

**SUBJECT  
TO  
APPROVAL**

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**Board of Trustees  
Meeting held via Zoom video/phone  
13 April 2022  
1300 hours**

**Present:**

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

Tom Costello  
CPT Brenda Cruickshank  
Charly Dickerson  
BMCS Michael diMonda  
LTC David Fabricius

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

**Excused:** Arthur Charron

Robert Hooper

**Guests:** Steve McClafferty, Finance  
Jon Endres, Environmental  
Cindy Murray, Educator  
Dr. Peter King, Provider  
Catherine Tester, Dept. Commander of the State American Legion

Representative. Mary Morrissey  
Jean Cody, QA Nurse  
Patricia Babcock  
Shannyn MacVicar

Patricia Crossman, DNS  
Tonya Goodell, Human Resource  
Melinda Crowl, Marketing  
Robyn Boland, Executive Assistant

The meeting was called to order by President Krawczyk at 1300.

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

Motion made by CPT Brenda Cruickshank to accept the 9 February 2022 minutes as written, second by Mrs. Joyce Scribner. Motion carried.

TOPIC	DISCUSSION	ACTION
<b>PRESIDENT WELCOME</b>	The President welcomed the Board, members of the staff and Representative Mary Morrissey. Announced that Department Commander of the State American Legion, Catherine Tester, will also be joining the meeting. Also announced that the CEO and COO are both attending the National Association of State Veterans Homes conference this week.	<b>INFO</b>
TOPIC	DISCUSSION	ACTION
<b>HOME REPORTS PATRICIA CROSSMAN DIRECTOR OF NURSING</b>	The Director of Nursing expressed how proud she is of the clinical team and the outstanding job they did during the VA (Veterans Affairs) virtual survey as there were no findings for clinical. There was one finding for Dietary for a hair net issue, which has been resolved. The other finding was for the DOM	<b>INFO</b>

<p><b>DR. PETER KING MEDICAL DIRECTOR</b></p>	<p>(Domiciliary) unit. In dispute is the VA requires a resident of the DOM to work, however the State forbids it. Continue to use Agency staffing. Has potential candidate for the day-time nursing supervisor. Interviewing candidates timely when they apply. The nurse educator will hold a LNA class this summer and will conduct staff competencies general education and code drills. COVID testing continues for staff and residents. Staff are wearing N95 masks and face shields.</p> <p>Although the community positivity rate has had an uptick, VVH cases have been very low. Vaccinations are the best protection and boosters have proven their worth against Omicron and the subvariant. The second booster is recommended for those over 65. VVH is in the process of organizing the second booster for the residents. The PPE supply is great. Continue with Pharmacy and Therapeutics to reduce the medications that don't help or cause side effects. This is the last week that Dr. Samuelson will be at VVH. A replacement has been found and will start in July.</p>	<p><b>INFO</b></p>
<p><b>MELINDA CROWL ADMISSION/MARKETING</b></p>	<p>Reported updating the Home's Facebook, Instagram, YouTube, and Touchtown. More information has been added to the VVH website. Advertising in the Rutland Herald, VFW Conference Brochure and Vermont Maturity. Will have a banner in the upcoming Loyalty parade in Rutland. Have registered in numerous events for this spring and summer. In May we have a spotlighted program on the WEQX Sunday Brunch program. Mount Anthony students have been filming Steve McClafferty interviewing some of the WWII veterans to be shown on CAT-TV.</p>	<p><b>INFO</b></p>
<p><b>JON ENDRES ENVIRONMENTAL</b></p>	<p>April 25 contractors will be starting the Security and Access Control project. Will probably take 6-8 months to complete and will include replacing many doors, door frames, hardware and proximity sensors for staff id cards. Request for Proposal has been submitted and published by BGS for the boiler plant feasibility study. Deconstruction and reconstruction on American Way Request for Proposal has also been published. Pre-bid meetings will be on April 27 for both. A Request for Proposal for the facility-wide nurse call system is also out.</p>	<p><b>INFO</b></p>
<p><b>TOPIC</b></p>	<p><b>DISCUSSION</b></p>	<p><b>ACTION</b></p>
<p><b>COMMITTEE REPORTS BUDGET AND FINANCE</b></p>	<p>Mrs. Scribner advised the committee is looking at other options and making list of things before doing a feasibility study based on information obtained by Melinda Crowl from veterans out in the field.</p>	<p><b>INFO</b></p>
<p><b>BUILDINGS &amp; GROUNDS</b></p>	<p>No other updates to add beyond the report submitted.</p>	<p><b>INFO</b></p>

<p><b>OUTREACH AND MARKETING</b></p>	<p>Ms. Carmichael reported will have fishing derbies but will be only for families (not public). The Car Show is coming up. Will work on Admission packet enhancements once have budget information.</p>	<p><b>INFO</b></p>
<p><b>QUALITY ASSURANCE</b></p>	<p>Due to scheduling challenges and other commitments of its members, the Quality Assurance Committee has not met. President Krawczyk urged the Chairperson and QA Committee members to confer and identify dates and times for meetings so the Committee can meet and fulfill its assigned duties and responsibilities.</p>	<p><b>INFO</b></p>
<p><b>BY-LAWS/ NOMINATING/ DONATIONS</b></p>	<p>Mr. Dickerson requested the Board members to submit any By-Law changes to him and he will start to work on them. No By-Law meetings have been held thus far this year.</p> <p>Mr. Dickerson reviewed the suggestions he made regarding the rough draft submitted by the CEO for recommended procedures to the Donations accounts. The President recommended the CEO, Steve McClafferty and Mr. Dickerson meet to work on the draft so it can be submitted for approval at the June Board meeting.</p> <p>The Nominating Committee generally meets around June prior to the annual August Board meeting when the election of officers is held. Requested if any Board members are interested in running for President, Vice President, Secretary or the 2 at-large positions of the Executive Committee they should contact Mr. Dickerson. Mr. Costello recommended the Nominating Committee undertake the responsibility to recruit more Board members. President Krawczyk will take this subject under consideration, noting that this is part of the Strategic Plan to recruit more members, and he requested the Nominating Committee discuss this further at their next meeting. Up until now, the charge of the Nominating Committee had only addressed Board officers. The President stated that he has always encouraged Trustees to actively identify candidates.</p> <p>Col. DeGasta and Mr. Dickerson reported that Board member re-appointments are now current. Two recently appointed Board members did not need renewing. The re-appointment paperwork will be sent to Trustees once it is processed by the State and the State resolves its backlog of appointments. The list of Trustees on the Governor of Vermont website has also been updated.</p>	<p><b>INFO</b></p> <p><b>INFO</b></p> <p><b>OPEN</b></p> <p><b>INFO</b></p>
<p><b>EXECUTIVE</b></p>	<p>The President reviewed the meeting minutes as submitted in the Executive Committee Report. In the process of trying to schedule Orientation for the three new Board members soon. The gift for the staff was ordered and has arrived to be distributed in May for Nursing Home Week. Plan to give</p>	<p><b>INFO</b></p>

<p><b>STRATEGIC VISTA PROGRAM</b></p>	<p>Challenge Coins to the 3 new Board members at their Orientation or next in-person meeting. VVH now has 2 licensed long-term care administrators (the CEO, and more recently, the COO).</p> <p>Although the Strategic Planning Committee has not met since February, work on the VISTA Program application has continued unabated. The President reported that he, the CEO, COO and the Board Vice President participated in a meeting with VISTA officials regarding the program and application processes. Col. DeGasta complimented COO Asa Morin for her stellar efforts to research the VISTA Program requirements and to prepare the application.</p> <p>Mr. Costello reported Smith College has an internship program at the Brattleboro Retreat and volunteered to look into their program.</p>	<p><b>INFO</b></p>
<p><b>EDUCATION AND TRAINING</b></p>	<p>Col. DeGasta reported the Work Group continues to meet. Dr. Jackie Kelly has graciously agreed to serve as facilitator for the 1 ½ day Education and Training which will be held at the Lake Morey Resort on October 25 and 26, 2022. Tuesday evening will feature State Engineer, Peter Hack, discussing the State grant process and VVH capital projects. Dr. Brent Rusch, Executive Director of the VA Medical Center, will be the dinner keynote speaker describing the relationship between the VA and VVH. The all-day Wednesday Program will feature 2 primary Workshops – Strategic Planning and Corporate Compliance. Dr. Kelly will facilitate the program’s Recap and next step discussion.</p>	<p><b>INFO</b></p>
<p><b>TOPIC</b></p>	<p><b>DISCUSSION</b></p>	<p><b>ACTION</b></p>
<p><b>BELL PROJECT</b></p>	<p>Department Commander of the State American Legion, Catherine Tester, explained plans to move the Chapel bell that is currently in the monument area to be moved to the island area near the front entrance and to build a structure to protect it. Has raised over \$15,000 so far for the project and expects the completed cost to be between \$15,000-\$18,000.</p> <p>The Environmental Director, Jon Endres, showed plans for the structure which will be 10’ x 10’ with a hip roof and timber beams similar to the large pavilion. The new location will be very close to the original location of the chapel where the bell once hung.</p> <p>A motion to accept the design and gift of the bell from the Department Commander of the State American Legion was made by Dr. Jacqueline Kelly, second by CPT Cruickshank. Mr. Dickerson commented that gifts or donations over \$15,000 normally had to be approved by the Joint Fiscal Committee. However, he was uncertain whether approval actually needed to be obtained in this instance. No permit from the town is needed to construct it-only Board approval. Roll call vote: Yes-Kent Butterfield, Jennifer Carmichael, Tom Costello, CPT Brenda Cruickshank, COL Gary DeGasta, Charly Dickerson, BMCS Michael diMonda, LTC David Fabricius, Dr. Jacqueline Kelly, Michael Klopchin,</p>	<p><b>INFO</b></p> <p><b>CLOSED</b></p>

	COL Joseph Krawczyk, CAPT Peter Niles, Jamie Percey and Joyce Scribner. All present voted yes, there were no nays. Motion carried with the Board's thanks.	
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>PUBLIC COMMENTS</b>	<p>Department Commander of the State American Legion, Catherine Tester, announced she has submitted an application to the State to be a member of the Board of Trustees.</p> <p>Representative Mary Morrissey advised the budget is in the Senate but has passed the House with no changes. Representative Morrissey sits in on the Appropriations Committee meeting, she does sit in on their meetings that pertain to the Vermont Veterans' Home and advocates for us.</p>	<b>INFO</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>EXECUTIVE SESSION</b>	<p>A motion was made by CPT Cruickshank to enter into Executive Session to discuss subjects of Security/Safety and the Contract with the Chamber of Commerce. The motion was seconded by Mrs. Scribner. The motion carried and the Board entered Executive Session at 1435. Attendees of Executive Session included the Board members, Steve McClafferty (Finance Director) and Robyn Boland (Secretary to the Board).</p> <p>A motion was made to exit Executive Session by Mr. Dickerson, seconded by Mr. Percey. The motion carried and the Board returned to its open meeting at 1508.</p>	<b>CLOSED</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>ADJOURNMENT</b>	<p>A motion to table the Contract with Chamber of Commerce was made by Mr. Dickerson, seconded by CPT Cruickshank. None opposed. Motion carried.</p> <p>A motion to adjourn the meeting was made by CPT Cruickshank, seconded by Mr. diMonda. Motion carried and the meeting adjourned at 1513.</p>	<b>CLOSED</b>

Meeting adjourned at 1513. Next Board meeting 8 June.