

Executive Committee Report

DATE: 13 January 2022

MEETING TYPE: Zoom

MEMBERS PRESENT: Joseph Krawczyk (Chair), Gary DeGasta, Michael Klopchin, Brenda Cruickshank, and Charly Dickerson (All members were present.)

MEMBERS ABSENT: None.

INVITED GUESTS: Melissa Jackson, Asa Morin, and Robyn Boland

MEETING START TIME: 11:02 am

EXECUTIVE COMMITTEE STRATEGIC GOAL: VVH 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".

The EC is working on **three of the six "Action Steps"** to implement its assigned **Strategic Goal of Enhance Leadership:**

- Refine the Board composition and committee structure to support VVH's strategic vision.
- Develop committees or work groups to advance the implementation of this strategic plan between Board meetings.
- Recruit targeted expertise to the Board including legal, strategic planning advisory, and grant-writing experience to the Board.

CONTENT AND SUMMARY OF DISCUSSIONS: Executive Committee Functional Areas:

1. Operations:

- Committee Reports -- No Committee Meeting Reports have been received since the December 8, 2021 Board meeting.
- Strategic Planning Committee-- Strategic Planning Committee meeting is scheduled for Wednesday, January 19, 2022 at 11:00 am. The meeting will be posted tomorrow on the website with the approved Agenda. The three goals mapped from the Strategic Plan to the Strategic Planning Committee are: Serve more Vermont veterans, expand geographic reach, and offer new services. Recommend dividing the committee into 3 work groups and to then have each work group focus on one of the (3) goals. By doing so, all 3 goals will be getting addressed. A staff member may also be assigned to each work group. The work groups will update the Chair (J. Krawczyk), and the Chair would update the Board as necessary.
- CEO updates -- Census (91 + 7 DOM) with admissions on hold currently, budget hearing went well, emergency plan if staffing minimums can't be met, PPE inventory is good, all staff wearing N95 masks with face shields, will be discussing morale booster ideas at department head meeting today, no update on the waiver, nursing staff shortage continues, working on retention bonus and increased shift differentials. Per Vermont guidelines, visitors only need to wear a cloth or surgical mask. There are surgical masks available at all entrances. Family meetings being held regularly, and visitors have been advised of risks to visit and of guidelines. Most family visitors are vaccinated/boosted. Per request, the CEO to draft a letter of thanks to the families for their continued support, and thanks and encouragement to the staff, from the Board to be approved at their next meeting February 9. CEO also working on a the Government Ops letter which should be ready tomorrow for review.
- COO reported the DOM (Domiciliary) survey went well. Have not received the official report yet, but no clinical issues were found during the visit.

2. Education and Training Program: Working Group plans to meet in next couple weeks to discuss the next event. Have not received any additional comments (other than those given in the evaluations). Open Meeting Law presentation slides from the October event have now been received by David Borsykowsky along with a

letter from the Secretary including a Guide to the Open Meeting Law. The slides will be distributed to the Board for the February 9 meeting.

- After carefully considering the requirement of Vermont's Open Meeting Law presentation by Attorney Borsykowsky, discussion by attendees and subsequent input and recommendations from Trustees, President Krawczyk concluded the Open Meeting Law requirements are applicable to the Board and its Committees.
- Committee Chairs will be given directions on how to notify the Bennington Banner of their committee meetings. Committee Chairs will continue to provide the information to Melinda Crowl to post the warning of the committee meeting (at least 48 hours in advance of the meeting) on the website. The minutes from the meeting must be posted on the website within 5 calendar days of the meeting.

3. Ombudsman Program:

- Forms are available throughout the facility. No submissions have been received since prior meeting.

OTHER TOPICS DISCUSSED:

Internal Control Recommendations: Per recommendation during the annual survey, will need to schedule an annual Corporate Compliance meeting with the COO and the Board. The initial groundwork was done during last Board meeting when Corporate Compliance and the Organizational Chart were accepted. There are areas and/or policies that will need updating such as: cash reconciliation variances, review of property and equipment, create a capital committee to review purchases over \$5,000, and to write an actual policy on how a review of expenses is done. COO is working on a system to meet with the Board regarding Corporate Compliance, possibly quarterly, to review necessary items on a regular basis. There are five State (Visa) purchasing credit cards plus several store cards. There are no credit cards that are directly linked to spending Board funds.

Chamber of Commerce Lease: Lease is due for renewal. Discussed several options to present to the Chamber of Commerce regarding rent and dues. Discussed possibilities for use of the building and/or the land if lease is not renewed. This item will be added to the February Board meeting agenda for further discussion.

FINDINGS and RECOMMENDATIONS (if any): n/a

ATTACHMENTS (as required): n/a

FUTURE AGENDA ITEMS: **The Remaining Three Action Steps** -- The EC will discuss how it intends to address the implementation of the three remaining Actions Steps:

- 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.
- Support and encourage management leaders to be active in national organizations and associations.
- Continue to invest in the education and development of VVH's supervisors and middle managers.

MEETING END TIME (adjournment): 12:04 pm

COMMITTEE CHAIR: COL Joseph Krawczyk
14 January 2022