



Kimberly M. MacKay
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BOARD OF MANAGERS MEETING MINUTES
September 18, 2023

PRESENT: Paul J. Lloyd - Chairman (Veterans of Foreign Wars); Robert Guldner (Disabled American Veterans); Robert Blais (American Legion); 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); Denis Querrard (Veterans of Foreign Wars State Commander); Leo Paquin (American Legion Department Commander).

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

GUESTS: Michelene Robichaud (Assistant to the Commandant); Brian Baker (NHVH COO); Sarah Stanley (NHVH Public Information Officer); Stephanie Kelley (NHVH Business Administrator).

***CALL TO ORDER BY CHAIRMAN:**

The September 18, 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 Robert Blais, Chaplain for the Board of Managers, and the Pledge of Allegiance by Chairman Paul Lloyd.

***APPROVAL OF MINUTES – August 21, 2023:**

The Minutes of the Board of Managers Meeting from August 21, 2023 were reviewed, and discussed. Motion was made by Raymond Goulet, Jr., seconded by Robert Blais to accept the minutes. Minutes accepted by the Board. There were no changes. Motion carried unanimously. The minutes will be placed on file.

***COMMUNICATIONS:**

NHVH New Addition – Commandant MacKay reported receipt of the formal Federal Government approval paperwork for the 180-day extension project request. -Commandant MacKay and COO Brian Baker met with the Department of Public Works (DPW) and one of the State contracted companies to do a walk-through to prepare for the 30% design completion enabling us to go out to bid for a contract to be secured by March 1, 2024. We requested 25 private bedrooms and bathrooms.

Commandant MacKay reported that at one of her quarterly employee meetings, an employee asked if we could use our currently unoccupied Life Enhancement Dementia Units for residents on Tarr South affording them private bedrooms. Also, only two residents would share a bathroom, instead of our current four residents sharing one bathroom. We are currently looking into this short-term move.

Our new CFO, Jennifer Doig, will start on Friday, September 22, 2023. We look forward to her joining our NHVH team.

NHVH Resident Council will be removing the Board of Managers section of their by-laws. It was determined by our Chairman Paul Lloyd that the Board of Managers does not need to be part of the NHVH resident council by laws.

***CENSUS UPDATE:**

Census/Admissions – As of September 15, 2023, we have 133 veterans in the Home.

Our current wait list is as follows:

- 36 – Application Pool in Process
- 19 – Wait List
- 1 – Pending Admission from Wait List

***BUDGET UPDATE:**

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

New Vehicle Purchase – The contract for all State vehicles will be going to G&C this month. Once the contract has been approved the NHVH will be able to purchase a new van. This will allow us to retire one of our buses that may not pass inspection this year.

NHVH Quarterly Financial Report and Projected Budget Acceptance – The Board members were given the respective reports at the time of meetings; however, we inadvertently did not vote on the financial and projected budgets in those meetings.

NHVH QUARTERLY FINANCIAL REPORT – (October 1, 2022 – December 31, 2022)

Motion made by Raymond Goulet Jr. seconded by Robert Blais to approve the financial report.

X P. Lloyd; X R. Guldner; X R. Blais; X W. Gaudreau; X R. Goulet
X E. Baker; X R. Borrazas; X D. Querrard; X L. Paquin

NHVH QUARTERLY PROJECTED BUDGET – (October 1, 2022 – December 31, 2022)

Motion made by Denis Querrard seconded by Raymond Goulet, Jr., to approve the projected budget request.

X P. Lloyd; X R. Guldner; X R. Blais; X W. Gaudreau; X R. Goulet
X E. Baker; X R. Borrazas; X D. Querrard; X L. Paquin

NHVH QUARTERLY FINANCIAL REPORT – (January 1, 2023 – March 31, 2023)

Motion made by Denis Querrard seconded by Raymond Goulet, Jr., to approve the financial report.

X P. Lloyd; X R. Guldner; X R. Blais; X W. Gaudreau; X R. Goulet
X E. Baker; X R. Borrazas; X D. Querrard; X L. Paquin

NHVH QUARTERLY PROJECTED BUDGET – (January 1, 2023 – March 31, 2023)

Motion made by Denis Querrard seconded by Raymond Goulet, Jr., to approve the projected budget request.

X P. Lloyd; X R. Guldner; X R. Blais; X W. Gaudreau; X R. Goulet
X E. Baker; X R. Borrazas; X D. Querrard; X L. Paquin

NHVH QUARTERLY FINANCIAL REPORT – (April 1, 2023 – June 30, 2023)

Motion made by Denis Querrard seconded by Raymond Goulet, Jr., to approve the financial report.

X P. Lloyd; X R. Guldner; X R. Blais; X W. Gaudreau; X R. Goulet
X E. Baker; X R. Borrazas; X D. Querrard; X L. Paquin

NHVH QUARTERLY PROJECTED BUDGET – (April 1, 2023 – June 30, 2023)

Motion made by Denis Querrard seconded by Raymond Goulet, Jr., to approve the projected budget request.

X P. Lloyd; X R. Guldner; X R. Blais; X W. Gaudreau; X R. Goulet
X E. Baker; X R. Borrazas; X D. Querrard; X L. Paquin

***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 has gone out to bid and bids are in. Once the contract has been approved by G&C we will move forward with the project.
- **Tarr North Drain Problem** – The required paperwork has been completed and we will be moving forward with the urgent project.
- **Wireless Call Bell System** – A quote was received from Canfield. The price of \$17,000.00 is for only 10 residents for coverage in a small section of the home. The Board has decided to put a hold on this project due to the extreme cost.
- **Eversource Lighting Project** – This will replace all lights & fixtures at the facility with a low-energy LED light. Eversource states we should see a decrease in our electric bill by half once the project is complete by December 2023.
- **Celling Lift** – Phase II – Brian will hold a meeting with nursing to discuss the locations of the lifts.
- **Diversion Door Project** – The project is taking a bit longer than anticipated, due to the door prep needed before the application can be installed.
- **VA Survey** – Testing of all electrical equipment, should be completed by the end of September. Once completed we will submit our completed corrective action plans to the VA in hopes of being moved from provisional status to full compliance status.

***RESIDENT / STAFF MATTERS:**

We currently have no Covid cases in house and are out of outbreak status, and we have unmasked as of Monday, September 11, 2023.

Temporary Staffing RFP – We have 3 nurses working on 2nd shift with a 13-week contract with us.

***BOARD MEMBERSHIP:**

None to report currently.

***OTHER BUSINESS:**

Saturday, September 23, 2023 – Rescheduled Event – Residents will be going on their annual 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:**

Saturday September 2 – Music w/ Dave Druke – TH
Monday September 4- Labor Day
Tuesday September 5 – Gundalow Boat Ride Trip
Wednesday September 6 – Ice Cream Social Sponsored by Elks
Wednesday September 6 – Music w/ Stan Jr. – TH
Thursday September 7 – Conversations w/ the Commandant – TH
Friday September 8 – Thunder Over NH, Pease Air Show Trip
Sunday September 10 – Music w/ The Rock'n Daddios – TH
Sunday September 10 – Grandparents Day
Monday September 11 – Patriot Day Ceremony – TH
Tuesday September 12 – Harts and Horses Trip
Wednesday September 13 – Music w/ Mark Shelton – TH
Thursday September 14 – Bingo Sponsored by Concord/Epson Elks – TH
Friday September 15 – Ventriloquist/Magician w/ Dana Perkins – TH
Saturday September 16 – Wolfeboro Vintage Race Boat Regatta Trip
Monday September 18 – Music w/ Clandestine Jazz Band – TH
Tuesday September 19 – Robert Valliers – Bird Guy – TH
Wednesday September 20 – Music w/ Bill Parker – HH
Wednesday September 20 – Conway Scenic Railroad Trip
Friday September 22 – Music w/ Carroll Brown – TH
Friday September 22 – Music w/ Phil Benton – TDR
Saturday September 23 – Boston Red Sox Game Trip
Monday September 25 – Music w/ Michell Desjardins – TH
Tuesday September 26 – Vietnam Veterans of America 40th Anniversary – TH
Tuesday September 26 – Bingo Sponsored by Plymouth Elks – TH
Wednesday September 27 – Music w/ Marlena Phillips – TH
Tuesday September 28 – Wal-Mart Trip
Saturday September 30 – NHVH Craft Fair 9:30-3:30 - Pavilion

***DATE OF NEXT MEETING:**

The next monthly Board of Managers Meeting will be held on Monday, October 16, 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 9:50 a.m.