

**SUBJECT  
TO  
APPROVAL**

**Board of Trustees  
A. Luke Crispe Room  
12 February 2020  
1230 hours**

**SUBJECT  
TO  
APPROVAL**

**Present:**

Colonel Joseph Krawczyk, President  
Colonel Gary DeGasta, Vice President  
Michael Klopchin, Secretary  
Kent Butterfield  
Arthur Charron

Andrew Cotrel  
CPT Brenda Cruickshank  
Charly Dickerson  
Michael diMonda  
Frederick Dunn

Dr. Jacqueline Kelly  
Jamie Percey  
Joyce Scribner  
Robert E. Burke, Director, Vermont Office of  
Veterans Affairs

**Excused:** Jennifer Carmichael

Robert Hooper

**Guests:**

Lisa Sloan, Disabled American Veterans

Robyn Boland, Executive Assistant

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

All present participated in the Pledge of Allegiance.

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

Motion made by Captain Brenda Cruickshank to accept the 11 December 2019 minutes as written, second by Mr. Andrew Cotrel. Motion carried.

TOPIC	DISCUSSION	ACTION
<b>PRESIDENT WELCOME</b>	President welcomed Board of Trustees and guests.	<b>INFO</b>
<b>EMPLOYEE RECOGNITION</b>	Employees were recognized for their many years of service. All staff commended for their great efforts and dedication every day to our residents.	<b>INFO</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>HOME REPORTS PATRICIA CROSSMAN NURSING</b>	Still having staffing challenges, especially with nurses and second shift. Continue to try to see any applicants within 24-72 hours for an interview and have references checked. Been in contact with Vermont State Board of Nursing Director collaborating on active steps dealing with shortage of nurses and to stay on top of what is going on.	<b>INFO</b>

<p><b>DR. PETER KING MEDICAL DIRECTOR</b></p>	<p>Recognized Cindy Murray, Staff Educator, for achieving 97% participation in staff annual education for 2019. She also had two successful LNA classes last year and is currently interviewing for the first LNA class of this year.</p> <p>In March, the two MDS nurses will be going to become certified in the MDS process.</p> <p>Focus this year will be on Falls. Re-evaluating the Falls program, processes, Root Cause Analysis and trying to get more feedback and involve more staff. The five-week GI outbreak contributed to more falls as residents weaker.</p> <p>Pressure ulcer rate is very minimal, less than 0.1%. Wound nurse checks pressure ulcers and other wounds weekly, and the LNA's stay on top of positioning and cleaning residents to avoid issues.</p> <p>Medication error rate continues to be extremely low, considerably below the 5% goal.</p> <p>Continue to look at Behavioral and Buddy program. Working on a titration system, reducing the time gradually, which also allows to monitor behaviors more often.</p> <p>The new Geriatric Psychiatrist, Dr. Geraldine McWilliams, has been providing 4 hours a week, alternating in person and by phone. Commented that she has a very gentle approach, friendly and great to work with the teams and residents-very positive results. Encouraged the Board to support our appreciation for the clinical staff from the VA as very fortunate and grateful to have such a small, but dedicated and well-functioning medical team to work with us.</p>	<p><b>INFO</b></p>
<p><b>ADMISSIONS/MARKETING</b></p>	<p>Provided current census numbers, waiting list numbers from when the Norovirus was happening, Fiscal Year 2020 admission and referral numbers. Also stated now admitting one resident to Cardinal per week.</p> <p>Had several press releases, letters to the editor for community thank you and the Quality Improvement Recognition Award from the American Health Care Association. In the process of making changes to the brochure. Facebook, Instagram and website updates are ongoing. A request was made to see if can link VVH and the Friends of the VVH to each other. Currently have a half-page ad in the Vermont Maturity magazine leading up to the 50+ Expo in Burlington this weekend. Vermont Maturity is a free publication through Chittenden County, in doctor offices and goes to 50+ people in a higher income bracket, which will help promote and get information out to Chittenden County that there is a Vermont Veterans Home,</p>	<p><b>INFO</b></p>

	and it is in Bennington. Created a new PowerPoint on employee customer service for Ed Day. Also has attended several meetings, events and most recently, the Card Room last week. Will be attending the Veteran Summit March 7 and also have an advertisement with them for that. This morning assisted with Robert Burke, Office of Veterans Affairs, presenting the Vermont Service Medals and Vermont Distinguished Service Medals to approximately 45 residents.	
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>COMMITTEE REPORTS</b> <b>MRS. SCRIBNER</b> <b>BUDGET AND FINANCE</b>	Stated CEO and Financial Director reported to Legislators in Montpelier last week regarding the budget-waiting to hear back. President Krawczyk advised any questions about the budget should be directed to the CEO.	<b>INFO</b>
<b>CAPTAIN</b> <b>CRUICKSHANK</b> <b>OPERATIONS</b>	Operations committee attended the Strategic Planning meeting this morning and will move forward on that.  President Krawczyk announced need to advise the staff of the first workshop held this morning with BerryDunn Corp. on the Strategic Plan. The employees of the Vermont Veterans' Home are on the list of Stakeholders, and they should be made aware there may be surveys for them to participate in and recommend they do so openly and honestly.	<b>INFO</b>
<b>MR. BUTTERFIELD</b> <b>OUTREACH AND</b> <b>MARKETING</b>	Announced keeps in touch and has been impressed so far with the progress the new Marketing Director has made despite having little assistance.	<b>INFO</b>
<b>STRATEGIC PLANNING</b>	No report.	
<b>MR. FRED DUNN</b> <b>BUILDINGS &amp; GROUNDS</b>	Advised Board to refer to report submitted by Jon Endres, Director of Environmental Services.	<b>INFO</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>BOARD ED &amp; TRAINING</b>	Chair of the Education and Training Subcommittee, Col. DeGasta, reviewed the agenda as it is at this time and provided program updates for the June 9 and 10 event to be held at Stratton Mountain. Next teleconference with the committee is this Tuesday. The guest speaker has not been confirmed yet.	<b>INFO</b>

	Captain Cruickshank to provide information pertaining to a book that may be useful to the Board.	
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>OTHER BUSINESS GVAC</b>	Col. DeGasta reported that the Governor's Veterans Advisory Council (GVAC) has had some success this year with interest in proposed legislative initiatives, one of which was legislation to exempt military retirement pay from Vermont State income tax. Positive point is discussion is out of committee and legislature is discussing it. The other initiative which the governor supported relates to the process of selecting the Adjutant General of the Vermont National Guard. The House and Senate agreed on the qualifications, but not on the selection process. Commented that feels have received excellent support from Governor Scott in his leadership role for the GVAC and veterans within the State.	<b>INFO</b>
<b>MR. FRED DUNN</b>	Requested the Board take a moment to remember a Navy WWII resident, known to many of the Board members, that recently passed and for whom there was a service for in the cemetery today.	<b>INFO</b>
<b>MR. CHARLY DICKERSON</b>	Reported that when at the State House later last week was approached by a couple of people on the House Appropriations Committee saying that the CEO's presentation was well-done, spot on. Also some veterans on the Committee said it was the best presentation they heard of them all.	<b>INFO</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>ADJOURNMENT</b>	Board Chairman announced adjournment as no other business before the Board. No challenge.	<b>CLOSED</b>

Meeting was adjourned at 1323. Next Board Meeting 8 April.