

MICHIGAN VETERANS FACILITY AUTHORITY  
REGULAR BOARD OF DIRECTORS MEETING  
June 19, 2018  
10:00 a.m.

PROPOSED MINUTES

A meeting of the Michigan Veterans Facility Authority Board of Directors was called to order at 10:07 a.m. by Chair Jim Redford. The meeting was held at the Michigan Veterans Affairs Agency Headquarters – 222 N. Washington Ave. Lansing, MI 48933.

**1. Pledge of Allegiance**

**2. Attendance roll call**

Chair Redford called for a roll call of members present. The following were present: Chair Jim Redford, John Thorhauer, Mary Naber, Spencer Hoover, David Rutledge, MaryAnne Shannon, and Larry Yachik. The following were absent: A. Rocky Raczkowski, David Henry

**3. Approval of Minutes**

Phil Yeiter noted the addition of Section 9 “Motion to approve the purchase of Seville Manor” to the May 15, 2018 proposed minutes.

*Yachik, seconded by Hoover, motioned to accept the amended meeting minutes dated May 15, 2018. The motion passed 7-0.*

**4. Approval of Closed Session Minutes**

*Hoover, seconded by Thorhauer, motioned to accept the closed meeting minutes dated May 15, 2018. The motion passed 7-0.*

**5. Public Comment**

Maggie Bullard-Marshall, Vice President of Aldevra, presented comments advocating the use of women, minorities and veteran-owned businesses in future endeavors by the MVFA.

State Veterans Facility Ombudsman Kellie Cody introduced Corey Doan, who will serve as a part-time ombudsman at the DJ Jacobetti Home for Veterans.

## **6. Housekeeping; TowerPinkster update, Review of proposed FY '19 meeting schedule, MVHS updates, Strategy Consultant Acquisition update**

Anne Zerbe provided a review of the monthly update from TowerPinkster. Change orders, revisions to site plans and draft MEPA Reports will be posted in DirectorPoint.

Chair Redford explained that a contract is in motion for the purchase of Seville Manor, with a proposed purchase price of \$820,000. Board members will receive more information outlining the next steps of the process. Chair Redford shared that during the NEPA Public Comment meeting conducted June 18, the community was supportive of the purchase. He added that a general sense of support is also present at the Grand Rapids community forums and site meetings. Phil Yeiter will post the public meetings listing in DirectorPoint.

Laurie McCullough-Benner provided a MVHS update to include successful Memorial Day celebrations at the homes, the GRHV Workgroup focus, tours of veteran housing in Detroit and Battle Creek, the OAG audit, Telehealth, Quick Login, and CMS certification.

Steve Potter provided an update regarding the Strategy Consultant acquisition. Bids for this endeavor should be submitted by next week, with initial planning to follow; 22 vendors have submitted bids thus far. Larry Yachcik, Spencer Hoover, and Mary Naber volunteered to serve on the selection panel. Proposals will be available to subcommittee members on SharePoint

Phil Yeiter suggested that board members review the proposed meeting dates and locations for FY'19 and provide feedback during the next meeting.

## **7. Executive Committee; Review of Board Chair organizational structure and hiring recommendation, three (3) position descriptions**

Larry Yachik noted that there should be a revision to the State Office Administrator position description to include additional responsibilities.

*Yachik, seconded by Hoover, motioned that the State Office Administrator should report directly to the MVAA Director and not the MVAA CEO. The motion passed 7-0.*

Chair Redford discussed that future staffing needs for the MVFA are beyond what the MVAA can provide and reviewed various options available.

*Hoover, seconded by Thorhauer, motioned to accept the chair's recommendation of Option #4 "Limited-Term Civil Service Employee Staff Hired by Agency or Department with work done by MOU for Authority with term not to exceed 24 months" and authorizing the hiring of the three positions as presented; State Office Administrator, Building Construction Specialist, Financial Analyst. The motion passed 7-0.*

Board members expressed interest in serving on the interview panels for the three positions. Chair Redford will review the areas of expertise of each board member and determine the composition of the specific interview committees.

**8. Finance Committee: Update on FY'19 Appropriation, Review of draft Resolution Authorizing the MVFA to Establish Bank Account for General Corporate Purposes**

In addition to the State Budget Office's FY'19 allocation, Ryan Doll (SBO) stated that \$275,000 has been added as a separate line item for a video monitoring pilot. A feasibility study will be conducted for the video monitoring pilot.

Spencer Hoover asked Phil Yeiter to read the draft Resolution authorizing the MVFA to establish a bank account for general corporate purposes. David Rutledge recommended adding ...and loans from any person(s) or entity, to invest... (paragraph 2).

*Rutledge, seconded by Shannon, motioned to accept the resolution as amended. The motion passed 7-0.*

Phil Yeiter will coordinate with the State Budget Office to establish a meeting timetable to develop the procedure(s) and oversight for establishing separate bank accounts.

**9. Governance Committee; Review of draft MOU from the AG's office re: BOM & MVFA, Review draft MOU from the AG's office re: MVFA & MVAA**

John Thorhauer noted on the MOU regarding BOM & MVFA (page 10 of the board packet) Article IV, Section I, the acronym MVFA should be substituted for the word "authority" for consistency purposes. David Rutledge noted a typographical error and missing punctuation on the same MOU. Phil Yeiter will correct the errors as noted.

*Thorhauer, seconded by Shannon motioned to accept the MOU as amended. The motion passed 7-0.*

Phil Yeiter noted on the MOU regarding MVFA and MVAA (page 14 of board packet), Article V, that the authorizing signature title should change from MVFA Board Chair to MVFA Vice Chair; he will correct the error as noted.

*Rutledge, seconded by Hoover, motioned to accept the MOU as amended. The motion passed 7-0.*

John Thorhauer noted that additional policies will be coming forward at the next meeting; one to include attendance.

Chair Redford introduced Mark Donnelly from the Attorney General's Office who provided direction in the MVFA's possible acquisition of outside counsel.

Mr. Donnelly apologized for the inconsistency of legal services due to the reduction in force of the litigation division. Another division in the AG's office, which has more times and resources, will provide more consistent services to the MVFA; the AG is committed to service.

Mr. Donnelly said that the Board may hire outside legal counsel; however, the counsel must be approved by the Attorney General. The MVFA may submit recommendations, background information, and justification for the request. Ultimately, the Attorney General is the appointing authority and must approve the appointment of outside counsel.

Chair Redford will review the selection process with the executive committee.

#### **10. Building & Facilities Committee;**

Reported out of order during agenda Item # 6, Housekeeping.

#### **11. Board Comments**

There were none.

#### **12. Public Comment**

Maggie Bullard-Marshall, Vice President of Aldevra, reiterated earlier comments regarding women attorneys, women strategic planners, and the hiring of women and minorities by the MVFA.

Betty, a volunteer and family member of a GRHV resident, asked when the NEPA report was released to the public. Chair Redford commented that the information was released on June 18, 2018.

#### **13. Adjournment**

*Naber, seconded by Thorhauer, motioned to adjourn the meeting. The motion passed 7-0.*

The meeting was adjourned at 11:44 a.m.



James Robert Redford  
Board Chairman  
MVAA Director

Proposed