



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

September 20, 2022

10:00 a.m.

APPROVED MINUTES

A meeting of the Michigan Veterans Facility Authority (MVFA) Board of Directors was called to order at 10:07 a.m. by Acting Chair Brad Slagle. 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

Acting Chair Slagle called for a roll call of members present.

The following MVFA Board of Directors were present: Ken Robbins, David Rutledge, MaryAnne Shannon, Brad Slagle

Excused Absences: Zaneta Adams, David Henry, Mary Naber, Larry Yachcik

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

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

3. Adoption of Agenda

Acting Chair Slagle stated that there are four voting members present at the meeting; therefore, there is a quorum. He added that the Closed Meeting Session, agenda item 11, may not be conducted today since the Open Meetings Act requires two-thirds of the voting members to be present.

Rutledge, seconded by Shannon, motioned to accept the meeting agenda dated September 20, 2022, with the deletion of item 11 – Closed Meeting Session. The motion passed 4-0.

4. Public Comment

None

5. Approval of Proposed Minutes

Acting Chair Slagle noted two discrepancies in the July 19, 2022, proposed minutes:

- Page 2 – the federal share of the replacement facility is \$63,400,000 not \$63,4000,00.
- Page 2 – the documentation for the replacement facility will be submitted to the VA by August 1, 2023, not August 1, 2022.

Slagle, seconded by Robbins, motioned to accept the proposed meeting minutes dated July 19, 2022, with the two revisions noted. The motion passed 4-0.

6. Executive Director's Report

- **Update on the Replacement Facility for MVH D.J. Jacobetti**
 - Anne Zerbe provided an update on the status of the replacement facility in Marquette, following the guidelines set forth by the Department of Technology, Management & Budget (DTMB).
 - The Request for Quotation (RFQ) will be finalized by late-October in an effort to involve a design firm early in the process.
 - The construction management team will also become involved early to ensure the project stays within budget and to identify any changes which need to be incorporated prior to starting the design. Ms. Zerbe stated 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.
 - The leadership team is in the initial stages of examining different land options for the replacement facility. An assessment tool has been developed and is designed to rank any potential properties against one another for feasibility purposes.
 - Ms. Zerbe added that she will not know until early 2023 whether MVH at D.J. Jacobetti will be on the VA grant list for 2023.
- **Update on the National Association of State Veteran Homes (NASVH) Summer Conference**
 - Ms. Zerbe stated that the conference provided the opportunity to network with VA program directors, as well as other state directors. She was able to connect with contacts on the funding grant side and the clinical side.
 - Acting Chair Slagle inquired about the dates for the upcoming NASVH winter conference. At a previous board meeting, he discussed the benefit of having board members attend this conference to network with other state directors and educate our elected officials. The NASVH winter conference will be conducted the week of February 6, 2023, and board members should contact Patty Altimore if interested in attending.

- **COO Steve Rolston – Operational Status Update for MVH**
 - There are upcoming revisions in the CMS conditions of participation; therefore, Mr. Rolston is making sure that policies and procedures are current, and he is expanding employee education accordingly.
 - There is a transition at the MVH at Grand Rapids, moving from a CMS non-certified facility to a certified facility; new processes continue to be put in place.
 - Mock surveys have been completed in all three homes to ensure CMS and VA compliance.
 - Operations Analyst Chris LaJoie has successfully implemented TELS Facility Management Program in the homes.
 - Organizational charts continue to be evaluated.
 - For quality metrics, MVH at D.J. Jacobetti and MVH at Grand Rapids are within the 4th quintile of all state veteran homes; MVH at Chesterfield Township is still too new to rate at this time.

- **Administrator Ron Oja – MVH at D.J. Jacobetti (MVHDJJ)**
 - The operational status for the home revolves around the replacement facility and the governor’s support for it.
 - The COVID unit is open and is stocked with the necessary tools.
 - A supply of the Bivalent booster has been secured and will begin roll out for staff and members.
 - Census today is 104 members.

- **Administrator Jennifer Manning – MVH at Chesterfield Township (MVHCT)**
 - The COVID unit is open.
 - Census today is 72 members, with an anticipated count of over 100 members by Christmas.
 - The last neighborhoods are slated to open on October 3, 2022.
 - There is an uptick in the number of submitted nursing employment applications which may be attributed to the home’s culture.
 - A flu clinic is scheduled for October.

- **Administrator Carly MacDonald – MVH at Grand Rapids (MVHGR)**
 - Census today is 114 members. There have been several admissions over the past month; however, the census has been affected by member deaths. The admissions waitlist is organized by priority, with priority 1 admittance within the next month. Ms. MacDonald’s goal is for the home to be at capacity by November.
 - The COVID unit is not open, and there have been no members diagnosed since the last board meeting. COVID is still prevalent in the community; however, contact tracing and mask compliance measures have been useful.
 - Flu and COVID boosters will be available to members next month.
 - The home’s mock survey was recently completed, and it was a great experience since the staff is new to CMS compliance guidelines.

- Monthly staff meetings are conducted to enhance open communication, and also to review the mock survey issues.
- Employees are encouraged to complete the MVH employee survey to provide feedback and to improve morale.
- The nursing shortage remains constant, and recruitment efforts are a priority for staffing.

7. MVH Committee Updates

- **Executive Committee**

- Acting Chair Slagle stated that two MVFA board member vacancies still need to be filled. Any interested individuals should be directed to the Governor's Appointments website. Anne Zerbe will follow-up with the appointments staff regarding the current applicant status.
- Acting Chair Slagle reviewed two proposals for the 2023 MVFA board meeting dates: quarterly and bimonthly. Discussion ensued in favor of a bimonthly schedule; however, meetings may be cancelled if the agenda does not require board action. In addition, the committees must be productive in their work, and attendance must improve at the board meetings.

Shannon, seconded by Rutledge, motioned adopt the bimonthly meeting schedule for 2023. The motion was passed 4-0.

- **Budget and Financial Oversight Committee**

- Chair Slagle stated that the committee met on September 7, 2022 and reviewed the FY'22 projected year-end budget which shows a deficit. Approximately two-thirds of the shortfall will be covered with one-time COVID funding, with a supplemental appropriate of approximately \$3.4 million.
- For the FY'23 budget, a state matching funds of \$34.2 million for construction of a replacement facility in Marquette is approved. Due to a reduction in base funding of over \$9 million, the projection is a \$10 million shortfall and there will be no restricted revenue carried forward to offset the deficit.
- The development of the FY'24 budget has begun.
- Chair Slagle reviewed the Donated Funds reports.
- The FY'21 financial audit should be completed by late-September. The FY'22 audit will start in October and conclude in December. Chair Slagle commended Jackie Huhn, Erica Bobrowski, and their staff for their work on the audit.
- MaryAnne Shannon expressed interest in joining the Budget and Financial Oversight Committee.
- Chair Slagle reviewed the proposed FY'23 daily rates. He shared that when compared to the private sector, the daily rates are below average. In addition, member rates at the Michigan Veteran Homes are based on the member's ability to pay; very few veterans actually pay the full rate.

Robbins, seconded by Rutledge, motioned to accept the proposed FY'23 daily rates as presented. The motion passed 4-0.

- Chair Slagle reviewed a personal needs allowance increase request from a member. The committee did not recommend increasing the current personal needs allowance of \$100.00 per month. This amount exceeds the \$60.00 per month allowance that CMS allows and the \$90.00 per month VA allowance. There was no motion presented by the committee to change the rate. Chair Henry will send a letter to the member regarding this decision.
- **Governance and Advocacy Committee**
 - Chair Rutledge reported that the committee did not meet; however, there have been other activities affiliated with the committee. In addition, Chair Rutledge met with the Chief of Staff Beth Simonton-Kramer, stating that any policy changes will need to go through the committee prior to board approval.
 - Committee Member Brad Slagle reported that he attended an event at MVH D.J. Jacobetti on behalf of the board where the governor, elected officials, and the state veteran of the year were in attendance. He also met with the mayor of Marquette, who exhibited support for the new facility in or near Marquette. He also attended the Upper Peninsula State Fair with Administrator Ron Oja, where he had the opportunity to interact with the governor's staff and congressman Jack Bergman from the 1st District.
- **Outreach and Fund Development Committee**
 - Chair Yachcik stated that the committee did not meet since the last board meeting. However, a letter was recently sent to a family member of a private foundation seeking the remainder (\$200,000.00) balance for the restoration of the Hebe Fountain at the MVH at Grand Rapids.
 - Chair Yachcik indicated that the fountain project will need to be completed prior to the commencement of a columbarium project.
 - Community Engagement Coordinator, Tiffany Carr, provided an update on the restoration of the Hebe Fountain as approximately 60% complete. She also noted that CRN, a proposed donation platform, has moved through the IT executive committee within DTMB.
- **Executive Director Evaluation Committee**
 - MaryAnne Shannon reported that she, Larry Yachcik, and David Rutledge spent a full month preparing for meetings regarding the MVH Executive Director's evaluation. She stated that they possessed good evidence to support a salary upgrade for the position.
 - The first meeting on August 23, 2022, was with David Rutledge, MaryAnne Shannon, and Major General Paul Rogers; the meeting was conducted at the Howell Armory. MG Rogers relayed to committee members that the \$1.5 million deficit may cloud all additional funding requests, despite how deserving.
 - The second meeting was also conducted on August 23, 2022, with Mr. Rutledge, Ms. Shannon, DMVA Chief Financial Officer Christine Apostol, and DMVA Human Resources Director Noelle Rouse. DMVA staff reiterated the \$1.5 million deficit, making requests for additional funding difficult.

- Ms. Shannon reported that one common factor from both meetings is that they are pleased with the Executive Director's leadership and her leadership team. An educational opportunity for the Executive Director may be an alternate option upon board approval.
- Mr. Rutledge emphasized that at this point, the only recommendation that the board should make is related to the Executive Director's growth in terms of the educational piece.
- Mr. Yachcik added that the inadequacies or the underfunding of a very valuable position will be revisited at a later time, recognizing that the budget shortfall does not allow a recommendation to come forward. When the recommendation does come forward again, this ongoing topic will show high value to the board.

8. New Business

- **Annual Review of MVFA Board Policies 1, 2, 3, 10, 16, 20 by the MVFA board.**

Beth Simonton-Kramer explained to the board members that an annual review of the MVFA board policies is required and addressed each policy individually.

- Board Policy 001 - Board of Directors, Membership

Add to Guidelines 1e.

One year after the second facility operating by the Authority is open and housing veterans, the director of the DMVA shall then serve as a nonvoting member. A new member who is a veteran who has professional knowledge, skill, or experience in long-term care, health care licensure or finance, or medicine shall be appointed by the governor with the advice and consent of the senate.

Rutledge, seconded by Shannon, motioned to accept the additional language as presented. The motion passed 4-0.

- Board Policy 002 – Board of Directors, Powers, and Duties
No change
- Board Policy 003 – Delegation of Authority and Actions Subject to Review by the Board of Directors
No change
- Board Policy 010 – Travel Regulations
No change
- Board Policy 16 – Appeals Board
No change

- Board Policy 020 - Charitable Support Fund

Add to Guidelines 4j.

Medical needs *such as physician and related expenses including durable medical equipment), where the member is indigent and does not have adequate resources to pay, subject to administrator approval.

Rutledge, seconded by Shannon, motioned to accept the additional language as presented. The motion passed 4-0.

- **Criteria for a Closed Meeting**

Beth Simonton-Kramer reviewed a document titled “MVFA Reference Sheet – Closed Session Scripts, under the Open Meetings Act”.

9. Public Comment

None

10. Board Comments

MaryAnne Shannon – I had two very interesting meetings and I am thankful that I volunteered to do that. The three people that I met with taught me a lot and I really appreciated their time. I hope to meet with them again at a later time.

David Rutledge – MaryAnne is a good traveling partner.

Ken Robbins – Thanks to Anne and her team for their work. I know it is so very challenging, especially with COVID staffing challenges. I appreciate all the work the board members are doing between these meetings.

Brad Slagle – I attended a training session a few years ago sponsored by a nursing home that had recently moved; the session was regarding lessons learned during a move into a new building. They had a lot of problems with their move and showed us how to alleviate these problems. So, when I hear about the Grand Rapids move with very few problems, I wanted to thank everybody who made that happen. So, thank you for the leadership that made the move relatively smooth.

11. Adjournment

Rutledge, seconded by Robbins, motioned to adjourn the meeting. The motion passed 4-0. The meeting was adjourned at 12:00 p.m.



Bradford Slagle,
MVFA Board Secretary