



Kimberly M. MacKay  
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**BOARD OF MANAGERS MEETING MINUTES**  
**April 17, 2023**

**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); Elaine Baker (Female Resident); Kimberly MacKay (Commandant); Richard Borrazas (Disabled American Veterans, Commander); Leon Rideout (Veterans of Foreign Wars State Commander); Mark Vatcher (American Legion Department Commander).

**EXCUSED:** Susan A. Cuddy (Veterans of Foreign Wars, Female Veteran); Allan Bailey (Male Resident).

**GUESTS:** Michelene Robichaud, (Assistant to the Commandant); Sarah Stanley (NHVH Public Information Officer); Brian Baker, (NHVH Security & Safety Supervisor); Stephanie Kelley (NHVH Business Administrator).

**\*CALL TO ORDER BY CHAIRMAN:**

The April 17, 2023, Board of Managers Meeting was called to order at 9:01 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 – March 20, 2023:**

The Minutes of the Board of Managers Meeting form March 20, 2023, were reviewed, and discussed. Motion was made by Robert Blais., seconded by, Raymond Goulet, Jr 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 showed the new NH Veterans Home Orientation video to the Board. This will be used at all new hire orientations.

**\*CUSTODIAL FUND INVESTMENTS – (1-31-23 – 3-31-23)**

Commandant MacKay reviewed the report with the Board.

**\*CENSUS UPDATE:**

As of April 17, 2023, the Home has 128 admitted veterans.

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

2 Pending admissions.

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

36 veterans have applied for admission and are in the application process.

**\*NHVH ADMISSIONS STATISTICS REPORT – (1-31-23 – 3-31-23)**

Commandant MacKay reviewed the report with the Board.

**\*BUDGET UPDATE:**

Commandant MacKay reviewed the FY23 Financial Summaries of the New Hampshire Veterans Home as of March 31, 2023 (Appendix C) with the Board.

Commandant MacKay will present the Operational Budget to the Senate on April 21, 2023.

Commandant MacKay will present the Capital Budget to the Senate on May 4, 2023.

Commandant MacKay will go to Fiscal on Friday April 21, 2023 to request to transfer funds within our budget for the heating/electricity increase as well as overtime due to our vacancy rates.

**\*NHVH QUARTERLY FINANCE REPORT – (1-31-23 – 3-31-23)**

Commandant MacKay reviewed the report with the Board.

**\*CAPITAL PROJECTS REPORT:**

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

- **Celling Lifts** – Phase I is scheduled to begin (**date change**) on May 1, 2023. They will be installing eleven new ceiling lifts.
- **Closet Sprinkler Project** – The final fire marshal design approval was received on March 31, 2023. The bid specs are in process now and is estimated to go out to bid in early May.
- **Parking Lots Paving Project** – They were waiting on one amendment change and received it on Friday April 14, 2023. The surveyor is expected next week. The bid specs are in process now and is estimated to go out to bid by late May.
- **Pharmacy RFP** – has been published and is out to bid. The contract expires on June 30, 2023.
- **Temporary Staffing RFP** – has been published and is out to bid. To hire agency nursing positions.

**\*RESIDENT / STAFF MATTERS:**

March 23, 2023 – We were removed from outbreak status.

April 3, 2023 – We identified 2 covid positive residents, then an additional 2 staff. We are now on outbreak status. With no further cases we will be off outbreak status on April 25, 2023.

As of April 17, 2023 there are zero residents and one staff with Covid. We have resumed covid testing in appropriate departments. We will continue to follow PPE procedures for masks.

**\*BOARD MEMBERSHIP:**

Robert Guldner's (Disabled American Veterans) – Roberts re-appointment has been confirmed at Governor & Council on April 12, 2023 for his three year term.

Mark Vatcher has been named the Department Commander for the American Legion, until June 2023 when the new commander will be announced, due to the untimely passing of Charles Arkwell.

**\*OTHER BUSINESS:**

COVID-19 as of March 17, 2023:

Residents: Active – 0

Staff: Active – 1

Sarah Stanley was nominated by Stephanie Kelley and Barbara McCann for the Governors Extraordinary Award, for always going above and beyond the call of duty in her roll, anything asked Sarah is always there. **The date has been changed** and, Sarah will attend G&C on May 17, 2023 and have the award presented to her by the Governor and his Council.

VA Survey will be happening in the month of April.

National Nursing Home Week is May 14 – 20, 2023.

State of New Hampshire – Public Service Recognition Week – May 7 – 13, 2023.

**\*UPCOMING EVENTS:**

*Monday April 3 – Music w/ Bob McCarthy – TH*  
*Tuesday April 4 – Rays Antique Car Garage Trip*  
*Wednesday April 5 – Music w/ Stan Jr. – TH*  
*Saturday April 8 – Rolling Thunder Ice Cream Social – TH*  
*Sunday April 9 – Easter Sunday*  
*Sunday April 9 – Music w/ Marlena Phillips – TH*  
*Tuesday April 11 – Music w/ Jim Tyrell – TH*  
*Wednesday April 12 – Music w/ Bill Parker – TH*  
*Thursday April 13 – Wyatts Restaurant Breakfast Trip*  
*Monday April 17 – Music w/ Gardner Berry – TH*  
*Tuesday April 18 – Funspot Bowling Trip*  
*Wednesday April 19 – Music w/ The Rockin Daddio's – TH*  
*Sunday April 23 – Smitty's Movie Trip*  
*Tuesday April 25 – Music w/ Jackie Lee – LEDU*  
*Wednesday April 26 – Topsy Tabby Restaurant Trip*  
*Thursday April 27 – Dairy Queen / Scenic Drive Trip*  
*Thursday April 27 – Volunteer Luncheon – TH*  
*Friday April 28 – Music w/ Carroll Brown – TH*

**\*DATE OF NEXT MEETING:**

The next monthly Board of Managers Meeting will be held on Monday, May 15, 2023, at 9:00 a.m. in the NHVH Town Hall.

**\*ADJOURNMENT:**

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