund Budget for the period of January 1, 2019 – March 31, 2019. 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: ▪ **VA Equipment Upgrade Project** - \$1,650,00 – We received the VA conditional award approval letter on 9/19/18. We now have 180 calendar days to complete the final paperwork submittals (due 3/19/19). Governor & Council approved the contract with D.L. King & Associates on 8/22/18. This will include the Kitchen Project and Laundry venting only. The project begun on 9/10/18 with demolition to start on 11/1/18. The first phase will demo and replace our dishwashing operation. There will be a dishwashing trailer on site. The contractor is going to install an upgraded enclosed heated hallway from our building into the dishwashing and food prep trailers which may allow us to continue the project throughout the winter instead of stopping in December and resuming in April of 2019. ▪ **Town Hall Video System upgrade** - State Purchasing has sent a Request For Proposal out for bid - Bid 89-19 closes on 10/24/18 at 11:00 a.m. ▪ **Laundry Dept Domestic Hot Water Tank Replacements** – Bid opening for the contract was on 9/12/18. We only received one bid from Northern Peabody in the amount of \$83,000. The contract is for replacing 2 hot water tanks which are leaking and must be replaced within 90 days per the Department of Labor Boiler Inspector. The vendor needs to provide a Certificate of Good Standing with the State and Proof of Corporate Authority, and the contract will then be forwarded to the Attorney General's Office and then to Governor & Council for approval. ▪ **Natural Gas Equipment** – As a follow up to Raymond Goulet Jr.'s question last month regarding the safety measures in place regarding the new natural gas that the Home is using, we have all new equipment installed which includes high pressure regulators. In the event of a regulator failure, our system is designed to bypass the regulator and vent to the atmosphere at 2 lbs. of elevated pressure.

***ROOM & BOARD DAILY RATE REVIEW:**

Commandant LaBrecque reviewed the analysis of the daily cost of room and board at the New Hampshire Veterans Home. The last increase for the Full Pay rate was from \$300.00 to \$320.00 (a 7% increase) which was effective January 1, 2018. Motion was made by Raymond Goulet, Jr., seconded by Robert Blais, to leave the Full Pay rate at \$320.00. M/C.

***RESIDENT/STAFF MATTERS:**

William Bertholdt reviewed a Resident Activity Summary of the many trips and activities during the period of 9/18/18 – 10/15/18.

Commandant LaBrecque discussed the *Letter to the Editor* published in The Laconia Daily Sun on Thursday, October 11, 2018 written by a New Hampshire Veterans Home third shift nurse. She further discussed the number of vacant nursing positions at the New Hampshire Veterans Home as well as the major recruiting challenges facing healthcare organizations and the measures that we are taking to address this. A Request for Proposal for Temporary Nursing Services at the New Hampshire Veterans Home was issued on 9/19/18 - NHVH RFP 19-01. Bid closes on 10-31-18 at 2:00 p.m.

***ADMINISTRATIVE RULES:**

Commandant LaBrecque is proceeding with proposed changes/updates to Ve-H 203, 204, 206, 220 – Board of Managers of N.H. Veterans Home, Procedural Rules as well as proposed changes/updates to Ve-H 300 & 400 – Board of Managers of N.H. Veterans Home, Residency, Admission, Transfers, and Discharge Rules.

***OTHER BUSINESS:**

Commandant LaBrecque provided an update on the status 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. The Commandant will testify before the Fiscal Committee on Friday, October 19, 2018 at 10:00 a.m. regarding the findings of the audit.

***UPCOMING EVENTS:**

- ~ Harvest Ball with entertainment by Jackie Lee - October 16, 2018 – 2:00 p.m.*
- ~ Halloween Parade followed with entertainment by Eric Grant - October 31, 2018 – 2:00 p.m.*
- ~ Halloween Trick-or-Treating – October 31, 2018 – 6:30 p.m. – 8:00 p.m.*
- ~ NHVH Holiday Craft Fair – November 3, 2018 – 9:00 a.m. – 3:00 p.m.*
- ~ Veterans Day Ceremony at NHVH – November 9, 2018 – 11:00 a.m.*
- ~ Veterans Day Ceremony at NH State Veterans Cemetery – November 11, 2018 – 11:00 a.m.*
- ~ AL Post 79 Annual Thanksgiving Dinner – November 18, 2018*

***DATE OF NEXT MEETING:**

The next monthly Board of Managers Meeting will be held on Monday, November 19, 2018 at 9:00 a.m.

***ADJOURNMENT:**

Motion was made by William Bertholdt, seconded by Robert Blais, to adjourn the meeting. M/C. The meeting was adjourned at 10:20 a.m.

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