



Kimberly M. MacKay
Commandant

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BOARD OF MANAGERS MEETING MINUTES
August 21, 2023

PRESENT: Paul J. Lloyd - Chairman (Veterans of Foreign Wars); Robert Guldner (Disabled American Veterans); 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); Kimberly MacKay (Commandant); Richard Borrazas (Disabled American Veterans, Commander).

EXCUSED: Robert Blais (American Legion); Denis Querrard (Veterans of Foreign Wars State Commander); Leo Paquin (American Legion Department Commander); Allan Bailey (Male Resident).

GUESTS: Brian Baker, (NHVH Security & Safety Supervisor); Sarah Stanley (NHVH Public Information Officer); Ella Fredette (NHVH Human Resource Director).

***CALL TO ORDER BY CHAIRMAN:**

The August 21, 2023, Board of Managers Meeting was called to order at 9:00 a.m. by Paul Lloyd, Chairman of the Board of Managers. Attendees presents were led in prayer by Susan Cuddy, and the Pledge of Allegiance by Chairman Paul Lloyd.

***APPROVAL OF MINUTES – July 17, 2023:**

The Minutes of the Board of Managers Meeting from July 17, 2023 were reviewed, and discussed. Motion was made by Raymond Goulet, Jr., seconded by William Gaudreau to accept the minutes. Minutes accepted by the Board. There were no changes. Motion carried unanimously. The minutes will be placed on file.

***QUALITY ASSURANCE REPORT – Quarterly Report (4-1-23 – 6-30-23)**

Commandant MacKay reviewed and discussed the report with the Board.

***COMMUNICATIONS:**

NHVH New Addition – Commandant MacKay and Brian Baker have been working on the paperwork needed and submission to the Federal Government, Department of Public Works (DPW). DPW will work with one of the State contracted companies to do the 30% design.

Commandant MacKay introduced our new HR Director, Ella Fredette, to the Board.

Commandant MacKay notified the Board that she has hired a new CFO, she will be joining us at on September 22, 2023.

Commandant MacKay notified the Board that she has offered the COO position to Brian Baker, effective on August 25, 2023.

Commandant MacKay notified the Board that they have hired Adam Lambert as Plant Maintenance Engineer Supervisor. Adam is a licensed Electrician, and he will be joining us on September 8, 2023.

VA Mental Health Sharing Agreement – Commandant MacKay has received word that she will be receiving the contract from the VA soon. This will allow us to move from Provisional Certification to Full Certification with the VA yearly survey requirements.

***CENSUS UPDATE:**

Census/Admissions – As of August 16, 2023, we have 131 veterans in the home.

Our current wait list is as follows:

38 – Application Pool Process

22 – Wait List

4 – Pending Admissions from Wait List

***BUDGET UPDATE:**

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

New Vehicle Purchase – We have the ability to purchase a new van/bus this year. We are waiting for the state contract to be in place to make a decision. This will allow us to retire one of our buses that will not pass inspection this year.

***CUSTODIAL FUND INVESTMENTS:**

There were two CD's that matured in August. Rachel Miller forwarded the information with new rates to the Board upon maturity for resolution. On August 9, 2023, the Board voted via e-mail vote to allow Commandant MacKay to instruct NH State Treasury to put the matured CD money into the Fidelity Government Money Market Fund. Paul Lloyd requested an in-person vote to ratify the e-mail vote and have it on record.

Motion was made by Robert Guldner, seconded by Raymond Goulet, Jr., to approve the transfer of funds of \$15,000.00 that matured on August 3, 2023, into the Fidelity Government Money Market Fund at 5.26%. Motion accepted by the Board. Motion carried unanimously.

 X P. Lloyd; X R. Guldner; X M. Dreusicke; X W. Gaudreau; X R. Goulet;
 X S. Cuddy; X E. Baker; X R. Borrazas

Motion was made by Robert Guldner, seconded by Raymond Goulet, Jr., to approve the transfer of funds of \$90,000.00 that matured on August 10, 2023, into the Fidelity Government Money Market Fund at 5.26%. Motion accepted by the Board. Motion carried unanimously.

 X P. Lloyd; X R. Guldner; X M. Dreusicke; X W. Gaudreau; X R. Goulet;
 X S. Cuddy; X E. Baker; X R. Borrazas

***CAPITAL PROJECTS REPORT:**

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

- **RK Pond Paving Project** – It was decided that an RFP will be needed for this project. It has gone out to bid and we await bids from contractors.
- **Wireless Call Bell System** – Brian did a walk through with Canfield last week. We will start a trial process on one unit to see how it goes. He will have a quote by next month on this project.
- **NH Clean Diesel Grant Program** – We did not qualify for all the funds needed for this project. He will look into possibilities of bringing it into another project coming forward.

- **Eversource Lighting Project** – This will replace all lights & fixtures at the facility with a low energy LED light. Eversource states it should drop our electric bill by half once the project is complete by December 2023.
- **Bird Problem** – A bird-be-gone netting for under the pavilion ceiling has been ordered and will be installed once received. Fish & Game is sending up their Wildlife Nuisance Manager this week to do an assessment of our geese problem. They assess and offer possible solutions.
- **Diversion Door Project** – We have received the material and are waiting on the paint needed to cover the doors prior to installation. Brian will have an update on this next month. A ribbon cutting will be planned with the people who worked so hard at fundraising for this project and will be invited to see the finished product.
- **Pond Fountain** – Brian said the fountain has been ordered.
- **Training** – Brian said on September 14, 2023 we are sending 15 employees to participate in a large-scale emergency drill at the Golden View Nursing Home in Meredith. This will allow us to experience a life-like situation to a large-scale emergency situation.

***RESIDENT / STAFF MATTERS:**

We currently have a Covid outbreak, currently with 14 residents and 10 staff with covid.

Temporary Staffing RFP – We will have 2-3 nurses coming in to work on 2nd shift.

***BOARD MEMBERSHIP:**

None to report currently.

***OTHER BUSINESS:**

Saturday September 23, 2023 – Rescheduled Event – Resident will be going on their Red Sox Game trip. We were able to reschedule this event due to the Covid outbreak.

Saturday September 30, 2023 – NHVH will be hosting its 6th Annual Craft Fair from 9:30am – 3:30pm.

***MONTHLY EVENTS:**

Due to the Covid outbreak, events have been cancelled or rescheduled for this month.

***DATE OF NEXT MEETING:**

The next monthly Board of Managers Meeting will be held on Monday, September 18, 2023, at 9:00 a.m. in the NHVH Town Hall.

***ADJOURNMENT:**

Motion was made by Raymond Goulet, Jr., seconded by William Gaudreau to adjourn the meeting. Motion carried unanimously. Meeting was adjourned at 9:44 a.m.