

**SUBJECT  
TO  
APPROVAL**

**Board of Trustees  
9 October 2019  
A. Luke Crispe Room  
1230 hours**

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TO  
APPROVAL**

**Present:**

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

Captain Brenda Cruickshank  
Charly Dickerson  
Michael diMonda  
Frederick Dunn  
Daniel Hillard  
Robert Hooper

Dr. Jacqueline Kelly  
Wes Mook  
Jamie Percey  
Joyce Scribner  
Robert E. Burke

**Excused:** Andrew Cotrel

**Guest:** Representative Mary Morrissey                      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.  
Mr. Wes Mook made a motion to accept the minutes from 14 August 2019 as written, seconded by Mr. Michael diMonda. Motion carried.

TOPIC	DISCUSSION	ACTION
<b>PRESIDENT WELCOME</b>	President welcomed the Board of Trustees.	<b>INFO</b>
<b>EMPLOYEE RECOGNITION</b>	Employees were recognized for their many years of service. All staff commended for their great efforts every day as this played a part in the deficiency-free survey.	<b>INFO</b>
TOPIC	DISCUSSION	ACTION
<b>HOME REPORTS MEDICAL PROVIDER</b>	Coordinates patient care services in many forms. Waiting for final approval from Vermont AG's office for a credentialed Geriatric Psychiatrist, expected schedule is 6 hours every other week and 2 hours on the alternating week by phone. Coordinating pharmacy services and providers with quarterly meetings. Has been participating in the Quality Assurance Committee working on a long-term project on acute care and have already implemented several things. Infection Control becoming very important as fall approaches.	<b>INFO</b>

<p><b>COO</b></p>	<p>Advised CEO and COO attended the NASVH Summer Conference in Denver, Colorado. CEO is the First Vice this year, which means she will be the President next year. CEO has taken the lead with the working group on the DOM regulations within NASVH regarding funding/reimbursement per diems. CEO attending the AHCA conference next week in Orlando, Florida.</p> <p>COO mentioned several of the events this summer held for our Members including: Elk’s Fishing Derbies and BBQ’s, VFW picnics, American Legion picnics, two motorcycle events, and the Car Show that had a large turnout. Also attended a Wreaths Across American event unveiling their fund-raising donation to VVH which will take care of the wreaths for this year. State survey (L&amp;P) this summer-survey process has changed to predominantly observation, and VVH had no findings. Extremely proud of staff. Air rifle/pistol range used weekly.</p> <p>NASVH is still working on a bill to have one common survey for VA and CMS so to have only one (annual) recognized survey a year.</p> <p>Budget process: submissions due by end of day tomorrow. Presentation is almost ready also. Budget remains confidential until the State of the State address by the Governor when the Legislature returns. No word yet on whether there will be an extension for the Medicaid Waiver, which expires December 31, 2021 - would be in Fiscal 2022 Budget.</p>	<p><b>INFO</b></p> <p><b>INFO</b></p> <p><b>INFO</b></p> <p><b>INFO</b></p>
<p><b>ADMISSIONS/MARKETING</b></p>	<p>Provided current Census figures in the Nursing Home and the DOM, also explained the temporary hold on admissions to Cardinal. Discussion on Bedford VA - accommodating and good results. Board requested in future presentations to provide a breakdown of two categories: 1) the number of residents that served in each of the periods/conflicts for demographic purposes, and 2) the number of residents on Medicare, Medicaid and Private Pay for financial purposes.</p> <p>Marketing continues on Facebook and Instagram, received the 2019 Women’s Choice Award, and started the Honor and Remember Flag. Other programs/events include: Veterans’ Buddy program, CEO and COO appeared on “Across the Fence”, advertising with the Medivac Pharmacy promotion in Rutland, attended events providing information and education at many of the fairs, DAV Convention, VFW Convention, and the American Legion. Been working with many of the senior organizations also. Will have a commercial running from October 14-Veteran’s Day and plan next one to reach northern Vermont. Advertisement in Faces of Rutland Chamber, Catamount radio and the Vermont Maturity magazine. We host the Vermont Service Medal presentation in November. Difficult to measure the actual results of</p>	<p><b>INFO</b></p> <p><b>INFO</b></p>

	marketing programs. Goal is to add marketing to the female demographic that assist parents with placement and to focus attention to all four corners of Vermont.	
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>EXECUTIVE SESSION</b>	A motion was made by Mr. Percey to go into executive session for the purpose of reviewing the RFPs for Strategic Planning. The motion was seconded by Mrs. Scribner. The motion carried.	<b>CLOSED</b>
	A motion was made to exit executive session by Mrs. Scribner, seconded by Mr. diMonda. The motion carried.	<b>CLOSED</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>STRATEGIC PLANNING - RFP RESOLUTION</b>	A motion to allocate Vermont State Board of Trustees funds to hire a consultant to develop a Vermont State Veterans' Home Strategic Plan was made by Mr. Percey, second by Mrs. Scribner. By majority vote (15 yes, 1 abstention), the motion carried.	<b>CLOSED</b>
	A motion for the selection of a consultant to develop a Vermont State Veterans' Home Strategic Plan to select Barry Dunn Corporation because it is in the best interest of the State because they have been working within the State a number of times, and have been locating other customers and clients in the State, and are familiar with the rules and regulations of the State as modified by Mr. Mook, second by Mr. Percey. By majority vote (15 yes, 1 abstention), the motion carried.	<b>CLOSED</b>
	A motion to approve the transfer of \$40,513.00 as needed to hire a consultant to develop a Vermont State Veterans' Home Strategic Plan was made by Mr. Dickerson, second by Mrs. Scribner. Motion carried (unanimous).	<b>CLOSED</b>
	A motion was made by Col. DeGasta to have the point of contact between the Board of Trustees and Barry Dunn Corporation to consist of the elected Board of Trustees (President Col. Joseph Krawczyk, Vice President Col. Gary DeGasta, and Secretary Michael Klopchin) and the Chairs of the standing Committees (Captain Brenda Cruickshank, Mr. Kent Butterfield, Mr. Charly Dickerson, Mr. Frederick Dunn and Mr. Robert Hooper) for a total of 8 people to serve in that capacity, however that does not preclude members of the Board of Trustees from participating as they need to, and information will be openly shared, and that the Chairman of the Board be the key point of contact on behalf of the other members of that group. Mr. Dickerson seconded the motion. Motion carried (one abstention). The Chairman requested the COO to ensure Barry Dunn Corporation is notified as being selected, as well as notification to be sent to the other two organizations that they were not selected.	<b>CLOSED</b>

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>COMMITTEE REPORTS</b> <b>MRS. SCRIBNER</b> <b>BUDGET AND FINANCE</b>	A motion for approval to write off bad debt for fiscal 2019 in the amount of \$338,476.00 was made by Mrs. Scribner, second by Mr. Mook. Motion carried (unanimous).	<b>CLOSED</b>
	Audit went well. Brief discussion regarding Post Retirement Benefits.	<b>INFO</b>
<b>CAPTAIN CRUICKSHANK</b> <b>OPERATIONS</b>	Recommend exploring an informational system so all reports, emails, minutes, by-laws, trust funds and other things that pertain to the Board can be stored in one depository, and this would also be helpful to new Board members having a place to look things up. COO will work with IT department to see if a One-Drive account would work as a possibility or explore other options.	<b>OPEN</b>
<b>MR. BUTTERFIELD</b> <b>OUTREACH / MARKETING</b>	Only item to add to earlier Marketing Report is a training event scheduled on October 31 <sup>st</sup> at the Gifford Hospital in Randolph.	<b>INFO</b>
<b>MR. HOOPER</b> <b>STRATEGIC PLANNING</b>	Noted informational system discussed earlier was actually brought up in the Strategic Planning meeting. Mentioned Burial on Friday at the Vets Cemetery.	<b>INFO</b>
<b>MR. FRED DUNN</b> <b>BUILDINGS &amp; GROUNDS</b>	Most items are on the Environmental Report. One additional item: getting a wheel-chair accessible van that has a rear-loading lift, so will be more accessible (using a side-loading van currently).	<b>INFO</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>OTHER BUSINESS</b>	Chairman of the Board will order holiday turkeys for the employees the first of next month.	<b>OPEN</b>
	The December 11 Board of Trustees Meeting will be shortened in order to have the Day of Remembrance start at 1400 hours.	<b>INFO</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>ADJOURNMENT</b>	Motion made by Captain Cruickshank to adjourn. Seconded by Mr. diMonda. By unanimous vote, motion carried.	<b>CLOSED</b>

Meeting was adjourned at 1433. Next Board Meeting 11 December.