

**MINUTES**  
**BOARD OF MANAGERS MEETING**  
**FEBRUARY 11, 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); 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 William “Bill” Ryan (Department Commander – Veterans of Foreign Wars). **CALL IN:** Jerilyn Maynard (Disabled American Veterans Auxiliary). **EXCUSED:** Richard L. Murphy (Marine Corps League), and Margaret “Peggy” LaBrecque (Commandant), who is attending the National Association of State Veterans Homes Winter Conference being held in Alexandria, Virginia – February 11-14, 2019. **GUESTS:** Rep. Patricia Klee (Chair – State-Federal Relations & Veterans Affairs Committee); 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 February 11, 2019 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 – JANUARY 14, 2019:**

The Minutes of the Board of Managers Meeting of January 14, 2019 were reviewed and discussed. Motion was made by Raymond Goulet, Jr., seconded by Robert Blais, to accept the Minutes of the January 14, 2019 Meeting. M/C.

**\*COMMUNICATIONS:**

Letter to the New Hampshire Veterans Home Board of Managers dated January 24, 2019 from David J. Alukonis, Director, Office of Legislative Services, acknowledging receipt of New Hampshire Veterans Home Administrative Rules Ve-H 203, 204, 206, 220 – Procedural Rules, Adopted Date: 1-14-19; Effective Date: 1-15-19; Expiration Date: N/A.

Letter to the New Hampshire Veterans Home Board of Managers dated January 24, 2019 from David J. Alukonis, Director, Office of Legislative Services, acknowledging receipt of New Hampshire Veterans Home Administrative Rules Ve-H 300 & 400 – Residency, Admission, Transfer and Discharge Rules, Adopted Date: 1-14-19; Effective Date: 1-15-19; Expiration Date: 1-15-2029.

**\*CENSUS UPDATE:**

As of February 6, 2019, the Home has 173 admitted veterans. Tarr/Welch has 15 veterans approved in the candidate pool. LEDU has 8 veterans approved in the candidate pool. The Home has 76 active applicants.

**\*BUDGET UPDATE:**

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

**\*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. New equipment is being installed as of 2/6/19. We are working out a disagreement between Public Works and the State plumbing inspector over grease required interceptor installation - State vs State. We are willing to pay the \$4k. ▪ **Town Hall Video System upgrade** – Project will begin this week which will be ideal for recreation staff scheduled events. ▪ **Security upgrade project \$795k** – Engineers and architects are working on the 95% design due on 2/21/19. ▪ **Underground hot water line leak on Welch:** A 50-year-old 6” pipe developed a leak under the existing stairway. This line provides domestic hot water to Welch and the Kitchen. Public Works

has recommended that we install a 4" flexible vinyl pipe inside the old pipe and work on designing a small boiler to be installed in the basement of Welch instead of replacing 1000' of pipe, much of which is not easily accessible. We are working with Bob Begin from Palmer & Sicard to solve the current situation. \$4,400 has been expended thus far. ▪ **Sprinkler leak:** Last Thursday morning at 6:00 a.m., we had a sprinkler pipe leak in the Kitchen ceiling. A low point on the pipe caused rust to accumulate over the years and rusted through, causing the system to fill with water – ¼" of water was cleaned up immediately by staff and repaired the same day. There was no impact on operations. ▪ **Xenex Germ Zapping Robot** – Our new tool is in full operation and is deployed daily by our Housekeeping staff. DoIT has worked out Wi-Fi connectivity issues enabling us to now have report documentation for Surveyors to support areas disinfected. The "Name the Robot" contest was successful with 87 entries. "Murray" was chosen as the winning name. ▪ **Temporary Nursing Services RFP** - Approved by the Attorney General's Office but declined by the Department of Administrative Services. We learned that RSA9:17-a & c prohibits transfer of labor & benefit costs from Class 10 to any other class. This has delayed implementation until 7/1/19 to coincide with the FY20-21 budget. We created a new class 101 Medical Providers and unfunded vacant positions of \$1,687,525 to cover the needed funding requirement. A Budget Footnote has been crafted and approved by the Governor's Office to allow transfers among all of our classes as needed as determined by the Commandant. This allows us to refill positions and hire where needed if conditions change.

**\*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 1/14/19 – 2/11/19 was reviewed.

William Bertholdt shared the recent donation to the Home by Nancy Diribbo of an acrylic painting "Miss Winnepesaukee" on canvas 10 x 20.

As of Friday, February 8, 2019, we have experienced 4 confirmed cases of Influenza on the Tarr North Unit. As of this morning, there were three more acutely ill cases. We are following the restrictions as directed by the NH Department of Health and Human Services – Office of Public Health, which are aimed at preventing its spread throughout the facility and to block new infections coming from outside.

**\*ADMINISTRATIVE RULES:**

The New Hampshire Veterans Home's Administrative Rules are now up to date and are in good standing. Commandant LaBrecque has updated the application forms and will need to update our Administrative Rules to reflect these changes. Public Hearings are required for any Administrative Rule changes. The next two Board Meetings will be Public Hearings.

**\*BOARD BY-LAWS:**

Chairman Lloyd recommended that discussion on the proposed changes to the Board of Managers By-laws be delayed to next month's meeting.

**\*BOARD MEMBERSHIP:**

At the February 6, 2019 Meeting, the Governor & Executive Council nominated Susan Cuddy for reappointment to the New Hampshire Veterans Home Board of Managers as the Female member of a recognized and chartered veterans' service organization. Confirmation of this nomination will be at the Governor & Executive Council Meeting of February 20, 2019.

At the February 6, 2019 Meeting, the Governor & Executive Council nominated Carol Maynard for appointment to the New Hampshire Veterans Home Board of Managers as a female member in good standing of the department of the American Legion Auxiliary. Confirmation of this nomination will be at the Governor & Executive Council Meeting of February 20, 2019.

**\*OTHER BUSINESS:**

The New Hampshire Veterans Home submitted our quarterly update on the corrective action taken regarding the observations and recommendations of the State of NH Office of Legislative Budget Assistant in their October 2018 Audit Report to the Fiscal Committee. This appeared as an Informational Item on the Agenda of the Meeting of the Fiscal Committee on February 8, 2019 and was accepted by the Committee. There are only two items still outstanding: 1. We are awaiting final guidance from the Attorney General's Office on what authority we have to pay bills on a resident's behalf immediately after their death. 2. VA Spousal Aid & Attendance Room & Board credits. All corrective action will be completed by 3/31/19.

**\*UPCOMING EVENTS:**

~ *NHVVH Day of Remembrance Ceremony - February 12, 2019 – 10:00 a.m. (NHVVH Town Hall) (postponed due to precautionary measures in the Home. Will be rescheduled in the future).*

~ *Valentine's Party – February 14, 2019 - 2:30 p.m. (Facility-wide event in the Town Hall cancelled).*

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

~ *St. Patrick's Day Parade & Entertainment – March 15, 2019 – 2:00 p.m.*

~ *Easter Egg Hunt – April 13, 2019 – 1:00-4:00 p.m.*

**\*DATE OF NEXT MEETING:**

The next monthly Board of Managers Meeting will be held on **Monday, March 25, 2019 at 9:00 a.m.** Please note that this meeting was previously scheduled for March 18 but changed due to scheduling conflicts.

**\*ADJOURNMENT:**

Motion was made by William Bertholdt, seconded by Raymond Goulet, Jr., to adjourn the meeting. M/C. The meeting was adjourned at 9:55 a.m.

/amb