

MINUTES
BOARD OF MANAGERS MEETING
DECEMBER 17, 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); Robert W. Guldner (Department Commander – Disabled American Veterans), and Margaret “Peggy” LaBrecque (Commandant). **EXCUSED:** Richard L. Murphy (Marine Corps League), and William “Bill” Ryan (Department Commander – Veterans of Foreign Wars). **GUESTS:** Armand Plourde (NHVH Director of Administrative Services), and Len Stuart (NHVH Program Information Officer).

***CALL TO ORDER:**

The December 17, 2018 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 prayer by Robert Blais and Pledge of Allegiance by Chairman Lloyd.

***APPROVAL OF MINUTES – NOVEMBER 19, 2018:**

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

***COMMUNICATIONS:**

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

***CENSUS UPDATE:**

As of December 13, 2018, the Home has 184 admitted veterans. Tarr/Welch has 18 veterans approved in the candidate pool. LEDU has 8 veterans approved in the candidate pool. The Home has 70 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 November 30, 2018.

***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** – Phase I is underway. Temporary dishwashing trailer is active as of today. Construction of the walkway and laundry pad prep is complete. Demolition of the old dishwashing area will begin in earnest after the holidays. **▪ Town Hall Video System upgrade** - Maverick Systems has revisited the site and confirmed the scope of their work. It will take 2 weeks – 1 week offsite. Project will begin 2/4/19 which will be ideal for recreation staff scheduled events. **▪ Security upgrade project \$795k** – Engineers and architects are working on the design and initial estimates. Original estimates: Electrical generator rewiring - \$500,000; Security cameras - \$50,000; Secure care wander system - \$150,000, fees \$95,000. Generator rewiring should be significantly less. Bollard Barrier designs is being considered for the Main Entrance and Town Hall entrances and the security glass at the front desk. **▪ Laundry Department Domestic Hot Water Tank Replacements** – Thus far, both leaking hot water tanks have been removed placing us back in compliance with the Department of Labor boiler inspectors. The project was labor intensive as both old tanks were lined with cement which greatly slowed the grinding operation. New replacement tanks will be installed shortly. **▪ Temporary Nursing Services RFP** – Bid opening took place on November 28, 2018 on the Request for Proposal for Temporary Nursing Services at the New Hampshire Veterans Home - NHVH RFP 19-01. We received 125 questions from 24 vendors. At the bid opening, only 1 vendor was

present but 14 vendors actually submitted bids. Using scoring criteria listed in the RFP, the bidders were rated and ranked and the vendor with the highest score was selected. The name of the successful bidder cannot be released until after the Governor & Executive Council awards the contract and makes the information public. The successful bidder was the only local New Hampshire bidder.

***RESIDENT/STAFF MATTERS:**

A Resident Activity Summary of the many trips and activities during the period of 11/19/18 – 12/17/18 was reviewed.

***ADMINISTRATIVE RULES:**

The Joint Legislative Committee on Legislative Rules (JLCAR) will be meeting on Thursday, December 20, 2018 at 9:00 a.m. in the Legislative Office Building. The Home's Administrative Rules will be on their Agenda.

Motion was made by Raymond Goulet, Jr., seconded by William Bertholdt, to accept the changes/clarifications from the Office of Legislative Services to Administrative Rules Ve-H 300 – Board of Managers of N.H. Veterans Home – RESIDENCY AND ADMISSION TO NEW HAMPSHIRE VETERANS HOME. M/C.

Motion was made by Raymond Goulet, Jr., seconded by William Bertholdt, to accept the changes/clarifications from the Office of Legislative Services to Administrative Rules Ve-H 400 – Board of Managers of N.H. Veterans Home, TRANSFER AND DISCHARGE FROM THE HOME. M/C.

***2019 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 18, 2019. Board Members were requested to complete the form in order to be submitted in a timely manner.

***BOARD MEMBERSHIP:**

Jerilyn Maynard's term on the Board of Managers, representing the Disabled American Veterans Auxiliary, will expire on March 1, 2019. A letter will be submitted to the Governor & Executive Council by the American Legion Auxiliary, Department of New Hampshire, nominating a representative to serve on the Board.

Susan A. Cuddy's term on the Board of Managers, representing the Veterans of Foreign Wars, will expire on March 23, 2019. A letter will be submitted to the Governor & Executive Council by the VFW Department of NH, recommending Susan's reappointment to this position on the Board.

Commandant LaBrecque recommended that these letters be submitted in January in order for the Governor & Executive Council to be able to nominate and confirm these individuals in a timely manner.

***OTHER BUSINESS:**

In response to the Corrective Action Plan to the recent audit of the State of New Hampshire Internal Control Review of the New Hampshire Veterans' Home Members' Administration Account for the nine months ended March 31, 2018, Armand Plourde was thrilled to announce that the Home has hired a great new Business Administrator who started on Friday, December 7, 2018 and is making progress on reviewing all of the Home's Business policies and procedures and is already making an impact with additional oversight of daily activities. Stephanie Kelley comes to the Home with many years of varied State management experience and knowledge of how the State accounting and audit systems work.

Spousal income allotment resident room & board recalculation project – A meeting will take place later today to review the final analysis of all resident billings affected by the spousal allotment calculations over the past 7 years. A total of 38 residents were affected with a total financial impact of \$273,224.

The Board of Managers By-laws was discussed and will be further reviewed at the January Board Meeting.

***UPCOMING EVENTS:**

- ~ *Bel Airs Holiday Show* – December 22, 2018 – 2:30 p.m. – (NHVH Town Hall)
- ~ *Christmas Eve Holiday Parties on individual Units* – December 24, 2018
- ~ *Holiday entertainment in the Town Hall* – December 25, 2018 – 2:30 p.m.
- ~ *New Year's Eve Party with entertainment* – December 31, 2018 – 2:30 p.m. (NHVH Town Hall)
- ~ *American Legion Auxiliary Post-Holiday Party* – January 5, 2019 – 2:30 p.m. (NHVH Town Hall)
- ~ *Valentine's Party* – February 14, 2019 - 2:30 p.m. (NHVH Town Hall)
- ~ *Mardi Gras* – March 5, 2019 – 2:30 p.m. (NHVH Town Hall)

***DATE OF NEXT MEETING:**

The next monthly Board of Managers Meeting will be held on Monday, January 14, 2019 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 10:13 a.m.

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