

MINUTES
BOARD OF MANAGERS MEETING
SEPTEMBER 16, 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); Carol Maynard (American Legion Auxiliary); Elaine Baker (Female Resident); William Bertholdt (Male Resident – President, NHVH Resident Council); Christopher “Chris” Peirce (Department Commander – Veterans of Foreign Wars); Andrew “Andy” Patterson (Department Commander – Disabled American Veterans), and Margaret “Peggy” LaBrecque (Commandant). **EXCUSED:** Oliver Brooks (Department Commander – American Legion). **GUESTS:** Armand Plourde, NHVH Director of Administrative Services; Len Stuart, NHVH Program Information Officer; Courtney Hayes, NHVH RN – Tarr North Unit, and Emily Hines, NHVH LPN – LEDU-1.

***CALL TO ORDER:**

The September 16, 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.

***WELCOME NEW BOARD MEMBER:**

Chairman Lloyd welcomed new Board Member Andrew Patterson (Department Commander – Disabled American Veterans).

***APPROVAL OF MINUTES – AUGUST 19, 2019:**

The Minutes of the Board of Managers Meeting of August 19, 2019 were reviewed and discussed. Motion was made by Raymond Goulet, Jr., seconded by William Bertholdt, to accept the Minutes of the August 19, 2019 Meeting. M/C.

***COMMUNICATIONS:**

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

***CENSUS UPDATE:**

As of September 11, 2019, the Home has 174 admitted veterans. Tarr/Welch has 28 veterans approved in the candidate pool. LEDU has 18 veterans approved in the candidate pool. The Home has 80 active applicants.

***BUDGET UPDATE:**

Commandant LaBrecque reviewed the FY20 (July 1, 2019 - June 30, 2020) Financial Summaries of the New Hampshire Veterans Home as of August 31, 2019.

The budget is in continuing resolution, which means that we are operating on last year’s budget. This does not affect resident care. The Union contract is in “evergreen” status, which means we are operating on the last contract until a new one is ratified by the union body.

***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; ▪ Security Upgrade Project and Top of the Fire Wall Repair - \$857k; ▪ Backup Generator Panel Wiring & WanderGuard; ▪ Nurse Call System, and ▪ Heat Pump Replacement Project - \$1,170,000 (General Funds 100%).

***RESIDENT/STAFF MATTERS:**

A Resident Activity Summary of the many trips and activities during the period of 8/19/19 – 9/16/19 was reviewed.

The New Hampshire Veterans Home won first place in The Power of One – Music & Memory - NH Memories Contest initiated by the NH Memories Steering Committee. Duain Cook, Recreation Therapist on the Life Enhancement Dementia Unit, led key staff in implementing the Music & Memory study and took charge of interviewing and assessing residents and families to learn individual music playlists and downloading music to a computer and then transferring playlists to mp3 players. LNAs and Recreational Staff on the Life Enhancement Dementia Unit were key in helping with the implementation of the Music & Memory Program.

Kelly Lee, NHVH LPN II, has been chosen to receive a NH Long Term Care Foundation (LTCF) scholarship for the 2019-2020 academic year. This year, the NH LTCF received 74 applications and from those, 36 recipients were chosen. The New Hampshire Veterans Home is very proud of the initiative that Kelly is taking to gain additional education with the goal of improving the lives of the residents that she cares for at the Home. Ms. Lee will be honored at the NH LTCF's Annual Scholarship Dinner and Evening of Entertainment, which will take place on Wednesday evening, October 2, 2019 at the LaBelle Winery in Amherst, NH.

***BOARD MEMBERSHIP:**

Richard L. Murphy's term - representing the Marine Corps League – expired on June 10, 2019. Mr. Murphy has made the decision not to seek a new term on the Board. The National Guard Association of New Hampshire has submitted a name to serve on the New Hampshire Veterans Home Board of Managers as a member of a recognized and chartered Veterans Service Organization. This nomination is pending approval by the Governor & Executive Council.

***OTHER BUSINESS:**

At its meeting of September 10, 2019, members of American Legion Post 49 voted to become a non-smoking Post inside the building, to take effect on January 1, 2020.

Commandant LaBrecque discussed the need for a new bill changer to replace the current machine located by the vending machine near the store that is not working properly. The cost of a new bill changer is \$1,599.00. Motion was made by Raymond Goulet, Jr., seconded by William Bertholdt, to support the cost of a new bill changer. M/C.

The need for a CapTel captioned phone on the Life Enhancement Dementia Unit was discussed. There is currently one located in the Library but it is an inconvenience for LEDU residents to use. Commandant LaBrecque will follow up on this matter. Motion was made by Paul Lloyd, seconded by Raymond Goulet, Jr., to purchase a CapTel captioned phone for the Life Enhancement Dementia Unit, at a cost not to exceed \$1,000.00. M/C.

A notice was received on August 6, 2019 from Karen Farrell, KPMG LLP Senior Manager, stating that they last performed the audit of the New Hampshire Veterans Home program as of Fiscal Year end 2016. As this was three years ago, the Veterans Home program is due for the Single Audit again this year (FY 19). An audit review is scheduled for the weeks of 10/21 and 10/28. An entrance conference is scheduled for everyone involved on September 24 at 10:00 a.m.

Members of any visiting organization need to be respectful of New Hampshire Veterans Home staff and follow NHVH procedures during cookouts and activities. Members are encouraged to interact with veterans during these events.

Len Stuart, NHVH Program Information Officer, represented the New Hampshire Veterans Home at the 22nd Annual Northern New England Military Retiree Activity Day held at the New Hampshire National Guard Army Aviation Support Facility in Concord on Saturday, September 14, 2019. Len provided feedback from a gentleman at the event who complimented on how absolutely immaculate the New Hampshire Veterans Home is – *Kudos* to staff!

***UPCOMING EVENTS:**

- ~ *Celebrate Employees Day – September 26, 2019* (The Employee Benefit Committee will be sponsoring a Pizza Day on Thursday, September 26 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 28, 2019 – 12:00 – 3:30 p.m. – NHVH Pavilion*
- ~ *Harvest Ball with entertainment by Opa’s Oompah Band - October 15, 2019 – 2:30 p.m.*
- ~ *Halloween Parade followed with entertainment by Gardner Berry - October 31, 2019 – 2:00 p.m.*
- ~ *Halloween Trick-or-Treating – October 31, 2019 – 6:00 p.m. – 8:00 p.m.*
- ~ *NHVH Holiday Craft Fair – November 2, 2019 – 9:00 a.m. – 3:00 p.m.*

***DATE OF NEXT MEETING:**

The next monthly Board of Managers Meeting will be held on Monday, October 21, 2019 at 9:00 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 9:50 a.m.

/amb