

**Board of Trustees**  
**Meeting held via Zoom video/phone**  
**12 August 2020**  
**1300 hours**

**Present:**

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

Captain Brenda Cruickshank  
 Charly Dickerson  
 Michael diMonda  
 Frederick Dunn  
 Robert Hooper

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

**Excused:** Arthur Charron

**Guests:** Steven McClafferty, Finance  
 Fred Loy, Friends of the VVH  
 Steve Howard, Exec. Dir. of VSEA  
 Melissa Walsh  
 Robyn Boland, Executive Assistant

Melinda Crowl, Marketing  
 Representative Mary Morrissey  
 Rachel Fields, VSEA  
 Danielle Warner

Tonya Goodell, Human Resources  
 Alexis Hoyt  
 RaeAnn Woods

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 Mr. Michael diMonda to accept the 10 June 2020 minutes as written, second by Mrs. Joyce Scribner. Motion carried.

TOPIC	DISCUSSION	ACTION
<b>PRESIDENT WELCOME</b>	President welcomed Board of Trustees, Representative Mary Morrissey and members of the Vermont State Employees Association (VSEA). Stated that this is our second Board of Trustees' meeting via Zoom, due to COVID, and relying on technology, to please be patient later when switching participants.	<b>INFO</b>
TOPIC	DISCUSSION	ACTION
<b>NOMINATING COMMITTEE</b>	At the June meeting of the Board of Trustees, the Committee solicited interest for officers on the Board, but have not received any other offers. On behalf of the Nominating Committee, Mr. Charly Dickerson made a motion to nominate Joseph Krawczyk for President of the Board, seconded by Captain Brenda Cruickshank. Having no other	<b>CLOSED</b>

	<p>nominations, the motion carried.</p> <p>Mr. Charly Dickerson made a motion to nominate Gary DeGasta for Vice President, seconded by Captain Brenda Cruickshank. Having no other nominations, the motion carried.</p> <p>Mr. Charly Dickerson made a motion to nominate Michael Klopchin for Secretary/Treasurer, seconded by Dr. Jacqueline Kelly. Having no other nominations, the motion carried.</p> <p>President Joseph Krawczyk nominated Captain Brenda Cruickshank to serve on the Executive Committee, seconded by Dr. Jacqueline Kelly to accept the nomination. Having no other nominations, the motion carried.</p> <p>President Joseph Krawczyk nominated Mr. Charly Dickerson to serve on the Executive Committee, seconded by Dr. Jacqueline Kelly to accept the nomination. Having no other nominations, the motion carried.</p>	
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<p><b>HOME REPORTS</b> <b>CEO</b></p>	<p>Continue to keep COVID out of VVH-no residents have tested positive and only one employee back in March. Started to take new admissions, with much thought and careful consideration, and using Zoom meetings to insure they will be able to comply with quarantine regulations. Have had conversations with the Department of Health and L&amp;P to get clarifying information regarding quarantine and the ability/inability of some residents to quarantine. Current census is 106. The biggest challenge with admissions is not accepting those with dementia with trying to quarantine them-risk not willing to take at this time given information from the Holyoke Nursing Home report. Other steps VVH is taking is trying to keep staff on the same neighborhoods and agency staff work only for VVH. CEO stated has shared a 2567 (statement of deficiencies) from an out-of-state nursing home with the leadership so they know what to be mindful of with surveyors. Looking at new equipment from Accushield for screening at front entrance and employee entrance (for visitors and staff). Indoor visitation, communal dining, group recreation and testing of staff and residents is next phase of restart program and working on policies for it. Although CMS is sending out Point of Care Testing Machines, we will use on limited basis as will continue with the deep-nose test as per current guidance from the Department of Health, Dr. Levine, unless that changes. Reported from CEO's Washington visit, the VA may waive the 35% requirement for state matching funds for VA grants, hoping that will go through so state won't have to bond funds as currently working on putting in for an extensive renovation on American Way to increase private rooms with private bathrooms for pandemic mitigation.</p> <p>Once open to visitors and communal dining, L&amp;P will start with their annual surveys again. We were deficiency free on the three infection control surveys performed by L&amp;P. Advocating to keep contracted surveyors out of nursing homes due to their high risk from traveling all around the country. We can offer a remote survey to review our medical records remotely or have representatives from within the state.</p>	<p><b>INFO</b></p>

<p><b>NURSING</b></p>	<p>In the absence of the Director of Nursing, the CEO reported working on a LNA class in small groups. Continuing with COVID education. New QA nurse, Jeannie Cody, starts next Tuesday. She comes with a lot of educational and research background which is needed for that position. We have been able to continue to hire as needed in the nursing department. Biggest issue has been individuals wanting to work at more than one facility, as that is not a risk we are willing to take.</p>	<p><b>INFO</b></p>
<p><b>DR. PETER KING MEDICAL DIRECTOR</b></p>	<p>Past couple months starting to gear up some of our other functions again. Dr. Geraldine McWilliams has proven to be a valuable resource being available every Wednesday and on emergency consultation, when necessary. Pharmacy Review meetings have been beneficial in keeping up to date on regulatory issues in the pharmacy realm. Close to 6 months with no resident having COVID, but preparing for a surge this fall and winter. Focus has been teaching on the 4 main principals preventing COVID spread: Wearing a mask over mouth and nose, washing hands, physical distancing and staying home when sick. Goal is to have every employee being able to verbalize these 4 pillars. Want to keep staff and residents safe because if COVID enters the facility, would then be wearing full PPE's (personal protection equipment). Also try to do physical distancing as much as possible. PPE supply is much better now. Have developed a respiratory protection program that is OSHA compliant, with SVMC partnering helping to provide fit testing for the employees-about 50% of staff are fitted so far. Participating in Surveillance Pilot Program with the state, under the umbrella of the CDC, to do additional testing of any residents with potential higher risk of exposure. Usually able to have results in 24 hours, or less. Hopeful that with the emphasis on infection control the last 6 months, that will help lower risk of influenza this fall. Letters for permission for the flu vaccine being sent out soon.</p>	<p><b>INFO</b></p>
<p><b>COO</b></p>	<p>Reported had an amazing number of people in the community made fabric masks early on in COVID when the need was there. Reached out to manufacturers and Ford Motor Company was one that donated face shields, and also local people made face shields. Also have received cards, letters, meal purchases for both staff and residents. Staff from all departments have become close to residents during this time when family members not allowed into the facility, and also doing a tremendous job keeping the residents upbeat. President Joseph Krawczyk complimented the staff for being exceptional and doing a terrific job, and for setting the example of how to care for the residents during this tough time.</p>	<p><b>INFO</b></p>
<p><b>ADMISSION/MARKETING</b></p>	<p>Focusing on Facebook, Instagram and YouTube. Has been busy setting up and implementing the new internal VVH channel for residents, Touchtown, and adding programs such as mass, parade coverage,</p>	<p><b>INFO</b></p>

<b>PRESIDENT</b>	<p>music, live cams of animals, jokes, trivia, pictures, interviews and history information that coincide with holidays. Meals and activities are also shown and residents can put an app on their phone to access them. A Touch-To-Play console can be rolled around the facility for residents to play various games on. Currently working on a virtual tour of VVH as has been requested. In the fall, VVH will be the cover story for the Vermont Maturity magazine in Chittenden County. Just recently finished migrating to a new website on the state system so in the process of learning the new aspects related to that. Has added a link for the Friends of the Vermont Veterans' Home on the website. Just started accepting out-of-state referrals. In the process of increasing admissions to two a week instead of one a week. Has been assisting in admissions coverage. The Recreation Department has a room service order form asking the residents what type of in-room activities they want. The Activities Department has also been giving residents a lot of golf cart rides, walks, rifle range, bingo, and admin staff have been bringing in pets.</p> <p>President Joseph Krawczyk requested the Board's reaction to guidance regarding admissions and proposed that with the Board's approval, he will take responsibility with the legislature if our census dips, but we should not take any shortcuts in the admission process, and we should be absolutely sure that any persons brought into the facility are free of COVID and we are able to provide the care that they need. Having heard no response from any of the Board members when asked if any disagree with said guidance, President Joseph Krawczyk directed the CEO to continue with this guidance for admissions.</p>	<b>CLOSED</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>EXECUTIVE SESSION</b>	<p>A motion was made by Col. Gay DeGasta to go into Executive Session for the purpose of a presentation from the VSEA's survey-personnel. The motion was seconded by Mr. Jamie Percey. The motion carried.</p> <p>A motion was made to exit Executive Session by Mr. Robert Hooper, seconded by Col. Gary DeGasta. The motion carried.</p>	<b>CLOSED</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>PRESIDENT</b>	<p>Request was made to Mr. Jamie Percey that copies of the slides from the VSEA presentation be furnished to all the Board members to review in the next few days. When the Board meets in October, will see what questions they have, and if any decision or action is made, it will be made in October.</p>	<b>OPEN</b>
<b>ADJOURNMENT</b>	<p>Motion to adjourn the meeting made by Dr. Jacqueline Kelly, second by Mr. Michael diMonda. Motion carried.</p>	<b>CLOSED</b>

Meeting was adjourned at 1603. Next Board Meeting 14 October.