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BOARD OF MANAGERS MEETING MINUTES

August 22, 2022

PRESENT (P):

<u>P</u> P. Lloyd	<u>P</u> R. Guldner	<u>P</u> R. Blais	<u>P</u> M. Dreusicke	<u>Exc</u> C. Arkwell
<u>P</u> R. Goulet	<u>P</u> S. Cuddy	<u>P</u> E. Baker	<u>Exc</u> K. MacKay	<u>P</u> R. Borrazas
<u>P</u> L. Rideout				

GUESTS: Sarah Stanley, NHVH Public Information Officer; Matt Henry, NHVH Administrative Services Director; Allison Parent, NHVH Admin Quality, Policy & Res. Services; William Gaudreau; Resident Allan Bailey; Resident Norman Sanborn; Resident Donald Baldinelli

***CALL TO ORDER BY CHAIRMAN:**

The August 22, 2022 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 Manager Robert Blais, Chaplain for the Board of Managers, and Pledge of Allegiance by Chairman Lloyd.

***APPROVAL OF MINUTES – July 25, 2022:**

The Minutes of the Board of Managers Meeting of July 25, 2022 were reviewed and discussed. Motion was made by Manager Ray Goulet, seconded by Manager Robert Blais, to accept the minutes. Motion carried unanimously.

***COMMUNICATIONS:**

RFB's for staffing were discussed. RL Klein was chosen; a kick-off meeting was held on Friday August 12, 2022. The NHVH has drafted a policy on how we anticipate utilizing this contract and is working with the contractor to get prospective staff services personnel appropriately vetted.

The Lab Services contract remains a challenge. Following three failed bids, we may have a prospective bidder, but they too had additional concerns with what we were asking in the RFB. There is a meeting scheduled on August 29th to discuss concerns.

***CENSUS UPDATE:**

As of August 19, 2022, the Home has 131 admitted veterans. Tarr/Welch has 23 veterans approved in the candidate pool. LEDU has 12 veterans approved in the candidate pool. The Home has 87 active applicants. Compliments were given to the Admissions Team.

***BUDGET UPDATE:**

Department of Administrative Services held their kickoff meeting on August 4th and has opened the system for input and revisions. Matt Henry said that the Business Office is hard at work inputting budget information into the state's Budget Analysis and Reporting System (IBARS). While the submission deadline is September 19th, the NHVH has set an internal deadline of August 29th to complete initial input for any follow-up analysis that may be required.

***NHVH QUARTERLY FINANCIAL REPORT:**

Matt Henry reviewed Appendix C of the New Hampshire Veterans Home as of July 31, 2021. Encumbered expenditures from FY 2022 are now reflected in Appendix C and the NHVH is currently on pace with where they were at this time last year. Chairman Lloyd asked that a detailed list of expenditures from the Benefit Fund be presented at October's meeting for the Board to approve.

***CAPITAL PROJECTS REPORT:**

Matt Henry provided an update on the New Hampshire Veterans Home's efforts to date concerning capital projects and operations highlights. The Department of Administrative Services' project cost validation phase began in August. DAS Project Managers completed site visits for Closet Sprinkler Extension, Water Infiltration Improvements, Electronic Security System (phase 2), Warehouse/Vehicle Storage Building, Entrance Overhang, and Tarr Renovation projects. The intent of their visits are to validate NHVH project costs submitted back in April. The Closet Sprinkler project required as a result of the VA Survey is slated to be in the agenda at Joint Fiscal Committee for September 9th in hopes of obtaining ARPA funding for that project.

***QUALITY ASSURANCE REPORT:**

The Board of Managers reviewed the Quality Assurance Report and Allison Parent was available to answer any questions. The Board of Managers had no questions and thanked Allison for the detailed report and analysis.

***RESIDENT/STAFF MATTERS:**

On behalf of the Commandant, Matt Henry provided an update on several matters concerning residents and staff. The Department of Personnel is instituting a staff referral program. While details of the plan are not mature yet, this will be an additional recruitment tool for the NHVH.

We continue performing surveillance testing once per week for staff who are unvaccinated or not up to date with boosters. Our next testing date will be Tuesday August 23, 2022. Genoa Healthcare will be at NHVH to administer COVID Boosters for staff and residents who are eligible to receive them in September 2022. In addition, NHVH will be able to obtain the COVID vaccine and offer vaccinations on site.

Visits with family and friends continue. Allan Bailey described how visits have been occurring in recent weeks/months from a resident's perspective. Social excursions continue and residents may go out of the building with family and friends.

With COVID-19 continuing to be an issue, staff have been allowed to smoke in vehicles. Some staff have gone to the property line to smoke, but we have recently discouraged that. Matt Henry asked if there was an appetite by the Board of Managers to look at how to allow smoking at limited areas, out of view of the residents, so they are not huddled at property lines. Smoking in vehicles brings smoke smell back into the home as ventilation is poor. Chairman Lloyd asked that the smoking policy be sent to the Board to refresh memories on what it states and further discussion will take place at next month's meeting.

Chairman Lloyd introduced Allan Bailey and Norman Sanborn as candidates for male resident's representative to the Board of Managers pursuant to RSA 119-2. As a Governor Appointee, the role of the Board of Managers is to recommend someone for the Governor to consider. Both gentlemen,

Allan Bailey and Norman Sanborn, briefed the Board on reasons they would make good candidates for the position. Chairman Lloyd thanked both of them for volunteering to serve.

***NON-PUBLIC SESSION – RSA 91-A:3 II C: REPUTATION:**

A Roll Call vote to enter non-public session at 9:30 a.m. was made by Manager Ray Goulet and seconded by Manager Robert Blais. Motion carried unanimously.

A Roll Call vote to exit non-public session at 9:43 a.m. was made by Manager Ray Goulet and seconded by Manager Madeline Dreusicke. Motion carried unanimously.

A motion to seal the minutes upon draft was made by Manager Leon Rideout and seconded by Manager Ray Goulet. Motion carried unanimously.

***BOARD MEMBERSHIP:**

There is currently one vacant Board of Manager position. William Gaudreau was in attendance as a guest. He is considering volunteering to be appointed.

Motion was made by Manager Ray Goulet and seconded by Manager Madeline Dreusicke to recommend Allan Bailey as male resident representative to the New Hampshire Veterans Home to the Governor to appoint. Motion carried unanimously.

***OTHER BUSINESS:**

COVID-19 as of August 22, 2022:

Residents: Active – 1

Staff: Active – 2

***UPCOMING EVENTS:**

Tuesday August 2 – Music w/ New Horizon Band – TH
Wednesday August 3 – Music w/ Gardner Berry – TH
Thursday August 4 – Smitty’s Movie Theater Trip
Friday August 5 – Music w/ Mark Shelton – TH
Saturday August 6 – Pittsfield Hot Air Balloon Trip
Wednesday August 10 – Music w/ Stan Jr. – TH
Friday August 12 – Music w/ Denice & Randy Filiger – TH
Saturday August 13 – Cookout Sponsored by NH Elks – Pavilion
Sunday August 14 – Music w/ Bedford Big Band – TH
Wednesday August 17 – Scenic Drive & Lunch @ Dipsy Doodle
Wednesday August 17 – Music w/ Bill Parker – TH
Monday August 22 – Music w/ Mark Shelton
Wednesday August 24 – Pizza Party Sponsored by Merrimack VFW Auxiliary 8441 – Pavilion
Friday August 26 – Music w/ Bob McCarthy – TH
Tuesday August 30 – Portsmouth Gundalow Trip
Wednesday August 31 – Music w/ Marlina Philips – TH

***DATE OF NEXT MEETING:**

The next monthly Board of Managers Meeting will be held on Monday, September 19, 2022 at 9:00 a.m. in the Tarr South Conference Room.

***ADJOURNMENT:**

Motion was made by Manager Ray Goulet, seconded by Manager Robert Blais to adjourn the meeting. Motion carried unanimously. Meeting was adjourned at 9:50 a.m.