

Subject to  
approval

**Board of Trustees**  
**A. Luke Crispe Room**  
**14 October 2015**  
**1230 hours**

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approval

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**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  
H. Jamie Percey  
Janet Osmer  
Joyce Scribner

**Excused:** Robert Burke, Vet. Ser. Director

**Guests:** Rep. Mary Morrissey  
Janice Cox  
Fidel Moreno & Susan Jameson  
Depts. Heads VVH

Lisa Sloan, DAV  
Steve Howard, VSEA President  
Rachael Fields/Barb King VSEA

Karen Walsh & Bob Houran (Car Show)  
John Hannon, Vietnam Vets of Am  
Rachel Starr

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 12 August 2015 were reviewed. Mr. Cotrel made the motion to accept the minutes as written; seconded by Mrs. Scribner. Corrections to the minutes were presented. A motion to approve the amended minutes was made by Mr. Cotrel, seconded by Mr. Percy. With voice vote, the motion passed.

TOPIC	DISCUSSION	ACTION
<b>PRESIDENT</b>	President Krawczyk welcomed guests and visitors.	<b>INFO</b>
<b>ACKNOWLEDGEMENTS</b>	Employees were recognized for their years of service; challenge coins were presented to Karen Walsh and Bob Houran who were instrumental in the Father's Day Car Show at the Home. Also receiving a coin was Winnie Rose, RN, for her dedication to her job and the Veterans. Dick Frantz, former employee, was presented with a plaque from the Wounded Warriors.	
TOPIC	DISCUSSION	ACTION
<b>HOME REPORTS</b> <b>CEO</b> <b>BUDGET</b>	The CEO reported level funding for FY 17 and issues that may affect the budget (reclassification of positions, overtime, workman's compensation and call outs).	<b>INFO</b>

<p><b>SURVEY AND ACCOLADES</b></p> <p><b>FUTURE PROJECTS</b></p>	<p>Daily rates for 70% disabled has not yet been received. Budget testimony is scheduled for January 2016. Contract has been established with Hospice; Bayada is still in progress.</p> <p>Results from most recent VA and L&amp;P visits resulted in no deficiencies. The Home has been deficiency free for over 12 months; has a 5-star CMS rating for nursing staff; highest occupancy rate in the county. VVH received the McKnight Technology Award for Skype, Music and Memory and the EMR.</p> <p>Upgrades are planned for Rehab and the Reagan Room; Admissions Viewbook and advertisements; kitchen project is moving forward. (See report)</p>	<p><b>INFO</b></p> <p><b>OPEN</b></p>
<b>TOPIC</b>	<b>DISCUSSION</b>	
<p><b>NURSING POINT CLICK CARE</b></p> <p><b>NAMASTE</b></p> <p><b>NURS. CLASSIFICATION</b></p> <p><b>CMS</b></p> <p><b>STAFFING</b></p>	<p>A demonstration of Point Click Care (PCC), electronic medical records, has been implemented with continued education and incorporation of employee input and suggestion. Rehab will be integrated in the near future.</p> <p>Namaste has been relocated to Cardinal Point.</p> <p>Classification Committee has nearly completed the Management RFRs. (See report)</p> <p>Investigations of self-reports have resulted in zero (0) deficiencies. Star rating has not yet been updated.</p> <p>A new schedule has been proposed for nursing, 4 days on followed by 2 days off. The Model has been effective in other facilities reducing callouts and provides a 6 week rotation.</p>	<p><b>INFO</b></p> <p><b>INFO</b></p> <p><b>OPEN</b></p> <p><b>INFO</b></p> <p><b>OPEN</b></p>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>MEDICAL DIRECTOR</b>	(See report)	<b>INFO</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<p><b>COO VVH UPDATES</b></p> <p><b>ADMISSIONS AND MARKETING</b></p>	<p>Weekly CEO Reports and admissions information will continue.</p> <p>Admissions to the Dom will be reserved only for Veterans in the future.</p> <p>A presentation of admission recruitment and results was given. (See report)</p> <p>Visits to the Northeast Kingdom and surrounding areas are postponed until January to coordinate with area VSOs.</p>	<b>INFO</b>

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>COLONEL DEGASTA GVAC</b>	The full (30 member) GVAC met on September 8 to review and discuss reports and recommendations prepared by its four (4) committees –Executive, Education, Legislation and Public Affairs and Outreach. During a September 29 <sup>th</sup> meeting, the Council’s Executive Committee (EC) consolidated the GVAC’s five (5) proposals into a two-recommendation “road map” for Veterans. The GVAC “road map” will be presented to Governor Shumlin during a meeting with him within the next few weeks.	<b>OPEN</b>
<b>EDUCATION &amp; TRAINING</b>	The Admissions Coordinated presented Part II, the decision making process of the IDT (Interdisciplinary Team) upon review and examination of the materials for admission.  The Executive Committee met and proposed that in lieu of a 6 June 2015 Board meeting, the Board would attend an Education and Training Program. The Education Committee was tasked to organize the session.	<b>INFO</b>  <b>OPEN</b>
<b>LEGISLATIVE MEET &amp; GREET</b>	A proposal for a Meet and Greet in Montpelier during the legislative session was discussed. A motion was made to allocate up to \$3000 of Board funds for the program, the motion was seconded and by voice vote, the motion was carried.	<b>CLOSED</b>
<b>EMPLOYEE APPRECIATION</b>	The Board proposed giving a token of appreciation to the staff for the Thanksgiving holiday. A motion was made and seconded to spend up to \$5000 from Board of Trustee funds for the purchase. By voice vote, the motion carried.	<b>CLOSED</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>FRIENDS OF THE VVH</b>	The Friends is progressing.	<b>INFO</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>EMPLOYEE RELATIONS NURSING SCHEDULE</b>	During the presentation of the DNS on the nursing schedule, a member of the Board stated the staff had issues with the 4 on/2 off proposal. VSEA Executive Director Howard, indicated by a petition signed by nursing staff, that the schedule was not acceptable. Administration had granted a 45 extension to Nursing and VSEA to develop a schedule that would be similar. No agreeable schedule had been formatted.  A motion was made to hire a mediator between the employees and administration to discuss the nursing schedule. Cost would be shared by the VVH and VSEA. The motion was seconded. Discussion ensued. A vote was called with 2 opposed, 1 abstention, and 16 in favor. The motion passed. A mediator, agreeable to both parties, will be appointed within 10 days.	<b>INFO</b>  <b>CLOSED</b>

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>OTHER BUSINESS</b>	Bob Hannon, Vietnam Veterans of America Chapter 609, presented plans for a huey chopper to be installed on VVH grounds. Discussion ensued and a motion was made to table the concept for further investigation; the motion was seconded and was passed by unanimous vote. (See diagram)	<b>INFO</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>COMMITTEE REPORTS JOYCE SCRIBNER BUDGET &amp; FINANCE</b>	Board was encouraged to review the current financial reports and FY16 budget. Use of funds for staff education, posting of received donations and use of funds were discussed. (See report).	<b>INFO</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>CAPT. CRUICKSHANK OPERATIONS EMR</b>	<p>Interdepartmental activities addressing mental and physical capabilities that are age appropriate for younger veterans was focus of meeting.</p> <p>CEO job description will be reviewed. Hospice contract needs to be perused; education of staff will be forthcoming.</p>	<p><b>OPEN</b></p> <p><b>OPEN</b></p>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>TOM KENYON BUILDINGS &amp; GROUNDS CURRENT ISSUES</b>	<p>The Environmental Services Director reported on security, kitchen renovation final design was submitted and projects for 2016.</p> <p>Naming the various roads within the Home's boundaries after local heroes was mentioned.</p> <p>Update on oxygen system was given.</p> <p>Maintenance concerns regarding the placement and upkeep of the Huey chopper were expressed.</p> <p>Deer population has increased from the original 22; deer herd management will be investigated. Plans are in discussion phase for local assistance to mow fields for feed.</p>	<p><b>OPEN</b></p> <p><b>OPEN</b></p>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>KENT BUTTERFIELD OUTREACH &amp; MARKETING</b>	<p>A marketing update was given: invitations to VSO functions have increased; quarterly recruitment in eastern and northern Vermont will be coordinated with VSO events, view book is nearly completed, a psa (public service announcement) was broadcast on Comcast and Burr &amp; Burton HS is working on a project in conjunction with VVH.</p> <p>Responses from each campaign (post card mailing, events, etc) will be tracked.</p>	<b>OPEN</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>COMMANDER HAYES</b>	A change in State statute will necessitate a modification to the bylaws at the next Board	<b>OPEN</b>

<b>BY-LAWS</b>	meeting.	
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>ART CHARRON RESIDENT'S COUNCIL</b>	No report	
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>ADJOURNMENT</b>	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 1542 hours.	<b>CLOSED</b>