



Kimberly M. MacKay
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BOARD OF MANAGERS MEETING MINUTES

December 19, 2022

PRESENT: Paul J. Lloyd - Chairman (Veterans of Foreign Wars); Robert Guldner (Disabled American Veterans); Robert Blais (American Legion); Madeline Dreusicke (Veterans of Foreign Wars Auxiliary); William Gaudreau (Dept. of Military Affairs & Veteran Services); Raymond Goulet, Jr. (Vietnam Veterans of America); Susan A. Cuddy (Veterans of Foreign Wars, Female Veteran); Elaine Baker (Female Resident); Allan Bailey (Male Resident); Kimberly MacKay (Commandant) and Charles Arkwell (American Legion Department Commander)

EXCUSED: Richard Borrazas (Disabled American Veterans, Commander); Leon Rideout (Veterans of Foreign Wars State Commander)

GUESTS: Sarah Stanley (NHVH Public Information Officer)

***CALL TO ORDER BY CHAIRMAN:**

The December 19, 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 prayer by Robert Blais, Chaplain for the Board of Managers, and the Pledge of Allegiance by Chairman Paul Lloyd.

***APPROVAL OF MINUTES – November 21, 2022:**

The Minutes of the Board of Managers Meeting of November 21, 2022 were reviewed and discussed. Motion was made by Elaine Baker, seconded by Robert Guldner, to accept the minutes. Minutes accepted by the Board. As there were no changes and the minutes will be placed on file. Motion carried unanimously.

***COMMUNICATIONS:**

Commandant MacKay received an invitation to attend Governor Sununu's Inauguration Ceremony and will be attending this on Thursday January 5, 2023.

Plowing Contract Update – We have a plowing contract with Turn Key. However, they have decided to not fulfill their contracts this year. DAS put it out to bid for a new contract, and asked Turn Key to stay on until they find a replacement company. They have stopped their service to the State of NH as of December 1, 2022. Thankfully, we have started to receive our own equipment to provide this service with our own personnel because the contracts have been so poor over the last four years. Friday December 16 was the first day for our staff to do all the work, they did a great job. We have another storm coming in on Friday. Our maintenance and security department have both advocated to take over the plowing service in house for our staff to take care of. We will see how things go for everyone in the next couple storms before we ask for a contract to be dismissed.

The maintenance department has a full-size tractor. A new plow truck is on order that is coming in very soon. They are currently using their old plow truck in the meantime. They are fully staffed on days in the maintenance department, they came to Kim with a planned storm schedule in place. The maintenance department said the cost of overtime would be a substantial cost savings to NHVH from a contracted price of \$35,000.00 per year to the overtime cost to employees of \$10,000 – \$15,000 per year.

We are currently recruiting for 2nd and 3rd shift maintenance positions.

***CENSUS UPDATE:**

As of December 16, 2022 the Home has 126 admitted veterans.

20 veterans have been approved and are awaiting an appropriate opening.

4 Pending admissions.

21 veterans have been approved but declined admission at this time and will remain on the wait list.

43 veterans have applied for admission and are in the application process. We have six new veterans scheduled for admission. We do one to two admissions per week, with a maximum of 131 residents with our staffing capacity.

***BUDGET UPDATE:**

Commandant MacKay reviewed the FY23 Financial Summaries of the New Hampshire Veterans Home as of November 30, 2022 (Appendix C) with the board.

We are seeing employment referral bonus pay outs happening. Friday December 16, 2022 the retention bonuses were paid out to fulltime employees for \$2,000.00 and part-time employees for \$500.00 each if they worked from July 1 – November 3, 2022.

Commandant MacKay made the presentation for the next biennium budget to the Governor and Council on November 28, 2022. We presented what we have done so far for staff recruitment, because our budget is dependent on how many residents we have, but we cannot increase that until we increase staff. We did ask for eight positions that were unfunded to be refunded. We also asked to two replacement busses in this budget. The next step is to present to the Legislature once requested.

We were notified on December 9th that on December 14th one of our CDs is going to mature. The Board reviewed the new rates. A motion made by Raymond Goulet and seconded by Robert Blais to roll the CD over into an 18-month CD at Merrimack County Bank. Motion accepted by the Board. Motion carried unanimously.

Benefit Fund donations from October 1st – December 15th, we have received \$128,561.07 for donations. We had a very large donation from past resident Robert Kelsey's estate that has left us \$83,471.41. We would like to do something significant to honor his donation. We will look at items from our wish list, possibly a walkway around the pond. Kim will ask maintenance to get some quotes for this project. We will also ask them to get ahold of Fish and Game to see what can be done for a geese deterrent at the pond.

Motion to approve the new room and board rate increase to \$348.80 to begin on March 1, 2023 made by Raymond Goulet and seconded by Madeline Dreusicke. Motion carried unanimously.

***CAPITAL PROJECTS REPORT:**

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

The Closet Sprinkler Project – DPW project manager said they are still working on design drawings that will be used on the bid. We cannot move forward until McFarland Johnson finish the design drawings.

Nurse Call Stations – Tarr North Unit is complete. The schedule with Canfield Systems will be in the next couple weeks to work on the Welch Unit for completion. The other additional units are being discussed for completion.

Lighting Upgrade –We are waiting for the energy project manager to have a discussion with their director Ted Cupper.

HVAC Capital Project – They have sent notice to the Department of Public Works project to close it out. They feel this is complete.

Paving Project – still underway.

***RESIDENT/STAFF MATTERS:**

There are no residents and two staff who have Covid. We will conduct COVID testing on an as needed basis unless we have an outbreak. The facility was removed from outbreak status from the CDC on November 27, 2022. We will continue to follow PPE procedures for mask use.

The CDC is beginning to be more lenient with masks depending on the community transmission rate. Some state facilities are mask free. We are not ready for that in our area yet. NHVH has been approved to offer Covid-19 boosters to eligible staff and residents.

Elaine Baker has asked to have the heat in the main dining room looked at. The residents are cold. Kim said she will look into that as soon as possible.

***BOARD MEMBERSHIP:**

Robert Guldner's (Disabled American Veterans) term is up on March 1, 2023. He will need to proceed with re-appointment if that is his desire.

***OTHER BUSINESS:**

COVID-19 as of November 18, 2022:

Residents: Active – 0

Staff: Active – 2

Thank you to Madeline Dreusicke for representing the Board of Managers in our new hire orientation video on Tuesday December 13, 2022; she did a wonderful job.

The NHVH *Winter Street Whistler* went from a paper format to a digital format being issued bi-weekly. It's a great communication tool for all staff. All employees have email in the facility. If any board member has anything they would like to have put in an issue, please email it to Sarah Stanley.

Our dietary staff level is extremely low; we have a lot of vacancies. If anyone has volunteer time or you know someone looking for a job in our food service area. We are creating part-time positions to help fill these jobs, mother's hours, only work certain days, etc. We are trying everything we can to get new employees.

Thank you to the DAV for our Resident and Staff Pizza Party on November 30, 2022. It was so well received and delicious.

***UPCOMING EVENTS:**

Thursday December 1 – Walmart Trip
Friday December 2 – Music w/ Bob McCarthy – TH
Saturday December 3 – Elks Christmas Party – TH
Saturday December 3 – Music w/ Jesse & The Boys – TH
Wednesday December 7 – Pearl Harbor Remembrance Ceremony – TH
Wednesday December 7 – You’re Fired Ceramics Trip
Thursday December 8 – Music w/ Cameron Sutphin – TH
Saturday December 10 – Music w/ Mark Shelton – TH
Saturday December 10 – Christmas Caroling w/ Heather Zyliak – Immaculate Heart of Mary Parish
Monday December 12 – Gift of Lights Trip
Tuesday December 13 – Music w/ New Horizons Band – TH
Wednesday December 14 – Conversations with the Commandant
Friday December 16 – Music w/ Denise & Randy Filiger – TH
Saturday December 17 – Scenic Drive Trip
Sunday December 18 – Visit from Gale Turner – Huggins Hospital Christmas Stockings for Residents
Monday December 19 - Music w/ Marlena Phillips – TH
Monday December 19 – Franklin Pierce Christmas Party – On Unit
Tuesday December 20 – Tarr South Christmas Party – TDR
Tuesday December 20 – John Stark Christmas Party – On Unit
Wednesday December 21 – Music w/ Bill Parker – TH
Wednesday December 21 – Highland Hall Christmas Party – On Unit
Wednesday December 21 – Allen Shepard Christmas Party – On Unit
Thursday December 22 – Tarr North & Welch Christmas Party – TDR
Friday December 23 – Music w/ Clandestine Jazz Collections – TH
Sunday December 25 – Christmas Day
Wednesday December 28 – Music w/ Stan Jr. – TH
Saturday December 31 – New Year’s Eve Party – TH
Saturday December 31 – music w/ Mark Shelton – TH

***NON-PUBLIC SESSION** – RSA 91-A:3 II c: Reputation

***DATE OF NEXT MEETING:**

The next monthly Board of Managers Meeting will be held on Monday, January 23, 2023 at 9:00 a.m. in the Tarr South Conference Room.

***ADJOURNMENT:**

Motion was made by Raymond Goulet, seconded by Robert Blais to adjourn the meeting. Motion carried unanimously. Meeting was adjourned at 10:05 a.m.