



**MICHIGAN VETERANS FACILITY AUTHORITY
BOARD OF DIRECTORS MEETING**

November 16, 2021

10:00 a.m.

APPROVED MINUTES

A meeting of the Michigan Veterans Facility Authority (MVFA) Board of Directors was called to order at 10:00 a.m. by Chair David Henry. The meeting was conducted at the DTMB State Facilities Administration Building, 3111 W. St. Joseph Highway, Lansing, MI 48917.

1. Pledge of Allegiance

2. Attendance Roll Call

Chair David Henry called for a roll call of members present.

The following MVFA Board of Directors were present: Zaneta Adams, Henry Boutros, David Henry, Ken Robbins, David Rutledge, MaryAnne Shannon, Brad Slagle, Larry Yachcik

Excused Absences: Mary Naber

Michigan Veteran Homes (MVH) Executive Leadership Team: Anne Zerbe, Fred Schaible, Tiffany Carr, and Patty Altimore

Guests: Laura Birchmeier, Erica Bobrowski, Sean Depuydt, Assistant Attorney General Jason Geissler, Mike Hassan, Michael Kroll, Chris LaJoie, Cary Lincoln, Carly MacDonald, Jennifer Manning, Renonda Mullen, Jodi Thompson, Courtney Tweedale, Melissa Velie, Niki Wheeler, Mark Wolf, et al

3. Adoption of Agenda

Adams, seconded by Shannon, motioned to accept the meeting agenda dated November 16, 2021, as presented. The motion passed 8-0.

4. Public Comment

None

5. Approval of Proposed Minutes

Yachcik, seconded by Adams, motioned to accept the proposed meeting minutes dated August 24, 2021, as presented. The motion passed 8-0.

6. Executive Director's Report

Anne Zerbe presented the Executive Director's Report:

- An update on the certification status of the new homes
 - Michigan Veteran Homes at Chesterfield Township (MVHCT) is both CMS and VA certified.
 - Michigan Veteran Homes at Grand Rapids (MVHGR) is CMS certified. During the VA certification survey, a few life safety issues arose regarding the fire penetration system; a follow-up survey is slated for December 1, 2021.
- CMS mandates for the COVID-19 vaccine and the implications for staff.
- Introduction of the MVHGR Administrator Carly MacDonald.
- Administrator Carly MacDonald provided an operational update for the MVHGR to include VA survey updates, the status of moving members to the new building, and vaccine boosters.
- Administrator Jennifer Manning provided an operational update for the MVHCT to include certification status, the opening of a new neighborhood within the Home, staff recruitment issues, and Veterans Day activities.
- Anne Zerbe provided an operational update for the Michigan Veteran Homes D.J. Jacobetti (MVHDJJ) in lieu of Administrator Ron Oja. Updates included a conversation on potential new build funding/locations, and the exemption from licensure.
- Director of Psychosocial Services and Quality of Life Jodi Thompson provided an update on the Social Work Programs in all three homes, the Core Dementia Care Program, and the No Member Dies Alone Program.
- Anne Zerbe presented a proposed schedule for the MVFA board meetings. Discussion ensued regarding the location of the meetings; a centralized location in Lansing versus meeting at the Homes.

Rutledge, seconded by Robbins, motioned to accept the 2022 MVFA board meeting dates as presented and establish Lansing as a central location for the meetings.

The motion was passed by a roll call vote of 6-2, with Adams, Boutros, Henry, Robbins, Rutledge, and Yachcik in favor; Shannon and Slagle opposed.

- Anne Zerbe reported that she met with the MVH Leadership Team regarding the revision of the MVH Strategic Plan. She requests extra time to examine the performance measures and plans and to present the revised plan to the board at the January 2022 meeting.

7. MVH Committee Updates

Executive Committee – Chair Henry stated that the committee met on October 27, 2021.

The committee discussed the possibility of conducting board meetings on a quarterly basis instead of bimonthly. MVH staff expressed concern about meeting only four times per year due to the past difficulty in achieving a quorum for meetings. Chair Henry stated that for now, the meetings will continue to be conducted on a bimonthly basis.

The revision in the MVFA bylaws, regarding the Appeals Board, will be addressed at the January 2022 meeting. In the meantime, the Administrative Rules will be used in governance issues. Chair Henry would like to appoint Robert Johnson as the chair for the Appeals Board, and this will be addressed in the revision of the bylaws.

There is still one vacancy on the Appeals Board which is slated for recommendation by the Disabled American Veterans (DAV). Zaneta Adams will contact the DAV regarding the fulfillment of this vacancy.

Chair Henry requested that the MVFA board meetings be broadcast into the Homes so members may see the board at work for them. Fred Schaible will check with the State of Michigan's DTMB regarding a better platform for broadcasting the meetings which also can incorporate closed captioning.

Budget and Financial Oversight Committee – Chair Slagle stated that the committee met on November 3, 2021.

Chair Slagle explained that this was a very busy time of year for Financial Services staff with the FY2021 closeout and the transfer to a new department code for the Michigan Veteran Homes. The FY2021 expenses are expected to be lower than projected resulting in a reduction in the use of prior year carryover revenue.

Facility and Capital Improvement Committee – Chair Boutros stated that the committee met on October 6, 2021

The work for the new Homes is coming to a close with final punch lists items being addressed.

Mike Hassan provided a briefing on the New Homes Construction Report.

Discussion evolved regarding the approaching year-end warranties/budgeting and how the warranties will be tracked.

Governance and Policy Development Committee – Chair Rutledge stated that the committee met on October 26, 2021 and November 9, 2021 to review board policies #010 and #015 for adoption by the board. He reviewed the revised draft of proposed policy #010, Travel Regulations.

Rutledge, seconded by Robbins, motioned to accept Policy #010 as presented.

During discussion, Brad Slagle suggested two revisions to the policy:

- 4d – should read ...state owned business...
- Under References, the sentence should read “For travel regulations and official travel reimbursement rates, refer to the Standardized Travel Regulations.” (hyperlinked).

Rutledge motioned to withdraw his previous motion.

Rutledge motioned to accept Policy #015 with the revisions recommended by Brad Slagle. The motion was passed by a roll call vote 8-0, with Adams, Boutros, Henry, Robbins, Rutledge, Shannon, Slagle, and Yachcik in favor.

Chair Rutledge presented a draft of board policy #015, Executive Director/CEO, Evaluation Process. After discussion, AAG Jason Geissler offered to review the policy and evaluation tool on behalf of the AG’s Office. Chair Rutledge will meet with AAG Geissler to develop a draft policy and evaluation tool for presentation to the board at the January 2022 meeting.

Outreach and Fund Development Committee – Chair Yachcik stated that the committee met on November 2, 2021. “

Chair Yachcik recommended:

- Donations should be focused on projects that will enrich the lives of members.
- The strategic plan should address a capital campaign related to building new homes.
- The acquisition of software for tracking donations which may exponentially increase donations.

Community Engagement Coordinator Tiffany Carr added:

- Donors need a focus and mission, i.e., the Herbe fountain and flagpole
- The importance of establishing partnerships in the Chesterfield Township area for projects requested by members, i.e., a fishing pond.
- Utilization of donor tracking software which is scheduled for review in January and launch in May.

Chair Yachcik concluded by requesting board members to connect one to two potential donors in the community with Anne or Tiffany to establish a possible donor relationship.

8. New Business

None

9. Public Comment

None

10. Board Comments

MaryAnne Shannon – stated that she appreciates coming to the face-to-face meetings because she sometimes does not have access to Teams. She had all of her questions answered today and believes that great progress is being made. It is also beneficial to know of any funding shortfalls.

Brad Slagle – echoed the benefits of face-to-face meetings, adding that the meeting is more productive and useful. He also appreciates the open discussion with the differences of opinions and respect by board members for those opinions.

Henry Boutros – concurred that he agrees with the previous comments, and there is a livelier conversation face-to-face than what might have been experienced online.

Larry Yachcik – expressed that there is so much good work for the Homes. He tends to look back on the great work produced by the original workgroup and in awe of what has been accomplished

David Rutledge - finds it amazing to see how the plan on paper is now a reality. He added that he is so proud to be part of this process. Lastly, he expressed appreciation for each of the board members and their work.

Zaneta Adams – inquired if there is a way for board members to be more engaged in the Homes; perhaps 3-4 board members serving residents in some capacity. Tiffany Carr stated that each home has a schedule of activities, and she will send a calendar of activities to the board members.

Ken Robbins – concurred with the comments previously expressed by the other board members. He especially wanted to thank Anne Zerbe and her team; he appreciates what the team is doing to protect and serve veterans.

David Henry – thank the board members for their time invested in attending the meeting. There has been a tremendous amount of work accomplished during the past five years with opening two new homes and possibly replacing a third home. He stated that the board has done great work and there is a lot more to look forward to. He concluded by stating that it's all about team and he could not have picked a better team.

11. Adjournment

Henry, seconded by Adams, motioned to adjourn the meeting. The motion passed 8-0. The meeting was adjourned at 12:32 p.m.

A handwritten signature in cursive script, appearing to read "Bradford Slagle".

Bradford Slagle,
MVFA Board Secretary