

**MINUTES**  
**BOARD OF MANAGERS MEETING**  
**JANUARY 14, 2019**

**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); 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). **CALL IN:** Jerilyn Maynard (Disabled American Veterans Auxiliary). **EXCUSED:** Richard L. Murphy (Marine Corps League), and Elaine Baker (Female Resident – Second Vice President, NHVH Resident Council). **GUESTS:** Rep. Patricia Klee (Chair – State-Federal Relations & Veterans Affairs Committee); Rachel Miller (Chief Deputy Treasurer, State of NH – Department of Treasury); Jason Belanger (Program Specialist IV, State of NH – 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 January 14, 2019 Board of Managers Meeting was called to order at 9:02 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 – DECEMBER 17, 2018:**

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

**\*COMMUNICATIONS:**

Letter of December 20, 2018 from Michael Morrell, Sr. Committee Attorney – Joint Legislative Committee on Administrative Rules, informing the Board of Managers that at its meeting on December 20, 2018, the Joint Legislative Committee on Administrative Rules voted, pursuant to RSA 541-A:13, V(a), to approve Final Proposal 2018-174 of the Board of Managers of the New Hampshire Veterans Home containing Ve-H 300 and Ve-H 400 relative to residency, admission, transfer, and discharge.

Notice from the Office of Legislative Services received on December 20, 2018 relative to Ve-H 203, 204, 206, 220 – Procedural Rules. The Joint Legislative Committee on Administrative Rules has reviewed the Final Proposal on these rules at its meeting on December 20, 2018. The Committee voted to approve the proposal.

**\*CUSTODIAL FUND INVESTMENTS:**

Rachel Miller, Chief Deputy Treasurer and Jason Belanger, Program Specialist IV, State of NH – Department of Treasury, presented the Performance Reviews for the Members’ Administration and Benefit Fund Accounts for the quarter ending December 31, 2018.

**\*CENSUS UPDATE:**

There were 15 residents admitted to the New Hampshire Veterans Home during the period of October 1, 2018 – December 31, 2018. The average age of those admitted is 85 years old. All of the residents admitted have several diagnoses.

As of January 9, 2019, the Home has 179 admitted veterans. Tarr/Welch has 17 veterans approved in the candidate pool. LEDU has 6 veterans approved in the candidate pool. The Home has 71 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 December 31, 2018.

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

**- QUARTERLY REPORT (October 1, 2018 – December 31, 2018):** Armand Plourde presented and explained the Administration and Benefit Fund Accounts Quarterly Report for the period of October 1, 2018 – December 31, 2018. Motion was made by Raymond Goulet, Jr., seconded by Robert Guldner, to accept this report as presented. M/C.

**- PROJECTED BUDGET (April 1, 2019 – June 30, 2019):** Armand Plourde presented and explained the projected Benefit Fund Budget for the period of April 1, 2019 – June 30, 2019. Motion was made by Raymond Goulet, Jr., seconded by Denise DeBlois, 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** – Phase I is underway. Temporary dishwashing trailer is active as of today. Construction of the walkway is complete. Demolition of the old dishwashing area began on 1/9/19.
- **Town Hall Video System upgrade** – Project will begin on 2/4/19 which will be ideal for recreation staff scheduled events.
- **Security upgrade project \$795k** – Engineers and architects are working on the 65% design and initial estimates. The 95% design is due 1/31/19.
- **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. New replacement tanks have been installed.
- **Xenex Germ Zapping Robot** – Our new tool is in full operation and is deployed daily by our Housekeeping staff: 1. For each new admission; 2. For resident room changes; 3. Upon any infection control requests including terminal cleanings; 4. Scheduling so that each resident room is disinfected once a month; and 5. Proactive disinfection of common areas like the hallways.
- **Temporary Nursing Services RFP** – Approved by the Attorney General's Office. We are requesting Fiscal Committee approval for transfer of funds to Class 102.
- **Amazon Prime Membership** – Armand Plourde requested approval to expend \$120.00 for annual membership which includes two day shipping under the New Hampshire Veterans Home account. Motion was made by Raymond Goulet, Jr., seconded by Robert Blais, to approve the request for \$120.00 for annual membership to Amazon Prime. M/C.

**\*RESIDENT/STAFF MATTERS:**

A Resident Activity Summary of the many trips and activities during the period of 12/16/18 – 1/14/19 was reviewed.

We have recently experienced 2 types of outbreak in our facility - a respiratory outbreak on the Tarr South and Welch units, and a gastrointestinal outbreak on the LEDU-G unit. The NH Department of Health and Human Services – Public Health was notified and precautionary measures have been followed to prevent the spreading of the illnesses. So far, admissions have been on hold for the units that have had the outbreaks only. Michelle Booker, NHVH Director of Resident Care Services, provided the latest update on this matter and reported that we are permitted to start terminal cleaning for Welch and LEDU-G units today per approval from the NH Department of Health and Human Services - Office of Public Health. On the Tarr South Unit, terminal cleaning will start tomorrow, Tuesday, 1/15/19. Once the terminal clean process is completed, the units will be back and running. To recap, Norovirus was confirmed on the LEDU-G unit. No influenza virus was confirmed in the building based on three specimens tested by the Public Health Lab. Other circulatory viruses were confirmed.

**\*ADMINISTRATIVE RULES:**

Motion was made by Denise DeBlois, seconded by Robert Guldner, to adopt Rule Ve-H 203, 204, 206, 220 – Procedural Rules. M/C.

Motion was made by Robert Blais, seconded by Raymond Goulet, Jr., to adopt Rule Ve-H 300 & 400, Residency, Admission, Transfers, and Discharge Rules. M/C.

**\*BOARD BY-LAWS:**

The Board of Managers By-laws were reviewed. Chairman Lloyd requested that the Board consider adding allowing conference calling under Meetings and reminded that we still have to have a quorum present at the meetings.

**\*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.

A letter was submitted to the Governor & Executive Council on January 8, 2019 by the Department of New Hampshire Veterans of Foreign Wars, recommending Susan Cuddy's reappointment to the Board of Managers as the Female member of a recognized and chartered veterans' service organization (term will expire on March 23, 2019).

**\*OTHER BUSINESS:**

Commandant LaBrecque will be attending the National Association of State Veterans Homes Winter Conference being held in Alexandria, Virginia – February 11-14, 2019. Armand Plourde will facilitate the February Board of Managers Meeting.

**\*UPCOMING EVENTS:**

~ *Facility-wide Super Bowl Party Theme Day* – January 31, 2019

~ *Valentine's Party* – February 14, 2019 - 2:30 p.m.

~ *Mardi Gras* – March 5, 2019 – 2:30 p.m.

**\*DATE OF NEXT MEETING:**

The next monthly Board of Managers Meeting will be held on Monday, February 11, 2019 at 9:00 a.m.

**\*ADJOURNMENT:**

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

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