

Executive Committee Report

Date: May 16, 2023

Meeting Type: Teams

Members Present: Gary De Gasta, Peter Fagan, Mike Klopchin, Brenda Cruickshank and Charly Dickerson

Members Absent: (all present)

Invited Guests (staff members): Melissa Jackson, Asa Morin, and Robyn Boland

Meeting Start Time: 10:02 am

Motion by Peter Fagan to accept the Report from the previous meeting of January 24, 2023, second by Brenda Cruickshank. None opposed. Motion carried.

Strategic Plan Goal #7: Enhance Leadership. Action Steps and Background Context: "To enhance the leadership of management and the Board in order to lead expanded services and geographic reach as a statewide organization for veteran care".

Status updates of the six "Action Steps to Implement EC Strategic Plan Goal #7:

1. Refine the Board composition and committee structure to support VVH's strategic vision.

EC -- Five new Trustees (all military veterans) have been appointed to the Board. Cathy Tester a former Legion State Commander; two recently-serving members of the Vermont House of Representatives Peter Fagan, Retired Colonel (USA), and Larry Cupoli; Rev. Rick Setzer, part-time Chaplain (whose step-father is a resident); and Clark Adams a retired Duty Army SFC and a post-military civilian-trained and experienced Physician Assistant (PA). Committee assignments have been made for all but Clark Adams. Once Clark has an opportunity to attend a Board meeting, his committee appointments will be made.

2. Develop committees or work groups to advance the implementation of this Strategic Plan between Board meetings.

EC -- The Education and Training Work Group, created in 2014, continues to plan, stage and execute the Annual BoT Education Program. The Work Group has a new Chairperson, Vice-President Peter Fagan.

3. Recruit targeted expertise to the Board including legal, strategic planning advisory, and grant-writing experience to the Board.

EC -- While recent appointees will add expertise and value to the Board, specifically- targeted expertise remains elusive. Peter Fagan offered to contact the Deputy Adjutant General to make an inquiry on retirement records identifying the individual's branch or skill set, more specifically to see if there are any JAGS. (Judge Advocate General).

4. Plan for new management structures as VVH establishes new locations and services with executive- and facility-level management. Bennington will serve as the central leadership hub, but new locations and services will need local leadership with the experience and expertise to lead new ventures at the high-quality standard that VVH has achieved in Bennington.

EC -- Actions deferred awaiting the results of the Market Study with its recommendations to the Home and the Board possibly being available for discussion and action during CY2023.

5. Support and encourage management leaders to be active in national organizations and associations.

EC -- The Board continues to encourage Management leaders to take an active role in their national organizations. When identified and selected, hopefully the new Director of Nursing Services will share the same commitment to regional/national leadership.

Melissa was congratulated for her most recent national recognition. On April 26, she received the ACHCA (American College of Health Care Administrators) Outstanding Member award in Baltimore, Maryland during their annual awards banquet.

6. Continue to invest in the education and development of VVH's supervisors and middle managers.

EC -- The BoT will continue to support the Home's Learning Management System for its employees looking to the Home's Senior Managers for areas where the Board can play a more active role.

Contents and summary of discussions:

Executive Committee Functional Areas:

Operations:

- **CEO Operational topics:**

- Budget Information: CEO Jackson reviewed the figures for the capital budget. Discussion regarding new language under section E.127 of H.494 regarding the CEO working with Joint Fiscal to prepare a fee report. Waiting for more guidance from them on their definition of “fee”. The Finance Director will be addressing this matter and will provide a recommendation at the June 14 Board meeting.
- Market Study Update: Gibbous representatives Eric Sheehan and Tom Innis visited VVH yesterday. They met with the CEO, Dr. King, the admissions nurse, and Admissions Director, Melinda Crowl, who gave them a tour of VVH as if they were thinking about placing a loved one here. Dr. King and CEO Jackson will be reaching out to their contacts at the VA to see who to contact at the Office of Geriatrics and Extended Care to see what type of care and services are going out to community providers (openings and services for specialty care). Gibbous will be meeting with Robert Burke, Director, Vermont Office of Veterans Affairs. Gibbous will provide an update at the June 14 Board meeting.
- VISTA Volunteer -- application submitted for 2023-24: The VISTA Program is in the phase of putting out the advertisements. Hopefully over the summer we will see if any candidates have applied to work with us. The VISTA program is hopeful they will have more applicants this year as last year was the fewest number of persons wanting to be VISTA's.
- Malcolm Baldrige -- Bronze Award Application: Still waiting to learn the outcome of the Bronze Award application.
- CMS Life Safety penalty – strategy/response: The fine has been paid. CEO Jackson will prepare a one-page summary of talking points for the Trustees in the event any inquiries are received. The summary will explain the reasons why the fine was issued, the corrective actions taken and preventative measures put in place.
- Commandant's House: No update at this time.
- Incident: CEO Jackson advised the Executive Committee of an incident that took place at VVH Saturday evening involving a resident. The resident was identified as “missing” during his every 15-minute “check”. He was found safe after a four-hour search by staff and Bennington Fire and Police. He was sent to SVMC, was examined, and found to have very minor injuries. The family couldn't thank us enough for finding him and keeping them updated during the search. The staff did a phenomenal job during the incident. Signage will be placed on the inside and outside of the doors. We are in the process of gathering resident cell phone numbers and also programming in the Nursing Supervisor's phone number on their phones. Once the security project is completed, an alarm will go off if someone goes out a door that is designated as “not an exit/emergency exit only”. The new nurse call system may also have the capability to use a wander guard.
- DNS update: The last second-round interview of the remaining 3 candidates, conducted by staff members, is taking place today. Then will meet with the interview team and discuss who will move on to be interviewed by members of the Board. All the candidates have nursing home background.

Ombudsman Program: No forms have been received since the last EC meeting.

Education & Training:

Vice President Peter Fagan, newly appointed Chair, Education and Training Program Work Group and his team have identified the date (October 24-25) and venue (Lake Morey Resort) for the Fall Board Program. Peter reviewed the “soft schedule” that was developed at the Work Group meeting and reported they are in the process of making contact with guests and presenters. He is planning a site visit in June to

the Lake Morey Resort with Work Group member(s). The “Back to Basics” overview recommended by the CEO will either be part of the October program or become an August Board meeting agenda item. The Work Group has been requested by the President to take on an expanded role -- to work with Management and use the Home’s online Learning Management System to enhance Trustee knowledge and experience. Once each quarter will forward Trustees a 10-minute article that he finds would be educational. A brief discussion of the material will be included during scheduled BoT meetings.

Other issues/concerns addressed:

- **Update on New Trustee Mentorship Program**
Kent Butterfield has agreed to serve as the Trustee Mentor for our newest Trustee, Clark Adams.
- **By-Laws/Nominating Committee – Charly Dickerson, Chair**
Committee Report/recommendations on By-Laws changes to be presented to Trustees during the Fall BoT meeting.
- **Talking Points:** Request was made for CEO Jackson to produce a White Paper describing costs to the State should the VVH be closed and the benefits the VVH brings to Vermont and its veterans.
- **Building and Grounds Committee:** This Committee, as requested by the Board President, will select a Chairperson from its ranks during their May 24 meeting.
- **Per Diems and Meeting Warnings:** President De Gasta reported he is waiting for the formal response from the Attorney General’s office relative to two Requests for Legal Opinion regarding the State’s Open Meeting Law. (1) “Warning” of committee meetings – rather than notifying the Bennington Banner, post notices on the VVH webpage. (2) Per Diem payments to Trustees for attending Board and Committee meetings. The responses will be shared with Trustees and Home Leadership when received.

Findings and Recommendations (if any):

Attachments (as required):

Future Agenda Items:

Meeting end time (adjournment): 11:12 am

Gary De Gasta
Committee Chair

May 18, 2023
(sign and date)