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BOARD OF MANAGERS MEETING MINUTES

October 17, 2022

PRESENT: Paul J. Lloyd - Chairman (Veterans of Foreign Wars); Robert Guldner (Disabled American Veterans); Susan A. Cuddy (Veterans of Foreign Wars, Female Veteran); Raymond Goulet, Jr. (Vietnam Veterans of America); Richard Borrazas (Disabled American Veterans, Commander); Elaine Baker (Female Resident); and Kimberly MacKay (Commandant)

EXCUSED: Robert Blais (American Legion); Madeline Dreusicke (Veterans of Foreign Wars Auxiliary) Charles Arkwell (American Legion Department Commander); Leon Rideout (Veterans of Foreign Wars State Commander)

GUESTS: Matt Henry, Director of Administrative Services; Sarah Stanley, NHVH Public Information Officer; Resident Allan Bailey

***CALL TO ORDER BY CHAIRMAN:**

The October 17, 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 Pledge of Allegiance by Chairman Lloyd.

***APPROVAL OF MINUTES – September 19, 2022:**

The Board of Managers reviewed and discussed the meeting minutes from September 19, 2022. Motion was made by Raymond Goulet, seconded by Richard Borrazas, to approve the minutes. Motion carried unanimously.

***COMMUNICATIONS:**

The annual report has been approved by the Governor and Executive Council and is being printed for distribution.

The Board of Managers received a thank you note from Peggy LaBrecque regarding the portrait unveiling ceremony.

***CENSUS UPDATE:**

As of September 16, 2022, the Home has 129 admitted veterans. Tarr/Welch has 23 veterans approved in the candidate pool. LEDU has 11 veterans approved in the candidate pool. The Home has 73 active applicants. We have three new veterans scheduled for admission.

***BUDGET UPDATE:**

Matt Henry discussed the New Hampshire Veterans Home funding formula. What we have seen is Federal Per Diem rates having consistent increases in both the basic and per diem rates. Matt Henry distributed a memorandum showing the past five years of per diem rates as well as room and board rates. Of note, the NHVH has not increased room and board rates since March of 2018. While the recommendation is that we get a good idea of the FY 23 VA Per Diem rate increases before we make an informed recommendation, the concern is that we have been able to keep a flat rate due to cost savings from Class 010 Personnel costs due to staff shortfalls. In order to prevent a “spike” in the room and

board rate later on, the NHVH is going to look at an inflationary rate increase this year. The Board of Managers asked for a bit of Market Research related to other private and State run Nursing Homes to aid in their decision making. More will follow at next BOM meeting.

Custodial Fund Investment (July 1, 2022-September 30, 2022):

Matt Henry presented the board information for returns to date for the three custodial accounts

Guy Thompson Memorial Fund had no expenditures except the 2022 interest was withdrawn and deposited into the Resident Benefit Fund.

The Benefit fund suffered a significant loss year to date, \$398,000 (with \$116,000 lost just in September following a summer bump in the market). However, this is consistent with how the market has trended in general over the past year.

The members account remained consistent with modest returns on a conservative investment.

Quarterly Financial Reports (July 1, 2022 – September 30, 2022):

Matt Henry discussed Appendix C, Financial Summary as well as the quarterly financial report. On the income side, you will notice the Craft Fair yielded \$11,973 and was a successful, and frankly quite joyous and windy event. Total income for Q1 was \$68,760 for a net income of \$7,628. The Board reviewed the Benefit Fund expenditures from July 1 – 30 September and the projected budget for October 1 – December 31.

Motion made by Paul Lloyd, Seconded by Raymond Goulet to approve the Q1 expenditures and projected budget for Q2 as presented with amended dates (October 1 – 31 December to correct packet typo) for the projected budget. Motion carried unanimously.

***CAPITAL PROJECTS REPORT:**

Matt Henry provided an update on the New Hampshire Veterans Home's efforts to date concerning capital projects and operations highlights:

Last week on October 10th, Bureau of Public Works issued the notice to proceed to Jacob's engineering to begin design. It was issued later than anticipated but there should be no impact on construction schedule.

The Sprinkler Project is awaiting assignment and approval from Assistant BPW Director.

HVAC Capital Project is about 95%, per the Plant Maintenance Engineer, it is lingering at that status pending Johnson Controls troubleshooting some pump pressure issues.

Lastly, all estimates for capital projects have been submitted for our 2024-2025 Biennium.

The third-floor addition status was discussed, due to the age of the project, should the project be funded, the NHVH will inevitably need to re-look at the design (and cost).

There was also some discussion on repainting the rear parking lot pavilion, the roof paint job that was funded by State Veterans Groups was completed in September.

The Governor and Council will consider our State Workforce Efficiency Enhancement Request (SWEEP) on Wednesday, October 19, 2022. This request, if approved, will Authorize expenditure of \$1,120,000 of American Rescue Plan Act State Fiscal Recovery Funds to improve the effectiveness and efficiency of the information technology infrastructure throughout the facility. Items will include Resident/Staff WiFi upgrades, Equipment Upgrades, and Meeting Room modernization.

***RESIDENT/STAFF MATTERS:**

There are no residents or staff who currently have Covid. We continue to conduct testing in accordance with the NH Public Health outbreak guidelines. If there are no new cases of Covid within the facility we will exit outbreak status on October 26, 2022.

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 discourage that. Commandant MacKay requested permission from the Board of Managers to allow a smoking area by the Dining Facility loading area out of view of the residents, so they are not huddled at property lines. The final version of the proposed smoking policy was presented to the Board of Managers. A motion was made by Paul Lloyd and seconded by Raymond Goulet to approve the policy to allow smoking in the suggested designated area. The motion carried unanimously.

One of our Veterans will be celebrating his 76th birthday and has requested 76 birthdays cards. Many staff, volunteers, community members and our Board of Managers have sent him cards to make his wish come true.

One of our veterans advocated for a blood drive to be held at the facility. The Blood Drive has been set for February 1, 2023 to be held in our Town Hall. This will be open to the community as well as the residents and staff of the Veterans Home.

Staff Orientation Video – We will be updating our orientation video which will include interviews with residents, staff, volunteers, and members of the Board.

Veterans Day Ceremony – the ceremony will be held on Thursday, November 10 to accommodate residents who want to attend veteran celebrations in their community.

We are pleased to announce five staff have completed the Licensed Nursing Assistant training and will be joining our team fulltime once licensed by the Board of Nursing.

***BOARD MEMBERSHIP:**

There is currently one vacant Board of Manager position. William Gaudreau's nomination packet has been submitted to Governor Sununu and the Executive Council.

Allan Bailey's, male resident representative to the New Hampshire Veterans Home, nomination packet has been submitted to Governor Sununu and the Executive Council.

***OTHER BUSINESS:**

COVID-19 as of October 17, 2022:

Residents: Active – 10

Staff: Active – 0

***UPCOMING EVENTS:**

Monday October 3 – The Biggest Little Farm – TH
Wednesday October 5 – Octoberfest w/ Music w/ Mark Shelton – TH
Thursday October 6 – Meadow Ledge Farm Trip
Friday October 7 – Music w/ Denise & Randy Filiger – TH
Saturday October 8 – HOBO Railroad Trip
Monday October 10 – Columbus Day
Wednesday October 12 – Music w/ Gardner Berry – TH
Thursday October 13 – Navy Birthday Trip
Friday October 14 – Music w/ Jack Dunham – TH
Monday October 17 – Music w/ Bob McCarthy – TH
Tuesday October 18 – Foliage / Lunch Trip
Wednesday October 19 – Music w/ Jesse & The Boys – TH
Friday October 21 – Music w/ Eastern Sound Band – TH
Wednesday October 26 – Music w/ Marlena Phillips – TH
Wednesday October 26 – Laconia Airport Trip
Monday October 31 – Halloween Day Parade / Party – TH
Monday October 31 – Halloween Music w/ Mark Shelton – TH

***DATE OF NEXT MEETING:**

The next monthly Board of Managers Meeting will be held on Monday, November 21, 2022 at 9:00 a.m. in the Tarr South Conference Room.

***ADJOURNMENT:**

Motion was made by Raymond Goulet, seconded by Robert Guldner to adjourn the meeting. Motion carried unanimously. Meeting was adjourned at 9:53 a.m.