



MVFA Board Meeting Agenda

January 18, 2022, at 10:00 a.m.

**DTMB State Facilities Administration, Conference Room 7
3111 W. St. Joseph Highway, Lansing, MI 48917**

via Microsoft Teams, 1.248.509.0316, ID: 285 845 808#

Agenda Item	Time	Action	Presenter
1. Pledge of Allegiance	10:00 am	-	David Henry
2. Attendance Roll Call	10:00 am	-	David Henry
3. Adoption of Agenda for January 18, 2022	10:00 am	Action	David Henry
4. Public Comment (limit to 3 minutes)	10:05 am	-	David Henry
5. Approval of Proposed Minutes from November 16, 2021	10:10 am	Action	David Henry
6. Executive Director Report 6.1 Update on the Operational Status of the MVH at Grand Rapids by Carly MacDonald 6.2 Update on the Operational Status of the MVH at Chesterfield Township by Jennifer Manning 6.3 Update on the Operational Status of the MVH D.J. Jacobetti by Ron Oja	10:15 am		Anne Zerbe
7. Committee Updates 7.1 Executive Committee 7.1.1 Recommendation for Lolita Tucker (MIDAV) to serve on the MVFA Appeals Board 7.2 Budget and Financial Oversight Committee 7.3 Facility and Capital Improvement Committee 7.3.1 Update on New Homes Construction by Mike Hassan 7.4 Governance and Policy Development Committee 7.4.1 Recommendation to adopt the MVH Executive Director/CEO Annual Evaluation policy 7.5 Outreach and Fund Development Committee	11:15 am	Action Action	David Henry Brad Slagle Henry Boutros Zaneta Adams Larry Yachcik
8. New Business	12:15 pm	-	David Henry
9. Public Comments (limit to 3 minutes)	12:30 pm	-	David Henry
10. Board Comments	12:45 pm	-	David Henry
11. Adjournment	1:00 pm	Action	David Henry



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

November 16, 2021

10:00 a.m.

PROPOSED 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.

Bradford Slagle,
MVFA Board Secretary

Proposed Minutes



To: MVFA Board of Directors
From: MVFA Executive Committee
Date: December 29, 2021
Re: Appointment to the MVFA Appeals Board

BOTTOM LINE UP FRONT

The MVFA Executive Committee met on December 29, 2021 and reviewed a letter from the Michigan Disabled American Veterans recommending Lolita Tucker to serve on the MVFA Appeals Board.

The committee recommends the following appointments:

- Lolita Tucker representing the Michigan Disabled American Veterans

WHY IS THE NEEDED?

Members of the MVFA Appeals Board shall be appointed in accordance with MCL 36.106b. An Appeals Board shall be created and is responsible for hearing all appeals regarding admissions decisions, involuntary dismissals, requests for interment at the MVH at Grand Rapids cemetery, and any other responsibilities delegated by the Michigan Veterans Facility Authority Board.

With the appointment of Lolita Tucker, the MVFA Appeals Board will be fully appointed and consists of five members as follows:

- 1 member representing the American Legion
- 1 member selected by the Veterans of Foreign Wars of the United States
- 1 member selected by the Disabled American Veterans
- 2 members who are veterans and have had interactions/involvement at one or more veterans' facilities within the past two years

ACTION ITEMS:

A motion by the MVFA Board to appoint the following members to its Appeals Board:

- Motion to appoint Lolita Tucker to the MVFA Appeals Board



January 18, 2022

MVH Budget & Financial Oversight Committee

Report to Board of Directors -

The subcommittee held a meeting on 1/5/2022 with Member Boutros, Chair Slagle, (Member Robbins excused) staffers: Patty Altimore, Anne Zerbe, Jackie Huhn and Erica Bobrowski.

1. FY 2021 Report – MVFA becoming a component unit has resulted in changes and new requirements resulting in the FY21 closeout being longer and more complicated.
 - a. Target date for close out of FY2021 is January 14. Preparation of Financial Report will follow with the assistance of Maner Costerisan. OAG audit will then follow.
 - b. GASB 84 requires a separate accounting for fiduciary activity
 - c. Compensated Absence Liability - \$2.3 million expenditure in FY21 – for accrued liability for annual and sick leave payouts upon departure.
2. FY2022 Report
 - a. Potential Authorization Issues – will likely need additional Medicaid spending authority (appropriation).
 - b. Revenue and Expenditure Projections look good at this point – however, salary range increases are needed for nursing staff for recruitment and retention and will result in the need for additional funding.
3. FY2023 Budget Development – in the hands of the State Budget Office at this point.
4. State Match Funding for new Marquette Home – FY22 supplement in the hands of the State Budget Office – still optimistic.



New Home For Veterans

New Homes For Veterans Construction Update



**Mike Hassan
18 January 2022
Board Meeting**



Chesterfield Construction Update

Construction Contract Metrics:

▪ Contract No.	DTMB Y-18243
▪ Construction Contract Award Amount	\$65.501M
▪ COVID-19 Impact Change Order	\$137,477
▪ Change order multi changes 1 & 2	\$336,025
▪ Change Order 3	\$306,314
▪ Change Order 4	\$302,298
▪ Current Contract Amount	\$66.583M
▪ Award Date	26 April 2019
▪ Substantial Completion Date	Jan 2021
▪ Total Construction Change Orders:	\$1.1M or 1.7%
▪ Project Progress (As of 31 Dec 2021)	99% Compl/99% Schld

Cost ● Schedule ● Quality ● Overall ●

Total VA/SBA Project Budget: \$76,630,241.00

Administrative Expenses:	\$ 500,000.00
Design Contract:	\$ 3,972,084.00
Construction Contract:	\$64,212,676.00
FF&E:	\$ 4,743,773.00
Contingency:	\$ 3,201,708.00

Primary Contacts:

▪ MVH	Dr. Mike Hassan, (517) 275-2761
▪ DTMB	Ms. Jan Miller, (517) 388-6406
▪ TowerPinkster	Mr. Rob Courter, (269) 720-9935
▪ The Christman Company	Ms. Nikki Kerchner, (517) 449-9492
▪ IT PM	Ms. Laura Birchmeier, (517) 241-7723

VA Reimbursement Progress: \$45,152,927.89 or 97.8%

Payment No. 1 -- TP April 2019:	\$1,801,557.40
Payment No. 2 -- June 2019:	\$2,969,618.83
Payment No. 3 -- July 2019:	\$1,317,026.38
Payment No. 4 -- August 2019:	\$2,238,772.28
Payment No. 5 -- TP August 2019:	\$111,763.65
Payment No. 6 -- September 2019:	\$2,726,053.00
Payment No. 7 -- October 2019:	\$3,246,222.84
Payment No. 8 -- November 2019:	\$2,452,655.46
Payment No. 9 -- December 2019:	\$1,916,392.30
Payment No. 10 -- January 2020:	\$3,259,126.04
Payment No. 11 -- February 2020:	\$2,906,677.90
Payment No. 12 -- March 2020:	\$3,212,469.76
Payment No. 13 -- April 2020:	\$527,589.24
Payment No. 14 -- May 2020:	\$1,684,423.24
Payment No. 15 -- June 2020:	\$1,989,472.00
Payment No. 16 -- July 2020:	\$2,105,261.00
Payment No. 17 -- August 2020:	\$2,424,236.48
Payment No. 18 -- September 2020:	\$1,687,292.89
Payment No. 19 -- October 2020:	\$2,094,272.45
Payment No. 20 -- November 2020:	\$1,338,314.22
Payment No. 21 -- December 2020:	\$60,379.02
Payment No. 22 -- January 2021:	\$219,677.93
Payment No. 23 -- February 2021:	\$158,270.85
Payment No. 24 -- March/April 2021:	\$85,924.79
Payment No. 25 -- May 2021:	\$61,492.13 (incl \$58,536.11 Art)
Payment No. 26 -- June-Sep 21:	\$1,939,051.10 (\$54,419.37 Art)
Payment No. 27 -- October 2021:	\$569,893.44
Payment No. 28 -- November 2021:	\$50,041.28



Grand Rapids Construction Update

Contract Metrics:

▪ Contract No.	DTMB Y-18242
▪ Contract Award Amount	\$53.4M
▪ COVID-19 Impact Change Order #5	\$81,700
▪ Current Contract Amount	\$53.5M
▪ Award Date	26 April 2019
▪ Substantial Completion Date	13 April 2021
▪ Project Progress (As of 30 Nov 2021)	97% <u>Compl</u> /97% <u>Schld</u>

Cost Schedule Quality Overall

Total VA/SBA Project Budget: \$62,969,063.00

Administrative Expenses	\$ 500,000.00
Design Contract	\$ 2,948,278.00
Construction Contract	\$52,711,363.00
FF&E	\$ 4,181,654.00
Contingency	\$ 2,627,768.00

Primary Contacts:

▪ MVH	Dr. Mike Hassan, (517) 275-2761
▪ DTMB	Mr. Chris Kulhaneck, (517-749-2610)
▪ TowerPinkster	Mr. Rob Courter, (269) 720-9935
▪ The Christman Company	Mr. Mike Tarwater, (616) 799-5959
▪ IT PM	Ms. Laura Birchmeier, (517) 241-7723

VA Reimbursement Progress: \$37,445,488.02 or 91.5%

Payment No. 1 – April 2019:	\$1,738,006.81
Payment No. 2 – June 2019:	\$2,088,293.15
Payment No. 3 – July 2019:	\$1,009,490.52
Payment No. 4 – August 2019:	\$993,203.77
Payment No. 5 – TP August 2019:	\$88,452.90
Payment No. 6 – September 2019:	\$1,214,289.88
Payment No. 7 – October 2019:	\$1,750,155.42
Payment No. 8 – November 2019:	\$1,014,411.20
Payment No. 9 – December 2019:	\$1,385,262.35
Payment No. 10 – January 2020:	\$1,410,994.94
Payment No. 11 – February 2020:	\$2,234,257.56
Payment No. 12 – March 2020:	\$2,483,325.59
Payment No. 13 – April 2020:	\$465,148.68
Payment No. 14 – May 2020:	\$2,327,534.42
Payment No. 15 – June 2020:	\$2,199,516.57
Payment No. 16 – July 2020:	\$1,324,019.28
Payment No. 17 – August 2020:	\$2,222,906.22
Payment No. 18 – September 2020:	\$1,812,711.92
Payment No. 19 – October 2020:	\$1,418,234.23
Payment No. 20 – November 2020:	\$1,949,760.46
Payment No. 21 – December 2020:	\$1,075,603.53
Payment No. 22 – January 2021:	\$728,778.29
Payment No. 23 – February 2021:	\$681,974.15
Payment No. 24 – March 2021:	\$586,323.09
Payment No. 25 – April 2021:	\$674,219.60
Payment No. 26 – May 2021:	\$235,935.49 (incl \$46,032.19 Art)
Payment No. 27 – June-Sep 2021:	\$1,668,405.12 (\$22,015.11 Art)
Payment No. 28 – October 2021:	\$664,272.89



Significant New Construction Activities

➤ **Current Activities – MVHCT**

- **Modify Laundry facility to meet infection control requirement**
 - **On site Design review meeting 15 Sep 2021; final design approved and reviewed by MVH**
 - **TP issued design bulletin 4 Oct 2021**
 - **Christman started the modification as “time and material”; materials procured**
 - **Scheduling renovation to begin first week of February**
- **Fold down grab bars: Surveyed all rooms, five needed attention**
- **2 out of 9 printer/fax machines received. Awaiting remaining printers and installation**
- **MVHCT Tour scheduled 19 Jan 2022: SVH in Ohio and Director Prince from the SVH in Illinois**

➤ **Current Activities – MVHGR**

- **Construction and inspection punch lists ongoing - 99% complete**
 - **Delayed Egress: Installation in progress**
 - **Exterior Signage: TP Proposal received; Ad Board approved on 7 Dec 2021**
 - **On site review Monday 20 Dec 2021**
 - **35% design review is being scheduled for next week**
 - **Smoke Shelter install in progress; Shelter installed except the door**
 - **Door hardware received; Door install scheduled 25 Jan 2022**
 - **9 printer/fax machines delivered to MVHGR. Awaiting Ricoh Tech schedule to install**
 - **Oxygen room ventilation**
 - **Direction to A-E to add ventilation to increase capacity up to 3000 cubic feet (120 “E” Cylinders)**
 - **Design Bulletin 21 issued 7 Dec 2021**
 - **Christman is soliciting proposals to implement the mechanical ventilation**
-

Project Photos - Chesterfield



Art Images – 8/9/2021



Art Images – 8/9/2021



Art Images – 8/9/2021



Art Images – 8/9/2021



Project Photos – Grand Rapids



Smoke Shelter in progress – 10/28/2021



Art Images – 9/2/2021



Art Images – 9/2/2021



Art Images – 9/2/2021





To: MVFA Board of Directors
From: MVFA Governance and Policy Development Committee
Date: January 11, 2022
Re: Adoption of MVFA Board Policy

BOTTOM LINE UP FRONT

The MVFA Governance and Policy Committee met on December 14, 2021 to discuss Policy #015 – Executive Director/CEO, Evaluation Process policy for adoption by the MVFA Board of Directors. AAG Jason Geissler reviewed the draft policy and made recommendations accordingly.

After consideration and discussion, the MVFA Governance and Policy Development Committee recommends the following for board adoption:

- Policy #015 – Executive Director/CEO, Evaluation Process

NEXT STEPS

The MVFA Governance and Policy Development Committee will continue to review additional policies for adoption by the MVFA Board of Directors for 2022.



MICHIGAN VETERAN HOMES

A Place of Honor & Compassion

MICHIGAN VETERANS' FACILITY AUTHORITY General : Executive Director/CEO, Evaluation Process

SEC
MVFA-GEN

POLICY
015

PAGE
1 of 3

PURPOSE

This document has been prepared for use by the Michigan Veterans' Facility Authority (MVFA) and is intended for internal use only. The purpose of this policy is to outline the parameters of the evaluation process for the MVH (Michigan Veteran Homes) Executive Director/CEO.

SCOPE

Pursuant to MCL 36.103(1) the MVFA is an autonomous entity within the Department of Military and Veteran Affairs.

The MVFA is charged with providing oversight and governance of Michigan veteran homes and veterans' facilities in this State as set forth in MCL 36.103(2). The MVFA exercises its duties through a Board of Directors under MCL 36.105.

Pursuant to MCL 36.105(9), the Executive Director/CEO of the MVFA is exempt from the classified state civil service and is appointed by and serves at the pleasure of the Governor. The Executive Director/CEO for the MVFA is entitled to compensation as determined annually by the MVFA through its board. See MCL 36.105(1), (9).

The Board is authorized under the Act to develop its own policies and procedures. MCL 36.105(13).

As part of the oversight responsibilities as set forth generally in MCL 36.105, the board will evaluate the Executive Director/CEO on an annual basis. The board's specific objective for this activity is to provide guidance and assistance designed to help the Executive Director/CEO achieve the highest degree of leadership success. This evaluation will also be used to determine whether adjustments shall be made to the Executive Director/CEO compensation. The evaluation shall be advisory in nature and the information will be provided to the Governor's appointment office at the conclusion of each year.

DEFINITIONS

None

STANDARDS

1. Michigan Veterans' Facility Authority Act (PA 560 of 2016), MCL 36.101, et seq.



MICHIGAN VETERAN HOMES

A Place of Honor & Compassion

MICHIGAN VETERANS' FACILITY AUTHORITY General : Executive Director/CEO, Evaluation Process

SEC
MVFA-GEN

POLICY
015

PAGE
2 of 3

GUIDELINES

1. Each calendar year, the chair of the MVFA will appoint a 3-person committee of board members to evaluate the Executive Director/CEO's job performance. This 3-person committee shall be known as the Executive Director Evaluation Committee. The board chair shall be included in discussions and the decision-making process if not serving as a committee member. Board members will be given the opportunity to give input to the evaluation process at one of the board's regularly scheduled meetings that are open to the public. The committee will address the following areas:
 - a. An evaluation of the Executive Director/CEO's overall job performance
 - b. The establishment of new performance goals for the upcoming evaluation year
 - c. Make a recommendation on whether adjustments to the Executive Director/CEO's annual compensation are required.
2. EXECUTIVE DIRECTOR/CEO SELF APPRAISAL: No later than the second Monday in December of each year, the board chair will request a self-appraisal from the Executive Director/CEO regarding the current year job performance. Once received, the chair will forward the self-appraisal to the Executive Director Evaluation Committee (EC) chair. The EC will then initiate a 360-performance evaluation with input from all board members.
3. PERFORMANCE GOALS: Two weeks prior to the last board meeting of each year, the Executive Director/CEO will provide the board with recommended organizational performance goals for the upcoming year. The MVFA will review and approve the goals; the goals must have measurable criteria. However, they may be modified at the sole discretion of the board based on changed circumstances. A review of the Executive Director/CEO's performance in achieving agreed upon goals will be used in conjunction with the next annual 360-evaluation.
4. BOARD ACTION: In February of each year, the Board will consider the Executive Director/CEO Evaluation Committee recommendation(s) at a meeting open to the public. If the Board concurs with the Executive Director's Evaluation Committee's recommendations, those recommendations will be forwarded to the Governor's office. If the Board does not concur with the Evaluation Committee's recommendations, a revised recommendation will be provided at the next MVFA Board meeting open to the public. After deliberation, the board will take one of two possible actions:
 - a. concur with the EC's recommendation(s)
 - b. do not concur.

Following the MVFA's final approval of the EC's recommendation(s), the board chair and the Executive Director/CEO Evaluation Committee chair will meet with the Executive Director/CEO to review the evaluation.



MICHIGAN VETERAN HOMES

A Place of Honor & Compassion

MICHIGAN VETERANS' FACILITY AUTHORITY
General : Executive Director/CEO, Evaluation Process

SEC
MVFA-GEN

POLICY
015

PAGE
3 of 3

PROCEDURES

None

IMPLEMENTATION

1. The MVFA Board will maintain documentation outlining the appointment status, date of appointment, date of expiration, and information related to the provision under which the current MVH Executive Director/CEO was appointed.
2. The MVH shall maintain and post the Executive Director/CEO, Evaluation Process policy on the MVH website, established by the MVFA Board.

REFERENCES

1. Michigan Veterans' Facility Authority Act (PA 560 of 2016), MCL 36.101, et seq.

Michigan Veterans Facility Authority Board Member's Certification of Agreement

This policy, "MVFA-GEN 015 – Executive Director/CEO, Evaluation Process" was adopted by the MVFA Board of Directors on January 18, 2022, at a scheduled MVFA Board Meeting with a quorum present. This policy will be reviewed annually by the MVFA Board of Directors.

Month/Year	01/2023	01/2024	01/2025	01/2026	01/2027	01/2028
Reviewed						