



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

May 18, 2021
10:00 a.m.

APPROVED MINUTES

A meeting of the Michigan Veterans Facility Authority Board of Directors was called to order at 10:00 a.m. by Chair David Henry; the meeting was conducted via Microsoft Teams.

1. Pledge of Allegiance

2. Attendance Roll Call

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

The following MVH Board of Directors were present: Zaneta Adams (Muskegon, MI); Henry Boutros (Naples, FL); David Henry (Muskegon, MI); Mary Naber (Grosse Pointe Park, MI); Ken Robbins present at 10:22 a.m. (Manistee, MI); David Rutledge (Belleville, MI); MaryAnne Shannon (Sault Ste. Marie, MI); Brad Slagle (East Lansing, MI); Larry Yachcik, experienced technical difficulties with Microsoft Teams (Freemont, MI)

MVH Executive Leadership Team: Anne Zerbe, Steve Rolston, Fred Schaible, Tracey Nelson, Ron Oja, Jennifer Manning, Melissa Velie, Niki Wheeler, Mike Hassan, Chris LaJoie, and Patty Altimore

Guests: Christine Apostol, Laura Birchmeier, Erica Bobrowski, Tiffany Carr, Sean Depuydt, Ryan Doll, Ryan Kastner, Michael Kroll, Cary Lincoln, Noelle Rouse, Linda Smith, Jodi Thompson, Courtney Tweedale, Assistant Attorney General Katie Waskiewicz, Mark Wolf, et al.

3. Adoption of Agenda

Boutros, seconded by Shannon, motioned to accept the meeting agenda dated May 18, 2021 as presented. The motion passed 8-0.

4. Public Comment

None

5. Approval of Proposed Minutes

Naber, seconded by Slagle, motioned to accept the proposed meeting minutes dated March 16, 2021 as presented. The motion passed 8-0.

6. Executive Director Report

Anne Zerbe reported that the board will be reviewing the MVH Strategic Plan at the July board meeting. Her goal is to send revisions for the current strategic plan to board members by early-June, so board members have ample time to provide feedback and comments prior to the next meeting.

Administrator Tracey Nelson will be leaving the Michigan Veteran Homes at Grand Rapids to pursue other endeavors. Ms. Nelson has agreed to extend her employment and assist with the transition of members and staff into the new building. Interviews for the open position will be conducted within the next few weeks.

Administrator Jennifer Manning provided a summary of the operational status of the Michigan Veteran Homes at Chesterfield Township. Two members were admitted to the home yesterday, and a total of eight residents will occupy the facility by the end of the week. With eight members occupying the building, the CMS process may begin for certification purposes. The VA will be notified in late-May that 20 members will be occupying the building and the recognition survey may commence.

Anne Zerbe presented an update on the COVID-19 status in the homes. The vaccination rate for the members is good, and staff continues to receive education. Staff are taking members outside and on group outings in the community; there are more freedoms now for members which is greatly appreciated.

Administrator Tracey Nelson provided an update on the operational status of the Michigan Veteran Homes at Grand Rapids. Eight members are due to be transferred to the new building the week of July 26, 2021. The ribbon cutting ceremony will be scheduled for August or September of 2021. Chair Henry thanked Ms. Nelson for her leadership, support, and service to the home.

6. MVH Committee Updates

Executive Committee – Chair Henry reiterated the importance of board member attendance at the meetings. He does not anticipate the continuation of virtual board meetings; the next meeting will be conducted at the Michigan Veteran Home DJ Jacobetti in Marquette.

Persons interested in serving on the MVFA Appeals Board should contact Fred Schaible; appointments to the Appeals Board will be conducted at the next board meeting. Fred Schaible reiterated the duties and responsibilities for those serving on the Appeals Board.

Budget and Financial Oversight Committee – Chair Slagle provided a review of the committee meeting conducted on May 3, 2021. He explained that a report format has been finalized for the board meeting packet. Chair Slagle also stated that the budget outlook has improved over the past two months due to a change in the cost of DTMB accounting services. Another contributing factor includes increased projected revenues for the Michigan Veteran Home DJ Jacobetti through projected revenue and Medicaid revenue.

Facility and Capital Improvement Committee – Chair Boutros noted that committee members met on April 7, 2021. At the meeting, Mike Hassan provided an overview of the significant construction activities, including year-to-date target expenses relative to the budget.

Mike Hassan presented a construction update summarizing budget, occupancy dates, FF&E deliveries, and permit status.

Anne Zerbe announced that Tiffany Carr has excelled in raising funds for the fountain at the Michigan Veteran Homes at Grand Rapids. She added that Ms. Carr's service to the organization is truly valuable to the team.

Governance and Policy Development Committee – Chair Rutledge reported that there are several action items for the board to review at this time. He also praised committee members Zaneta Adams, MaryAnne Shannon, and Anne Zerbe and staff for their extensive work on the board policies.

Based on a recommendation from MVH staff, the committee is recommending that the MVH Smoking Policy be amended to allow for those members, who were admitted prior to the ban on smoking at MVH facilities, to be allowed to continue smoking.

Rutledge, seconded by Shannon, motioned to allow resident members, who were admitted when smoking was still allowed, to continue smoking at the homes where they reside.

During discussion, David Rutledge suggested amending the motion to all members who were admitted when smoking was still allowed to continue smoking at the home where they currently reside. Mary Naber asked for clarification if smoking will be allowed in the current building or the new building; she wants to be sure the policy is clear. Zaneta Adams suggested naming the specific homes in the policy. MaryAnne Shannon echoed Mary Naber's comment, reiterating that the policy needs to be very clear.

Naber, seconded by Shannon, moved to amend the original motion, allowing resident members, who were admitted when smoking was still allowed, to continue smoking at the Michigan Veteran Homes at Grand Rapids and the Michigan Veteran Home DJ Jacobetti.

The motion to amend passed by roll call vote 8-0, with members Adams, Boutros, Henry, Naber, Robbins, Rutledge, Shannon, and Slagle in favor.

The amended motion passed by roll call vote 8-0, with members Adams, Boutros, Henry, Naber, Robbins, Rutledge, Shannon, and Slagle in favor.

The MVFA Governance and Policy Committee also reviewed policies for adoption by the MVFA Board of Directors. After consideration and discussion, the MVFA Governance and Policy Development Committee recommends the following:

Policy #001 – Board of Directors, Membership

Rutledge, seconded by Shannon, motioned to adopt Policy #001 as presented.

The motion passed by roll call vote 8-0, with members Adams, Boutros, Henry, Naber, Robbins, Rutledge, Shannon, and Slagle in favor.

Policy #002 – Board of Directors, Powers & Duties

Rutledge, seconded by Boutros, motioned to adopt Policy #002 as presented.

The motion passed by roll call vote 8-0, with members Adams, Boutros, Henry, Naber, Robbins, Rutledge, Shannon, and Slagle in favor.

Policy #003 – Delegation of Authority and Actions Subject to Review by the Board of Directors

Rutledge, seconded by Slagle, motioned to adopt Policy #003 as presented.

The motion passed by roll call vote 8-0, with members Adams, Boutros, Henry, Naber, Robbins, Rutledge, Shannon, and Slagle in favor.

Policy #010 – Reimbursement: Travel Expenses.

Rutledge, seconded by Henry, motioned to adopt Policy #010, as presented.

During discussion, Brad Slagle questioned Guideline 2a, “All in-state and out-of-state travel excluding travel to and from board meetings and scheduled board events will require prior authorization”. He also asked for clarification about Guideline 2c, “ Air travelers should purchase the least expensive accommodations available on any one flight. Round trip tickets shall be secured whenever practical and economical. The same rules should be followed for train fare.”

Rutledge, seconded by Shannon, motioned to table Policy #010 until the July 2021 board meeting to research items 2a and 2c and provide more clarification.

The motion passed by roll call vote 8-0, with members Adams, Boutros, Henry, Naber, Robbins, Rutledge, Shannon, and Slagle in favor.

Policy #016 – Appeals Board, Membership and Operations

Rutledge, seconded by Henry, motioned to adopt Policy #016 as presented.

The motion passed by roll call vote 8-0, with members Adams, Boutros, Henry, Naber, Robbins, Rutledge, Shannon, and Slagle in favor.

Policy #020 – Charitable Support Fund.

Rutledge, seconded by Adams, motioned to adopt Policy #020 as presented.

The motion passed by roll call vote 8-0, with members Adams, Boutros, Henry, Naber, Robbins, Rutledge, Shannon, and Slagle in favor.

Chair Rutledge concluded by stating that these are living policies and they will be reviewed on an annual basis.

Outreach and Fund Development Committee – no report

7. Old Business

Fred Schaible called for Patty Altimore to provide a brief overview of the new MVH website. He also introduced Deputy PIO Michael Kroll who serves as a shared resource with DMVA Comms. Mr. Kroll provided an overview of the Newsroom section of the MVH website and the various social media accounts for the MVH.

8. New Business

Fred Schaible stated that the governor’s MVFA board appointments were approved, and the board will be comprised of the current members for the next 1.5 years until the appointments/reappointments are due for consideration. Mr. Schaible extended congratulations to the board members who were recently reappointed.

Chair Henry indicated that the position of MVFA board secretary/treasurer is currently a combined position and asked the board whether to continue with this option or take separate nominations for the two positions.

Rutledge, seconded by Shannon, motioned to combine the positions of secretary and treasurer for two more years. The motion passed by roll call vote 8-0, with members Adams, Boutros, Henry, Naber, Robbins, Rutledge, Shannon, and Slagle in favor.

Nominations opened for the position of MVFA Chair.

Naber, seconded by Slagle, motioned to nominate David Henry to serve as MVFA Chair.

Rutledge, seconded by Boutros, motioned to close the nominations, and cast a unanimous ballot for David Henry.

The motion passed by roll call vote 7-0, with members Adams, Boutros, Naber, Robbins, Rutledge, Shannon, and Slagle in favor; Henry abstained.

Nominations opened for the position of MVFA Vice Chair.

Rutledge, seconded by Henry, motioned to nominate Mary Naber to serve as Vice Chair.

Adams seconded by Henry, motioned to close the nominations. The motion passed by roll call vote 7-0, with members Adams, Boutros, Henry, Robbins, Rutledge, Shannon, and Slagle in favor; Naber abstained.

Chair Henry called for a roll call to elect Mary Naber as MVFA Vice Chair.

The motion passed by roll call vote 7-0, with members Adams, Boutros, Henry, Robbins, Rutledge, Shannon, and Slagle in favor; Naber abstained.

Nominations opened for the position of MVFA Secretary/Treasurer.

Naber, seconded by Shannon, motioned to nominate Brad Slagle to serve as MVFA Secretary/Treasurer.

Henry, seconded by Boutros, motioned to close the nominations for MVFA Secretary/Treasurer and cast a unanimous ballot for Brad Slagle. The motion passed by roll call vote 7-0, with members Adams, Boutros, Henry, Naber, Robbins, Rutledge, and Shannon in favor; Slagle abstained.

MaryAnne Shannon indicated a desire for the board to address the staggered term issue. She shared that the members of the Governance and Policy Development committee addressed the issue, stating that the board member terms are not staggered as the board evolves. Fred Schaible shared that he is addressing this issue with the Governor's Appointments Office to correct this issue.

Anne Zerbe reviewed the memorandum with the board regarding the FY2021 Charitable Support Fund Allotments. This request included moving funds from the unrestricted donations fund at the Michigan Veteran Homes at Grand Rapids to the Michigan Veteran Homes at Chesterfield Township.

Henry, seconded by Slagle, motioned to accept the request for the FY2021 Charitable Support Fund Allotments as presented. The motion passed by roll call vote 8-0, with members Adams, Boutros, Henry, Naber, Robbins, Rutledge, Shannon, and Slagle in favor.

9. Public Comment

None

10. Board of Directors Comments

Ken Robbins – no comment.

Zaneta Adams – stated that the website looks great and hopes a section will be added for the families of members with contact information for resources/support from the Michigan Veterans Affairs Agency.

Brad Slagle – expressed a great appreciation to the Governance and Policy Development Committee for their hard work on the MVFA board policies.

Henry Boutros – no comment.

MaryAnne Shannon – expressed happiness to see the website up, adding that it looks very nice.

Mary Naber – complimented the entire team for the progress in all these different venues and to see the movement continue.

David Rutledge – no comment.

Chair Henry – expressed gratitude on behalf of the MVFA Executive Team for their trust in knowing they always have the best interest of the members and team members.

Fred Schaible also added that the MVH team has provided information to Ryan Doll and the State Business Office regarding a possible replacement facility for the Michigan Veteran Home DJ Jacobetti. He concluded by stating that conversations with the SBO will continue regarding a replacement facility in Marquette. No decision has yet to be made regarding the replacement facility, but there is traction in this endeavor.

11. Adjournment

Adams, seconded by Boutros, motioned to adjourn the meeting. The motion passed 8-0. The meeting was adjourned at 11:26 a.m.

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

Bradford Slagle,
MVFA Board Secretary