



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

July 19, 2022  
10:00 a.m.

**APPROVED MINUTES**

A meeting of the Michigan Veterans Facility Authority (MVFA) Board of Directors was called to order at 10:03 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: David Henry, Mary Naber, Ken Robbins, David Rutledge, MaryAnne Shannon, Brad Slagle, Larry Yachcik  
Excused Absences: Zaneta Adams

Michigan Veteran Homes (MVH) Executive Leadership Team: Anne Zerbe, Beth Simonton-Kramer, Assistant Attorney General Jason Geissler, Tiffany Carr, Patty Altimore

Virtual Guests: Christine Apostol, Erica Bobrowski, Sean Depuydt, Ryan Doll, Heather Feuerstein, Mike Hassan, Michael Kroll, Chris LaJoie, Cary Lincoln, Carly MacDonald, Ron Oja, Steve Rolston, Jodi Thompson, Courtney Tweedale, Melissa Velie, Niki Wheeler, Mark Wolf, et al.

**3. Adoption of Agenda**

Chair Henry added item 8a – “Closed Session” to the agenda.

*Yachcik, seconded by Shannon, motioned to accept the meeting agenda dated July 19, 2022, with the addition of item 8a – Closed Session. The motion passed 7-0.*

**4. Public Comment**

None

**5. Approval of Proposed Minutes**

*Slagle, seconded by Naber, motioned to accept the proposed meeting minutes dated June 16, 2022, as presented.*

During discussion, MaryAnne Shannon provided clarification on page 5, item 7, bullet 6. In the motion, the words “and findings” should be included after evaluation process. In the discussion section, the words “and findings” should be included after evaluation process.

*Slagle, seconded by Naber, revised his motioned to accept the proposed meeting minutes dated June 16, 2022, with the two revisions noted by MaryAnne Shannon. The motion passed 7-0.*

## **6. Executive Director’s Report**

- **Budget Update**

Anne Zerbe reported that the State of Michigan budget was approved by the governor and will be officially signed tomorrow. With the approval of \$34,200,000 in state general funding, along with the federal share of \$63,400,000, a replacement facility for a new Marquette veterans home is financially approved. All additional documentation for the replacement facility will be submitted to the VA by the August 1, 2023, deadline. Project costs will increase significantly due to the Buy American Act, but Ms. Zerbe is confident the budget will not need to be revised and Michigan Veteran Homes is in a good position to receive funding in the fiscal year 2023 cycle. Ms. Zerbe added that although we will not know until January/February whether MVH at D.J. Jacobetti will be on the VA grant list for 2023, we are moving forward with the environmental testing for any potential sites.

Ms. Zerbe stated that everything else in the budget was as anticipated and the team is working full steam ahead. It is going to be a tight timeline, but she believes the timeline is manageable. Ms. Zerbe concluded by stating that her team is going through the process of making adjustments and talking with staff at the current buildings to integrate improvements in the next design.

- **COO Steve Rolston – Operational Status Update for MVH**

- The Homes are normalizing operations after transitioning from one building to another.
- Efforts are in motion to align the organizational charts across all three buildings.
- Steve Rolston and Anne Zerbe have recently conducted employee town hall meetings at each Home, and they are planning employee work groups to improve workflow.
- A compilation of lessons learned from the two new buildings is in progress, so as not to make the same errors with the Marquette replacement facility.

- **Administrator Jennifer Manning – MVH at Chesterfield Township (MVHCT)**

- Steve Rolston reported on behalf of Jennifer Manning since she was meeting with a state surveyor.
- The current member census is 62, with 10 new members anticipated to be admitted next month.

- Member admissions are balanced with the hiring of staff.
  - The VA annual survey occurred in early-July which resulted in no clinical, administrative or life safety concerns. Mr. Rolston extended congratulations to Jennifer and her team.
  - There are currently three members who tested positive for COVID; the designated COVID unit is in one of the unoccupied neighborhoods.
- **Administrator Ron Oja – MVH at D.J. Jacobetti (MVHDJJ)**
    - Mr. Oja and his staff expressed happiness and excitement that MVH D.J. Jacobetti received the state match for funding for a replacement facility. He added that it will be an exciting and very busy couple of years.
    - MVHDJJ received full certification for the DOMs from the VA and should receive full certification for the nursing home side in mid-August.
    - There are currently 11 members on the COVID unit, and the members are stable. Most new COVID cases stem from the transmission of members who have roommates.
- **Administrator Carly MacDonald – MVH at Grand Rapids (MVHGR)**
    - The new Home will celebrate its one-year anniversary on July 26, 2022.
    - All members have been moved from the old facility to the new facility.
    - The current member census is 118, with 10 new members anticipated to be admitted by the end of summer.
    - There is currently one member who tested positive for COVID. A good ventilation system and private rooms may have attributed to the low positivity rate.
    - There are currently four staff who tested positive for COVID in July. The use of the best infection control practices, social distancing, and washing hands are attributed to the low positivity rate.

## 7. MVH Committee Updates

- **Executive Committee**
  - Chair Henry expressed that he is thankful for a meeting quorum today. In addition, he stressed the importance of board member engagement and meeting attendance.
  - There are currently two openings on the MVFA Board of Directors, and board members are encouraged to reach out to their contacts to fill the vacancies.
  - Zaneta Adams is still a representative of the Adjutant General (TAG); however, she is now a non-voting member of the board.
  - Ken Robbins inquired as to the practice of conducting meetings on a quarterly basis instead of bimonthly; a discussion ensued.
  - Chair Henry noted that the Executive Committee will examine the pros and cons of changing the board meeting frequency.

- **Budget and Financial Oversight Committee**
  - Chair Slagle stated that the Auditor General has shared the goals of the audit and the board should expect more communication from the office.
  - The committee reviewed the operational budgets and the change in projections for the current fiscal year, stating that increased costs and decreased revenue at Michigan Veteran Homes in Chesterfield Township, and an increase in expenses at Michigan Veteran Homes D.J. Jacobetti, are contributing factors.
  - The biggest news was the approval of the construction grant funding for Marquette.
  - Chair Slagle emphasized the urgency to find and purchase the property for the new veteran home.
  - The state home construction grant list for FY'22 was included in the board packet for review and Mr. Slagle explained the prioritization process.
  
- **Governance and Advocacy Committee**
  - Chair Henry explained to Chair Rutledge that the committee's name had been changed during the last meeting from Governance and Policy Development to Governance and Legislative due to the shift in committee focus.
  - Chair Rutledge recommended a committee name change from Governance and Legislative to Governance and Advocacy; Chair Henry concurred with the name change.
  
- **Outreach and Fund Development Committee**
  - Chair Yachcik stated that the committee did not meet since the June board meeting.
  - He will be starting preliminary planning with Anne Zerbe and Tiffany Carr regarding a columbarium at the MVH at Grand Rapids due to the capacity of the current cemetery.
  - Tiffany Carr provided a synopsis of the Hebe Fountain history, stating that over \$80,000 has been raised for fountain repairs, with a reported shortfall of approximately \$158,000 in donated funds to finish the project. Ms. Carr stated that the target date for rededicating the fountain is in May 2023.
  - Chair Yachcik indicated that the fountain project will need to be completed prior to the commencement of a columbarium project.
  
- **Executive Director Evaluation Committee**
  - MaryAnne Shannon announced that the committee did not meet since the June board meeting.
  - She supplied the board members with Charge #3 of the evaluation process – the recommendation for future ED/CEO annual compensation.
  - Chair Shannon has requested that she, Larry Yachcik, and David Rutledge meet in-person with TAG to discuss the importance of the salary recommendations range for the MVH Executive Director, discuss Ms. Zerbe's self-appraisal, and the impact on the members and the State of Michigan from Ms. Zerbe's work.

- Chair Shannon would also like to meet with the Department of Military and Veterans Affairs Chief Financial Officer and Human Resources Director for feedback on salary recommendations for Ms. Zerbe.

## **8. New Business**

Chair Henry suggested that the board should consider a motion to go into closed session, pursuant to Section 8 of the Open Meetings Act, to discuss the negotiations of a collective bargaining agreement and to consider the purchase of property for the replacement state veteran home in Marquette.

*Yachcik, seconded by Naber, motioned to suspend the meeting and move into a closed session. The motion was passed by a roll call vote 7-0 with Henry, Naber, Robbins, Rutledge, Shannon, Slagle, and Yachcik in favor.*

The meeting moved into closed session at 11:30 a.m.

The meeting came out of closed session at 11:55 a.m. with no action taken and returned to open session.

Beth Simonton-Kramer reviewed a new MVFA board policy, Request for Accommodation, which was created in collaboration with the State of Michigan Attorney General's Office. This policy outlines the procedure of providing qualified board members with a disability to fully participate in board meetings with a virtual option. Any board member requesting this accommodation should complete the affiliated form and submit to Anne Zerbe and Chair Henry.

*Henry, seconded by Naber, motioned to adopt the Michigan Veterans Facility Authority Policy #028, General, Request for Accommodation. The motion was passed by a roll call vote with Henry, Naber, Robbins, Rutledge, Shannon, Slagle, and Yachcik in favor.*

Chair Henry led a discussion of the possible procurement of iPads through the State of Michigan for board members to use in accessing DirectorPoint, the repository for MVFA board documents. Beth Simonton-Kramer reviewed the information, stating that the cost would be approximately \$400 per iPad and cellular service is not included. Patty Altimore will poll the board members to see which board members would like an iPad to use for official business.

Beth Simonton-Kramer and AAG Jason Geissler will work on a guidance document for board members to use during closed session meetings, to include model verbiage and other components of the Open Meetings Act.

## **9. Public Comment**

None

## 10. Board Comments

MaryAnne Shannon – Thank you to Michael Kroll for the news coverage of the Michigan Veteran Homes. Thank you to Patty Altimore for the MVFA stationary to use for official business. Ms. Shannon looks forward to seeing an annual report for the Michigan Veteran Homes which includes a historical guideline.

Larry Yachcik – Noted that experience is the best feature, and he sees a highest level of confidence in our CEO. He hears things about the new property and what comes after; this really is an exciting experience.

Brad Slagle – A golf fundraising event is slated at the Michigan Veteran Homes D.J. Jacobetti on July 28, 2022. Mr. Slagle is playing in the tournament and excited about getting back on the course since the event has been cancelled the past few years due to COVID. He concluded by stating that this fundraiser is a great event, and the proceeds go to member life enrichment.

Mary Naber – A huge shoutout to Anne Zerbe and her team for all of their work.

David Rutledge – He is as excited as he can possibly be. He expressed his excitement in the birthing of the MVFA, the growing up, and to see the future funding for the new home in Marquette.

Ken Robbins – Nothing new to add.

David Henry – Looking at where we started to where we are now, and all that has transpired; sometimes it is good to look behind you. We use state and federal money to build the facilities, but to have this level of growth is a great accomplishment.

## 11. Adjournment

Yachcik, seconded by Naber, motioned to adjourn the meeting. The motion passed 7-0, with *Henry, Naber, Robbins, Rutledge, Shannon, Slagle, and Yachcik in favor*. The meeting was adjourned at 12:12 p.m.



Bradford Slagle,  
MVFA Board Secretary