

**Board of Trustees  
Vermont Veterans' Home  
A. Luke Crispe Room  
14 February 2018  
1230 hours**

**Present:**

Colonel Joseph Krawczyk, President  
Colonel Gary DeGasta, Vice President  
Michael Klopchin, Secretary  
Kent Butterfield  
Art Charron

Charly Dickerson  
Michael diMonda  
G. Richard Dundas  
Frederick Dunn  
Robert Hooper

Dr. Jacqueline Kelly  
Janet Osmer  
H. Jamie Percey  
Joyce Scribner

**Excused:** Andrew Cotrel  
Wes Mook

Christina Crowe  
Karl Neuse

Captain Brenda Cruickshank  
Robert Burke, Dir. VT. Veterans Serv.

**Guests:** Chaplain Coonradt  
Mary Ryan, Executive Assistant

Rev. McSherry

John Miner

The meeting was called to order by President Krawczyk at 1230.

All present participated in the Pledge of Allegiance.

Roll call was taken by Secretary Klopchin and a quorum was announced.

Dr. Kelly made a motion to accept the minutes from October 2017 as written; seconded by Mr. Hooper. Motion carried.

| TOPIC                              | DISCUSSION  | ACTION      |
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| <b>PRESIDENT<br/>WELCOME</b>       | Guests were recognized and welcomed.  |             |
| <b>EMPLOYEE REOGNITION</b>         | Employees across all departments were recognized for their years of service ranging from 5 to 42 years.   | <b>INFO</b> |
| <b>LEGISLATIVE COFFEE<br/>HOUR</b> | In lieu of the Card Room, the Board of Trustees hosted an early morning Coffee Hour for Legislators on 26 January 2018 in the State House Cafeteria. The event was well attended by many Legislators. An application has been submitted for the 2019 Card Room lottery. | <b>INFO</b> |
| <b>FY 19 BUDGET</b>                | The CEO presented the FY 19 budget; Legislators seemed to be supportive of the proposal and budget adjustments requested. The CEO testified before the House and Senate Appropriations  | <b>INFO</b> |

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|   | Comittees and requested funds for a study to be completed for installation and upgrades to all entrances to the facility. An alternative to using agency staff was proposed for part-time, classified employees for the facility.  |               |
| <b>TOPIC</b>                            | <b>DISCUSSION</b>  | <b>ACTION</b> |
| <b>HOME REPORTS<br/>NURSING</b>         | The CEO and DNS have been invited by Rutland Regional Hospital to present the VVH procedures which have reduced the number of hospital transfers, quality of life and imporvment resident care to PCC. Explanation of self reports and the significant reduction was given by DNS.   | <b>INFO</b>   |
| <b>ADMISSION</b>                        | Personal preferences, routine and home environment are discussed prior to admission and mimiced to create an atmosphere of familiarity which may facilitate adjustment to new surroundings. Admission screen will need to take into consideration psychosocial, physical and emotional conditions (which may not manifest upon initial site visits) of individuals and determinie if appropriate services are available at the VVH. Currently there is a waiting list and admissions are on hold due to active cases of the flu. | <b>INFO</b>   |
| <b>STAFF</b>                            | Staff competencies are in line with the new CMS regulations and competencies will be reviewed to ensure employees understand processes to be successful. Competencies will be included in the individual's annual evaluation.<br><br>Staffing challenges continue; staff illness has contributed to the high call out rate of 11% between Feb 5 – 10. An increase in one-to-one buddies has strained staffing and those on light duty are assisting with one-to-one. Goal is to transition off one-to-one.                       | <b>INFO</b>   |
| <b>MEDICAL DIRECTOR<br/>MEDICATIONS</b> | Reports were presented regarding flu within the facility.  | <b>INFO</b>   |
| <b>PSYCHIATRIC SERVICES</b>             | As part of Quality Assurance, the use of psychotropic medications is monitored as are high risk medications and any side effects or interactions with other medications. Antibiotic stewardship continues with a review for 72 hours.<br><br>Telemed psychiatric support from the VA, scheduled for visitis to the Home four (4) days per month has stalled. Advocacy for the great need of psychiatric services will continue. Currently only 1 hour per week for psychiatric telephone review is available.                    | <b>OPEN</b>   |
| <b>SOCIAL CONCERNS</b>                  | Although certain practices are now approved in other states, ex. medicinal marijuana or physician assisted suicide, the VVH will adhere to federal regulations which prohibits the practice of both.   | <b>INFO</b>   |
| <b>CMS</b>                              | In 2019, monitary take back will be assessed if a Veteran/Member is if take from hospital and is   | <b>INFO</b>   |

|                                | readmitted to the hospital within 30 day, the hospital will be fined. If main players are reversed, then the VVH can be assessed a take back. VVH is in the survey window; currently 3 consecutive years with zero deficiencies.  |               |
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| <b>TOPIC</b>                   | <b>DISCUSSION</b>   | <b>ACTION</b> |
| <b>COMMITTEE REPORTS</b>       |   |               |
| <b>MRS. SCRIBNER</b>           |   | <b>INFO</b>   |
| <b>BUDGET &amp; FINANCE</b>    | Director of Finance presented FY 19 (Fiscal Year 2019) summary and highlights and funding sources (General, Special and Federal) for the Home were discussed. Special funds include New York and Vermont Medicaid and private pay. Budget was increased by on 1.2% well below the State target of 2.36%. Majority of VVH budget (73%) is fixed based on salary and benefits. New Medicare waiver increases reimbursement from the State of Vermont by \$100 per day which sunsets on 31 December 2021. Vermont State will need to reapply for the waived after that date. |               |
| <b>FY19 BUDGET</b>             |   |               |
| <b>WORKMAN'S COMP</b>          | Workman's compensation has substantially decreased due to measures taken prior to the State initiative and those with workman's comp claims have been assigned to light duty as approved. Outside contractor discovered non-VVH claims had been charged to the VVH. Currently, a consulting RN accompanies the staff member to appointments and intercedesto determine if the employee is able to perform light. The practice has resulted in a 90% savings of workman's compensation.  | <b>INFO</b>   |
| <b>MR. BUTTERFIELD</b>         | A report was given on the many events attended by the CEO, COO and Marketing Coordinator many of which were sponsored by VSOs. Upcoming spring and summer events and schedules were presented. Marketing plan is in development for NE Kingdom.   | <b>INFO</b>   |
| <b>OUTREACH AND MARKETING</b>  | Public service announcements, 5-Star rating and low transfer rates enhance marketability of the VVH.  |               |
| <b>VIETNAM VETS OF AM.</b>     | John Miner proposed an event on August 16, 2018 for a military vehicle show/kids day for vehicle owners and vendors and re-enactment on the grounds of the VVH. Board requested to be kept informed of any developments. April 14 at 1200 will make the 50 <sup>th</sup> Anniversary for Vietnam Veterans Flag Raising at the Home.   | <b>INFO</b>   |
| <b>MR. DUNN</b>                | Advertising for the event was in question if on Bot grounds; CDC was mentioned for producing posters.   |               |
| <b>BUILDINGS &amp; GROUNDS</b> | Oxygen system design will need to be evaluated to address issues that have arisen. Revocations to the guest rooms on the second and third floors have begun. Lease for Commandant's House to the Green Mountain Vietnam-Era Vetearns Assistance Corporation had been updated to include current and future use of garden spaces on the property within 50 feet of the Commandant's  | <b>INFO</b>   |

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| <p><b>FALLOW DEER<br/>SHED ANTLER POLICY &amp;<br/>MAINTENANCE</b></p> <p><b>SOLAR POWER</b></p> <p><b>TBA<br/>STRATEGIC PLAN</b></p> | <p>House. The gardens are available at no cost to the community.</p> <p>A policy was proposed to address the sale of the shed antlers of the fallow deer herd. A silent auction was proposed for the car show displaying antlers and minimum bid requested. A motion was made by Mr. Dunn to accept the policy as written, seconded by Mrs. Scribner. The motion was passed by unanimous vote. Vegetation of the enclosure for the herd was discussed with future plans to reseed the area and currently supplying food sources.</p> <p>Solar power on the VVH grounds continues; Board approved pursuing a consultant who may be able to cover all the “unknowns” associated with the project; fee for services will be considered. Per State recommendations, RFPs (requests for proposals) will be required rather than a single source contract. Projected savings, location and permits have been discussed must be part of the process. Caution regarding potential savings with solar is if the budget would be affected and possibly reduced by Legislators.</p> <p>Committee members gave proposals for future considerations at the Home which may include addressing the psychiatric needs of new generation of Veterans, future housing alternatives, day care with reimbursement, and renting housing units for Veterans.</p> | <p><b>CLOSED</b></p> <p><b>OPEN</b></p> <p><b>OPEN</b></p> |
| <b>TOPIC</b>  | <b>DISCUSSION</b>  | <b>ACTION</b>  |
| <b>EDUCATION &amp; TRAINING</b>   | <p>A brief report was given regarding the program and participants for the event that will be held at the Quechee Inn at Marshland Farms, Quechee VT June 12-13, 2018</p> <p>A brief intermission was called at 2:05 p.m.</p>  | <b>INFO</b>  |
| <b>TOPIC</b>  | <b>DISCUSSION</b>  | <b>ACTION</b>  |
| <b>EXECUTIVE SESSION</b>  | <p>Meeting resumed at 2:20 pm. A motion made by Mrs. Scribner to enter into executive session to vote on Commandant’s house lease and a personnel matter, seconded by Mr. Percey.</p> <p>A motion to exit executive session was made by Mr. Percey and seconded by Mrs. Scribner. By voice vote the motion was approved and open session reconvened at 2:37.</p>   | <b>INFO</b>  |
| <b>TOPIC</b>  | <b>DISCUSSION</b>  | <b>ACTION</b>  |
| <b>LEASE AGREEMENT</b>  | <p>A motion was made by Mr. Hooper to accept the conditions of the lease of the Commandant’s House to the Green Mountain Vietnam-Era Veterans Assistance Corporation as written. The motion was seconded by Mr. diMonda and the motion carried.</p>  | <b>CLOSED</b>  |
| <b>PERSONNEL MATTER</b>   | <p>A motion was made by Mr. Dickerson to accept the appointment of an Executive Assistant recommended by the CEO and COO effective 18 February 2018. Mrs. Scribner seconded the motion. By voice vote the motion passed. Appointee introduced herself to the Board and thanked</p>   | <b>CLOSED</b>  |

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| <b>CEMETERY</b>             | them for the opportunity to serve.<br><br>Mr. diMonda will pursue interest in the cemetery headstones.   | <b>OPEN</b>   |
| <b>APRIL MEETING FORMAT</b> | April Board agenda was discussued with education sessions in the morning, break for lunch, afternoon committee meetings followed with a meeting of the full Board. | <b>INFO</b>   |
| <b>ADJOURNMENT</b>          | A motion to adjuour the meeting was made by Mr. diMonda, seconded by Mr.DeGasta. The motion carried with adjournment at 2:43 p.m.                                  | <b>CLOSED</b> |

Board of Trustees meetings 2018: 11 April, 12-13 June Education & Training, 8 August, 10 October and 12 December.