

**SUBJECT  
TO  
APPROVAL**

**Board of Trustees  
Meeting held via Zoom video/phone  
10 February 2021  
1300 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  
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:** Robert Hooper

**Guests:** Steven McClafferty, Finance  
Melinda Crawl, Marketing  
Shannyn MacVicar, Cardinal Unit Mgr

Jean Cody, QAPI Nurse  
Tonya Goodell, Human Resources  
Asa Morin, Social Services

Christina Cosgrove, Social Services  
James Kinney, Maintenance  
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 Mr. Kent Butterfield to accept the 9 December 2020 minutes as written, second by Mr. Jamie Percey. Motion carried.

TOPIC	DISCUSSION	ACTION
<b>PRESIDENT WELCOME</b>	President welcomed the Board of Trustees and guests to the Zoom video/phone conference meeting. Hoped everyone was able to enjoy the holidays with the restrictions in place due to covid.	<b>INFO</b>
TOPIC	DISCUSSION	ACTION
<b>HOME REPORTS CEO</b>	CEO reviewed the past timeline for the COVID outbreak, and the different processes and guidelines implemented through the stages of it. The most recent positive case was on February 2 and is from a staff member. Explained the use of the Respiratory Care Unit (RCU). The Vermont Department of Health has been very supportive and offering of guidance. Has been holding daily Zoom meetings with families to provide updates during this time and Dr.	<b>INFO</b>

<p><b>PATRICIA CROSSMAN DIRECTOR OF NURSING</b></p>	<p>King also participates in the calls. Family members have been able to ask questions and have been supportive and appreciative of everything the staff are doing.</p> <p>Has kept Secretary Young (to keep the governor apprised of our situation) and the congressional delegation updated through the pandemic.</p> <p>We have had 2 vaccine clinics so far and the third one is this weekend. Provided numbers of staff and residents that have been vaccinated. Yesterday received information of the process for staff members that decide to receive the vaccine in the future, can do so through the local hospital. Only minimal reactions were reported from the vaccinations. CEO announced that she will shave her head if 95% of the eligible staff receive the covid vaccination.</p> <p>Current census is 95 in the Nursing Home and 6 in the DOM. We are not accepting any new admissions at this time, and there is a long waiting list. Terminal cleaning and Halo system cleaning of a room is performed when vacated by a resident. Housekeeping is constantly cleaning touch points throughout the facility. Currently no visits are allowed and that may continue until the community rate decreases. Have not heard any official word on how the vaccine will affect the guidance for visitations. Doing a lot of visits via Skype, Zoom and messenger with the residents and their family and friends.</p> <p>Have only had 3 cases of the flu this season.</p> <p>The electronic Accushield screening device has been implemented. It has freed up the nursing supervisors to assist with daily testing and other tasks.</p> <p>Upcoming Budget presentations this Friday with House General and Military Affairs and next Friday with House Appropriations. CEO will send the Board members the live stream link if they would like to watch the presentations. All testimony at the State House regardless of the committee are live streamed. There are some new members on the committees. Will share the budget presentation with the Board once finalized. Discussion about required budget adjustments, the Medicaid settlement, and monies that may be available through the VA, the Relief Bill, construction grant program and covid projects. Will try to submit the American Way renovation project through covid to get it funded 100%.</p> <p>Ventilation system did not need upgrading as geothermal system uses fresh air (not closed loop air).</p> <p>Hiring a nurse practitioner, Stacey Whitten. She starts April 12 as a classified employee, 40 hrs./wk.</p> <p>Consulting pharmacist, Bob Kewley, is retiring soon. Have put a bid out for a new consulting pharmacist.</p> <p>Thanked all disciplines at VVH, CEO, Dr. King, Vermont Department of Health and L &amp; P for their teamwork, help and support over the last 11 challenging months.</p> <p>Staffing challenges continue and looking for 5-6 evening shift nurses. Utilizing a lot of Agency staffing. Receiving messages from students graduating in the spring looking to relocate to this area.</p> <p>Reported on repositioning of staff and residents from American and the RCU.</p>	<p><b>INFO</b></p>
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	<p>Daily testing is done 2 times a day of incoming and outgoing staff. PCR testing is done twice a week. Thanked all those assisting with the testing and working extra shifts to help.</p> <p>Communication books are being used on all units for the clinical team. CEO had done a survey regarding communication methods and the communication books and received good feedback. There is also a bulletin board in PointClickCare that Dr. King (and others) puts in notices regarding testing, PPE guidelines, upcoming dates, and changes in processes. Working hard on methods of communication. Talking with staff about questions and concerns.</p> <p>Congratulated everyone that we received our 5 Star rating back and had a deficiency-free VA survey.</p>	
<p><b>DR. PETER KING</b> <b>MEDICAL DIRECTOR</b></p>	<p>Bennington County Positivity Rate has been averaging about 6%, and VVH is 0.50%. Staff is doing great and putting in a lot of effort. Working on vaccine hesitancy among the staff: 62% of the staff are vaccinated, nursing is 26%. Focus will be on educating the staff to build a “defensive wall” around our residents from covid. Locally the numbers for nursing staff are more around 30%. History shows same low results for other vaccines. Feels it is a workplace safety issue. It is not a regulatory requirement.</p>	<p><b>INFO</b></p>
<p><b>MELINDA CROWL</b> <b>ADMISSION/MARKETING</b></p>	<p>Reported on current census and not accepting any new admissions at this time. Receiving active referrals and have a substantial number of people on the wait list.</p> <p>Good turnout with Holiday Cheer messages for our Touchtown channel. Have been advertising with Vermont Maturity, Vermont News Guide and radio stations. Had recorded events (Tree Lighting, Wreaths Across America, Day of Remembrance and weekly chapel services) on Touchtown. Dr. King did a video advocating for the vaccination. Updates to website with notices and Zoom meetings. Continue with Facebook, Instagram, website updates and YouTube.</p>	<p><b>INFO</b></p>
<p><b>FINANCE</b></p>	<p>President Krawczyk reported on the Turkey Expenditure needed this year due to the difficulty with the availability of obtaining turkeys for the employees for Christmas. Local supermarkets were unable to secure sufficient turkeys as they have in the past. Used a local market, Henry’s Market, as they were able to purchase the turkeys and also hand them out to employees directly at the store. The turkeys this year cost \$5,526.18. President Krawczyk requested a motion for a one-time only expenditure of \$6,000 for the turkeys. Mr. Michael diMonda made said motion, second by Ms. Jennifer Carmichael. Short discussion clarifying that the excess dollars not used on the turkeys will go back into the account. The motion carried.</p>	<p><b>CLOSED</b></p>

TOPIC	DISCUSSION	ACTION
<b>COMMITTEE REPORT</b> <b>MR. FRED DUNN</b> <b>BUILDINGS &amp; GROUNDS</b>	<p>Reported there is a large backlog of projects, listed in the Environmental Services report. Only contactors allowed in the building are for short-term emergency or urgent repairs needed. Feels the Environmental Services Department team (employees) have done a great job keeping the facility safe, comfortable and very clean during the pandemic. The intensity of cleaning has increased and that has increased our assurance that there is no cross-contamination as people move around the building. Would like to thank Jon and his team for a job well-done from the Board.</p> <p>Mr. Dunn announced this is his last meeting as he has decided not to seek a fourth term. Has been an honor to serve fellow veterans and members. President Krawczyk noted Mr. Dunn has been a valuable member of the Board and will be missed. Appreciate all he has done and wished good luck in the future.</p>	<b>INFO</b>
TOPIC	DISCUSSION	ACTION
<b>PRESIDENT</b> <b>STRATEGIC PLAN</b>	<p>President Krawczyk reviewed the Strategic Plan with the Board page by page asking for any edits, corrections or changes. One suggestion was made to remove page 6 of the Strategic Plan as it was a blank page. Later found out that once removed, then the following pages were not formatted correctly. Will leave page 6 as a blank page but add a note “This page left blank intentionally”.</p> <p>Short discussion on Page 4, section 2.2 to remove the words “and widows”.</p> <p>Regarding Chapter 6.3 Alignment with Subcommittees, discussion about with the approval of this plan will need to relook at the whole committee structure and organization. Not ready to formalize this into the plan at this time. May start this process in April or soon thereafter. Vice President DeGasta recommended the Board review the committee membership document and to possibly review at the April meeting and decide which committees should be combined, eliminated, or whatever we need to do as it relates to the Strategic Plan. Question was also raised about tenure of trustees as many terms have expired due to issues at the state. Board members continue to serve until a replacement fills a spot, is removed or retires-until a successor is named. Vice President DeGasta has been active trying to recruit new Board members and is working with a representative at the state on new appointments and re-appointments. There are currently 7 vacancies. Seeking members with certain skill sets (legal, medical, financial), to have some kind of expertise. Also need to hold an election for Mr. Jamie Percey’s position. Will need to open up nominations, have time to campaign and then set an election date (to cover all 3 shifts).</p> <p>For Section 7.0 Appendices, noted we can call upon other documents provided by BerryDunn and add them if needed.</p>	<b>INFO</b>

	<p>With no further discussion, requested a motion to accept this plan as the Vermont Veterans' Home Strategic Plan. Motion to accept the Strategic Plan made by Ms. Jennifer Carmichael, second by Mr. Jamie Percey. Roll Call vote requested by President Krawczyk. There were 12 yes votes for the motion: Kent Butterfield, Jennifer Carmichael, CPT Brenda Cruickshank, Col. Gary DeGasta, Charly Dickerson, Michael diMonda, Frederick Dunn, Dr. Jacqueline Kelly, Michael Klopchin, Col. Joseph Krawczyk, Jamie Percey and Joyce Scribner. Arthur Charron did not vote. Mr. Robert Hooper absent. Motion carried.</p>	<b>CLOSED</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>PUBLIC COMMENTS</b>	<p>Announced that Dr. Richard Dundas' wife passed away this past weekend unexpectedly. She was a very active lady in the community. (Dr. Dundas was previously a member of the Board of Trustees.)</p>	<b>INFO</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>EXECUTIVE SESSION</b>	<p>A motion was made by Mrs. Joyce Scribner to go into Executive Session for the purpose of two items: contacts and personnel actions. The motion was seconded by Mr. Charly Dickerson. The motion carried. The Board went into Executive Session at 1436.</p> <p>A motion was made to exit Executive Session by Mr. Jamie Percey, second by Mr. Charly Dickerson. The motion carried. The Board came out of Executive Session at 1500.</p>	<b>CLOSED</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>ADJOURNMENT</b>	<p>Request made to have the minutes reflect the Board gave Mr. Fred Dunn a virtual standing ovation.</p> <p>With no further business, a motion to adjourn the meeting was made by Mr. Charly Dickerson, seconded by Mr. Michael diMonda. Motion carried and meeting adjourned.</p>	<b>CLOSED</b>

Meeting was adjourned at 1303. Next Board Meeting 14 April 2021.