

Executive Committee Report

DATE: 10 May 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: 10:27 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 evidencing progress on **four of the six "Action Steps"** to implement its **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.
- Support and encourage management leaders to be active in national organizations and associations.

CONTENT AND SUMMARY OF DISCUSSIONS:

Executive Session: 10:28 am - 10:36 am. Subject: Personnel.

Executive Committee Functional Areas:

1. Operations:

Committee Structure – Some Home staff are being tasked to engage in activities that are difficult to link to the nine goals of the Strategic Plan. While Trustees can call upon the expertise of the staff to complement and supplement their activities, Committees are responsible for the ownership of the outcomes they produce. Discussion on how to assist committees to pursue their Strategic Plan goals action steps. The Quality Assurance committee developed a tool (chart) that offers a guideline which may be of assistance. The in-house teams (staff members) can help by providing input into the Home's progress possibly helping committees to define their "next steps". During the June Board meeting, Strategic Plan goals and the committee(s) to which those goals are assigned will be reviewed. CEO Melissa Jackson will comment on how the Home's staff can best work with the committees on the goals' achievement.

- CEO updates – Submitting a Letter to the Editor of the Bennington Banner asking students and parents to not use VVH as a cut through and advising them of the speed limit as numerous cars have been speeding through. The High School has been notified as well as the Athletic Director. The State email addresses have been set up for all the Board members. Will eventually migrate them over to Teams.
- COO updates – Corporate Compliance training for the Board will be conducted at October's Education and Training.
The VISTA Program has been officially listed as an opening on several sites. Cut-off is in July.

2. Education and Training Program: As Chairperson of the Education and Training Work Group, Col. DeGasta reported that due to increases in food costs, lodging, and an additional consultant, he will be making a motion to the Board of Trustees at June's meeting to approve a budget not to exceed \$15,000 to plan, stage

and execute the program. He will provide written notification of the motion for the Board to review prior to the June meeting.

3. Ombudsman Program: No discussion as “0” submissions have been received since our last Board meeting.

OTHER TOPICS DISCUSSED:

Holyoke Soldier’s Home Report: The CEO provided a brief summary of lessons learned from the Massachusetts Soldiers’ Home Report, e.g. to work on good communication between staff, families and with the Board; and listen and engage staff. The VVH has made tremendous progress in quality improvement, labor relations and staff interactions during the last dozen or so years. Hiring professional and competent administrators with unquestionable honesty and integrity and candid leadership. The Home’s leadership and employees are backed by a responsible and committed Board. The Home’s dedicated and competent workforce has responded by delivering sustained compassionate and quality healthcare and services. The VVH continues to be a model for other State Veterans Homes to emulate.

Chamber of Commerce Lease: A few grammatical changes were made to the lease. Brief discussion on payment method and account. Will continue to work on details. President Krawczyk reported he had used a wheel measure tool to verify some of the measurement descriptions in the lease and found they were very accurate.

National Guard Lot: Appears the National Guard is in the process of moving off the property. Soil testing will be done at their expense. They offered to leave the fence if we want them to. We will ask for them to do so.

HIPAA: Mr. Dickerson reported he is almost done with edits to the Board Access to Protected Health Information policy.

DNS Retirement: VVH will present a retirement plaque as is normally done when staff retire. The position vacancy is posted. She retires mid-June. A nurse consultant from Clay Associates will help 3 days a week to help new person transition into the DNS position.

June Meeting: Will investigate the possibility of having the June meeting outdoors in the Pavilion. Would still need to wear a mask and social distance. If inclement weather predicted, then will have zoom as a backup.

FINDINGS and RECOMMENDATIONS (if any): n/a

ATTACHMENTS (as required): n/a

FUTURE AGENDA ITEMS: **The Remaining Two Action Steps** -- The EC will discuss how it intends to address the implementation of the two 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.
- Continue to invest in the education and development of VVH’s supervisors and middle managers.

MEETING END TIME (adjournment): 12:01 pm

COMMITTEE CHAIR: COL Joseph Krawczyk
13 May 2022