

Board of Trustees
A. Luke Crispe Room
12 August 2015
1230 hours

Present:

Colonel Joseph Krawczyk, President
 Colonel Gary DeGasta, Vice President
 Michael Klopchin, Secretary
 Kent Butterfield
 Art Charron
 Captain Brenda Cruickshank

Andrew Cotrel
 Charly Dickerson
 Michael diMonda
 G. Richard Dundas, MD
 Frederick Dunn
 Commander Thomas Hayes

Dr. Jacqueline Kelly
 Thomas Kenyon
 Michael McHugh
 Wes Mook
 Janet Osmer
 Joyce Scribner

Excused: Robert Burke, Vet. Ser. Director

H. Jamie Percey

Guests: Rep. Mary Morrissey
 Barbara Reilly, Employee VVH

John Miner, VVA* Region One Director
 Shelley Martin, VSEA President

James Lawton for Rep. Kiah Morris

*Vietnam Veterans of America

The meeting was called to order by President Krawczyk at 1230 hrs.

All present participated in the Pledge of Allegiance.

Roll call was taken by Secretary Klopchin and a quorum was announced.

The minutes from 10 June 2015 were reviewed. Mr. Cotrel made the motion to accept the minutes as written; seconded by Mrs. Scribner.

The minutes were approved a written.

TOPIC	DISCUSSION	ACTION
PRESIDENT	President Krawczyk welcomed guests and visitors. He welcomed	INFO
ACKNOWLEDGEMENTS	Employees were recognized for their years of service.	
TOPIC	DISCUSSION	ACTION
HOME REPORTS CEO NASVH	The CEO was re-elected as the Region I Director which now has an expanded membership. The CEO reported on the July conference held at the Sandusky, OH Veterans Home. Highlight of the conference was speaker, Lee Cockerell, former Executive VP of Disney Operations who created Great Leader Strategies. His topics included customer service, management and culture, training, leadership and time management. The CEO was reelected as the Director of the New England Region; highlights and challenges from each State were presented.	INFO

<p>VA</p> <p>OTHER TOPICS (LISTEN TO THE TAPE FOR THIS ONE)</p>	<p>DOM Regulations have been released for comments. Voiced concerns at the conference focused on financial viability and the impact of customary services, such as surgical procedures, would have on the facility if they were not required for Dom residents.</p> <p><u>VA Construction Grants</u> are primarily released for new structures. <u>Life Safety</u> was the prevalent survey issue in January 2015. <u>New HIPAA policies</u> have been released; non-compliance will result in heavy fines. The CEO completed a 67 page audit for the VVH; <u>CMS</u> has proposed rule changes for risk management in addition to other comprehensive changes that will affect all skilled nursing homes. Other presentations covered were ethics and corporate compliance, education requirements, changes to discharge planning, staff involvement in care plans, changes to residents' rights, Interact, SBAR and the reduction of hospitalizations. (See Report)</p>	<p>INFO</p> <p>INFO</p>
<p>TOPIC</p>	<p>DISCUSSION</p>	
<p>NURSING POINT CLICK CARE</p> <p>SURVEY</p> <p>STAFFING</p> <p>NURS. CLASSIFICATION</p>	<p>The DNS presented and update for Point Click Care, the new electronic medical record program. Front-line staff has been actively inputting information but not all sections have been released for their uses. The system will go live September 1, 2015, however the deadline is moveable. (See report.)</p> <p>Investigations of self-reports have resulted in zero (0) deficiencies. Currently the facility has a 3-star rating; 4-star is anticipated in October.</p> <p>Applications have been received and interviews have been conducted to fill open positions.</p> <p>Classification Committee has nearly completed the Management RFRs. (See report)</p>	<p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p>
<p>TOPIC</p>	<p>DISCUSSION</p>	<p>ACTION</p>
<p>MEDICAL DIRECTOR HALO</p> <p>MENTAL HEALTH</p>	<p>A demonstration of HALO, a hydrogen peroxide based fogger, is scheduled for 27 October, location to be announced. The device has been used in other facilities in conjunction with current housekeeping with noted positive results. Initial cost is \$10,000 with daily expense of \$5.00.</p> <p>Statistics for VVH indicate over 75% of residents have a diagnosis. Although psychiatric and episodic care is in great demand, assistance from outside agencies is very limited; the VA provides a small stipend for health care which includes of mental health. The VVH is not a geri-psych facility but has a contracted with Deer Oaks. An RFP had been posted for a psychiatric nurse with no response. (See report)</p>	<p>INFO</p>

TOPIC	DISCUSSION	ACTION
BOARD PRESIDENT NASVH	<p>The President gave his perception of the NASVH convention and education sessions. He also commended the CEO's leadership as the New England Regional Director.</p> <p>Use of Vouri account for a specific purpose, specialized bed, was discussed.</p>	INFO INFO
TOPIC	DISCUSSION	ACTION
DEPUTY ADMINISTRATOR	<p>The COO introduced Scott Betit, a U.S. Army veteran, recently hired for the IT Tech position.</p>	INFO
VVH UPDATES	<p>COO reported on community outreach and conventions attended by the CEO, Marketing Coordinator and himself. Invitations have increased from VSOs in Vermont. The VVH was the site of the Pow Wow on August 8 and 9. The event has been previously held in Massachusetts. Upcoming is the Wounded Warrior Golf Tournament in Manchester; proceeds of past events have benefited the VVH and the Veterans Outreach Center.</p>	INFO
ADMISSIONS AND MARKETING	<p>The Admissions/Marketing Coordinator presented statistical data from January 2015. Moving forward, recruitment and admissions data will follow the fiscal calendar. Figures were given for July 2015. Statistics have been recorded from each campaign (post card mailing, events, area visits). Public service announcements and banner ads have been contracted with Comcast.</p> <p>The Media Center has been installed in the Reception area and programs/announcements are in developmental stages. (See report)</p>	INFO
TOPIC	DISCUSSION	ACTION
COLONEL DEGASTA GVAC RESTRUCTURE	<p>The new nine-member Executive Committee, which now includes the Director of the WRJ VAMC and the Administrator of the Vermont Veterans' Home, created and distributed its expectations and deliverables for the 2015-16 for itself and its three Standing GVAC Committees- Education, Legislation and Outreach and Public Affairs.</p> <p>The full thirty-one member reorganized GVAC will hold its first meeting in September where progress reports from its committees will be received and evaluated. The information will be used to develop GVAC recommendations for Governor Shumlin when the Executive Committee meets with him in November and entertains his initial responses. (See report).</p>	INFO INFO
OMBUDSMAN COMMITTEE	<p>Sargent Major McHugh was introduced as a new member of the Committee. A 2014-15 Activity report was submitted for Board review by Mr. Cotrel. Discussion ensued regarding the</p>	

<p>EDUCATION COMMITTEE</p>	<p>inclusion of the Ombudsman Committee and the Concern, Complaint and Compliment policy in the Buzzword. It was noted the form could also be used for compliments rather than complaints.</p> <p>Education and Training, Session I was presented by the Admissions/Marketing Director. Prior to the meeting of the Board, Trustees were to complete an application. Admissions Director addressed questions regarding financial disclosure: required to ensure individual has the resources for payment; funds to cover any additional expenses for private pay; track what has been spent in anticipation of the application to Medicaid long-term care. Additional requirements were the DD214 (discharge status), 1010 EZ (for the VA stipend) and PASR Level I (concerning mental health). Education and Training Session II may be a continuance with post-application activity.</p>	<p>INFO</p>
<p>TOPIC</p>	<p>DISCUSSION</p>	<p>ACTION</p>
<p>FRIENDS OF THE VVH</p>	<p>A meeting will be held this evening; Environmental Services Director has been invited. A small disbursement has been made to the VVH for the Alan Gibney Memorial Pavilion.</p>	<p>INFO</p>
<p>TOPIC</p>	<p>DISCUSSION</p>	<p>ACTION</p>
<p>EMPLOYEE RELATIONS STAFF CONCERNS</p>	<p>No report.</p>	<p>INFO</p>
<p>TOPIC</p>	<p>DISCUSSION</p>	<p>ACTION</p>
<p>COMMITTEE REPORTS JOYCE SCRIBNER BUDGET & FINANCE</p>	<p>It is anticipated that PCC (PointClick Care) will have a positive impact not only on patient care but should be able to capture all services for accurate billing resulting in increased revenue.</p> <p>A census of 125 in SNF is needed to meet 2015-16 budget. Recruitment efforts were acknowledged. (See report).</p>	<p>INFO</p>
<p>TOPIC</p>	<p>DISCUSSION</p>	<p>ACTION</p>
<p>CAPT. CRUICKSHANK OPERATIONS EMR</p>	<p>Call outs are currently at 10%. The Overtime budget is \$600,000. If the call-out rate keeps trending at 10%, the overtime budget could be exceeded by \$130,000. FMLA defined use and parameters were discussed; full text can be found in the employee contract.</p> <p>It was recommended QA audits be in place with EMR use to ensure appropriate documentation of nursing notes in patient records. Assessment of typing skills was commended in preparation for data entry in the new PCC program.</p>	<p>INFO</p>

TOPIC	DISCUSSION	ACTION
TOM KENYON BUILDINGS & GROUNDS CURRENT ISSUES	<p>The Environmental Services Director reported on security, kitchen renovation and design slated to begin in the spring of 2016 and roof replacement.</p> <p>Large projects are roof replacement which was to have been included in the kitchen renovation however, savings from other areas has enabled forward movement for roof. Bid has been awarded Titan Roofing. Work is to begin in September.</p> <p>The Buildings & Grounds Committee expressed concern about security at the facility in light of the tragic murder of a State social worker by a client in Barre.</p> <p>Kitchen design, final plan, will be submitted to the VA within the next few months with construction to begin Spring 2016.</p>	<p>INFO</p> <p>OPEN</p> <p>OPEN</p>
TOPIC	DISCUSSION	ACTION
KENT BUTTERFIELD OUTREACH & MARKETING	<p>A marketing update was given; invitations to VSO functions have increased; quarterly recruitment in eastern and northern Vermont, development of a view book by the Skoug Group; the psa (public service announcement) on Comcast in 4-7 October.</p> <p>Responses from each campaign (post card mailing, events, etc) will be tracked.</p>	INFO
TOPIC	DISCUSSION	ACTION
COMMANDER HAYES NOMINATING	<p>The Nominating Committee Chair, Commander Hayes moved that the current slate of current Officers be nominated as one ballot for 2015-16. Captain Cruickshank seconded. By unanimous vote, the motion carried. Congratulations were extended.</p>	CLOSED
BY-LAWS	<p>Terms for seven (7) Trustees expire 30 January 2016 were notified. An application for reappointment is required for those interested in continuing to serve on the Board. In addition, two (2) vacancies exist – one Veteran/one non-veteran.</p>	OPEN
STRATEGIC PLAN	<p>The Committee discussed several alternative models for the VVH however, issues will need to be studied by the State; no action will be taken at this time.</p>	INFO
TOPIC	DISCUSSION	ACTION
ART CHARRON RESIDENT'S COUNCIL	<p>After meeting with the President and Vice President of the Resident's Council, no issues were reported.</p>	INFO

TOPIC	DISCUSSION	ACTION
PUBLIC COMMENTS	Shelly Martin announced she will not seek re-election as VSEA President but will be active on the VSEA Board until 2016. She announced assistance for employees through EAP (Employee Assistance Program) in dealing with personal issues or crises. An open invitation to attend VVH meetings was extended by the Board.	INFO
	Representative Rachael Fields commented on work place safety and security measures. Employee input in was encouraged for the process. She mentioned two positive meetings have been held regarding nursing scheduled.	INFO
	On behalf of Representative Kiah Morris, Mr. James Lawton spoke of her commitment to the VVH.	INFO
	Board members were asked to take the admissions package and distribute to Veterans.	INFO
TOPIC	DISCUSSION	ACTION
EXECUTIVE SESSION	At 1422 hours, a motion was made by Mr. Cotrel to go into executive session to discuss personnel matters. Mr. diMonda seconded. No matters will be presented for a vote.	INFO
	A motion at 1446 hours was made by Mr. Cotrel and seconded by Mr. Mook to exit executive session.	CLOSED
ADJOURNMENT	A motion was made by Mr. Cotrel and seconded by Mr. diMonda to adjourn the meeting. By voice vote and no objections, the meeting was adjourned at 1447 hours.	CLOSED