



# MVFA Board Meeting Agenda

September 20, 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: 765 865 291#

Agenda Item	Time	Action	Presenter
<b>1. Pledge of Allegiance</b>	10:00 am	-	David Henry
<b>2. Attendance Roll Call</b>	10:00 am	-	David Henry
<b>3. Adoption of Agenda for September 20, 2022</b>	10:00 am	Action	David Henry
<b>4. Public Comment (limit to 3 minutes)</b>	10:05 am	-	David Henry
<b>5. Approval of Proposed Minutes from July 19, 2022</b>	10:10 am	Action	David Henry
<b>6. Executive Director's Report</b> 6.1 Update on the Replacement Facility for MVH D.J. Jacobetti 6.2 Update on the NASVH Summer Conference 6.3 Update of the Operational Status of MVH by Steve Rolston 6.4 Update on the Operational Status of the MVH D.J. Jacobetti by Ron Oja 6.5 Update on the Operational Status of the MVH at Chesterfield Township by Jennifer Manning 6.6 Update on the Operational Status of the MVH at Grand Rapids by Carly MacDonald	10:15 am	-	Anne Zerbe
<b>7. Committee Updates</b> 7.1 Executive Committee 7.1.1 MVFA Board Member Vacancies (2) 7.1.2 MVFA Board of Directors Meeting Dates for 2023 7.2 Budget and Financial Oversight Committee 7.2.1 Review of Proposed FY'23 Daily Rates 7.2.2 Review of Personal Needs Allowance Request 7.3 Governance and Legislative Committee 7.4 Outreach and Fund Development Committee 7.5 Executive Director Evaluation Committee 7.5.1 Salary Recommendation Meetings for MVH ED/CEO	11:00 am	Action  Action Action	David Henry  Brad Slagle  David Rutledge Larry Yachcik MaryAnne Shannon
<b>8. New Business</b> 8.1 Annual Review of MVFA Board Policies 1,2,3,10,16,20 8.2 Criteria for a Closed Meeting Session	12:00 pm	Action	Beth Simonton-Kramer Beth Simonton-Kramer
<b>9. Public Comments (limit to 3 minutes)</b>	12:15 pm	-	David Henry
<b>10. Board Comments</b>	12:30 pm	-	David Henry
<b>11. Closed Meeting Session</b>	12:45 pm	-	David Henry
<b>12. Adjournment</b>	1:00 pm	Action	David Henry



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

July 19, 2022

10:00 a.m.

**PROPOSED 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 \$63,4000,00, 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, 2022, 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



To: Michigan Veterans Facility Authority Board of Directors  
From: Anne Zerbe, MVH Executive Director  
Date: September 12, 2022  
Re: 2023 Board Meeting Schedule

---

## **BOTTOM LINE UP FRONT**

The Michigan Veterans Facility Authority (MVFA) Board of Directors should adopt a meeting schedule for the year 2023.

## **BACKGROUND**

The MVFA Board of Directors has conducted regularly scheduled board meetings over the course of history.

## **RECOMMENDATION**

I recommend that the board implement the following bimonthly or quarterly schedule for 2023:

### **Bi-Monthly Schedule:**

**January 17, 2023, 10:00 a.m.**

In Person: DTMB State Facilities Administration, 3111 W. St. Joseph Road, Lansing, MI 48917

**March 21, 2023, 10:00 a.m.**

In Person: DTMB State Facilities Administration, 3111 W. St. Joseph Road, Lansing, MI 48917

**May 16, 2023, 10:00 a.m.**

In Person: DTMB State Facilities Administration, 3111 W. St. Joseph Road, Lansing, MI 48917

**July 18, 2022, 10:00 a.m.**

In Person: DTMB State Facilities Administration, 3111 W. St. Joseph Road, Lansing, MI 48917

**September 19, 2023, 10:00 a.m.**

In Person: DTMB State Facilities Administration, 3111 W. St. Joseph Road, Lansing, MI 48917

**November 21, 2023, 10:00 a.m.**

In Person: DTMB State Facilities Administration, 3111 W. St. Joseph Road, Lansing, MI 48917

### **Quarterly Schedule:**

**February 21, 2023, 10:00 a.m.**

In Person: DTMB State Facilities Administration, 3111 W. St. Joseph Road, Lansing, MI 48917

**May 16, 2023, 10:00 a.m.**

In Person: DTMB State Facilities Administration, 3111 W. St. Joseph Road, Lansing, MI 48917

**August 15, 2023, 10:00 a.m.**

In Person: DTMB State Facilities Administration, 3111 W. St. Joseph Road, Lansing, MI 48917

**November 21, 2023, 10:00 a.m.**

In Person: DTMB State Facilities Administration, 3111 W. St. Joseph Road, Lansing, MI 48917



September 20, 2022

MVH Budget & Financial Oversight Committee

Report to Board of Directors -

The subcommittee held a meeting on 9/7/2022 with Member Robbins and Chair Slagle, staffers: Patty Altimore, Anne Zerbe, Steve Rolston, Beth Simonton-Kramer, Jackie Huhn, Erica Bobrowski and DMVA CFO Christine Apostle.

1. FY2022 Report
  - a. Reviewed year-end projections based on budget data through 7/31/22. The year-end projection shows a deficit that is in total the same as reported in May but with changes at each Home. Marquette and Grand Rapids show a smaller deficit primarily due to increased Medicaid revenue. Chesterfield has a larger deficit with a reduced revenue projection due to a lagging census caused by difficulties recruiting staff. Two thirds of the shortfall will be covered with one-time covid funding and use of prior year restricted revenue carry forward. A supplemental appropriation of approximately \$3.4 million will be required to balance the budget.
2. FY2023 Budget Development – a) State matching funds of \$34.2 million (35% of project total) for construction of a replacement facility in Marquette was approved. The next step is land acquisition, which is a requirement of securing the 65% federal share from the VA State Home Construction Grant Program. b) Due to a reduction in base funding of over \$9 million, the current FY23 projection is a \$10 million shortfall and there will be no restricted revenue carry forward to offset the deficit (all used in FY2023).
3. Development of the FY2024 budget has begun.
4. Reviewed Donated Funds reports.
5. Discussed the FY21 financial audit of the Michigan Veterans Facility Authority. Field work should be completed by the end of September. The FY22 audit will start in October and conclude in December. Kudos go out to Jackie, Erica and their staff for a lot of work on the audit.



**DATE:** September 9, 2022  
**TO:** Michigan Veterans' Facility Authority Board of Directors  
**FROM:** MVFA Budget & Financial Oversight Committee  
**SUBJECT:** Fiscal Year 2023 Monthly Assessment Rate

As stipulated in MCL Act 560 of 2016, Sec. 6a.(3), "Michigan veteran homes shall annually determine the per diem maintenance rate and present the rate to the board for approval. The per diem maintenance rate charges must be paid in a manner and timeline determined by Michigan veteran homes."

MVH requires any member who has adequate means of support or sufficient property or income to pay the MVH in full for the expenses of maintenance. Members who do not have adequate means of support or sufficient property or income to pay the full per diem maintenance rate are assessed and the member's monthly per diem rate is set on a sliding scale based on that member's ability to pay.

MVH staff makes the following recommendation regarding the FY2023 Monthly Assessment Rates, to become effective November 1, 2022.

	Current Rate	New Rate
Skilled Nursing Base Rate	\$300.25/day	\$328.77/day
Veteran Rate (includes the VA Offset)	\$179.25/day \$5378 per 30-day month	\$201.72/day \$6052 per 30-day month
Non-Veteran Monthly Rate	\$9133 per 30-day month	\$9863 per 30-day month
Domiciliary Monthly Rate, Veteran	\$2710/month	\$2968/month

Explanation: The 9.5% increase for the base rates is consistent with the anticipated Social Security Cost of Living Adjustment increase. The veteran rate for skilled nursing reflects an offset from the VA standard per diem, which increased by 5%.



**DATE:** September 9, 2022  
**TO:** Michigan Veterans' Facility Authority Board of Directors  
**FROM:** MVFA Budget & Financial Oversight Committee  
**SUBJECT:** Member Personal Allowance Recommendation

This committee was asked to consider a member's request to increase the Member's Personal Allowance, currently \$100 per month. The committee does not recommend a change to the allowance at this time.

The MVH allowance is currently greater than the CMS allowance and the VA allowance. The current CMS allowance is \$60 per month, and the current VA allowance is \$90 per month. As long as the MVH allowance is greater than the CMS and the VA allowances, the committee recommends no change to the MVH allowance. However, if CMS or the VA raises its allowance to greater than \$100, the committee recommends MVH increase its allowance to the CMS or the VA allowance, whichever is greater.



To: MVFA Board of Directors  
From: MVH Chief of Staff  
Date: September 12, 2022  
Re: Annual Review of MVFA Board Policies

---

### **BOTTOM LINE UP FRONT**

Each September, the MVFA Board of Directors shall review the current MVFA Board Policies.

- Policy #001 – Board of Directors, Membership
- Policy #002 – Board of Directors, Powers & Duties
- Policy #003 – Delegation of Authority and Actions Subject to Review by the Board of Directors
- Policy #010 – Travel Regulations
- Policy #016 – Appeals Board, Membership and Operations
- Policy #020 – Charitable Support Fund.

### **NEXT STEPS**

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



# MICHIGAN VETERAN HOMES

A Place of Honor & Compassion

## MICHIGAN VETERANS FACILITY AUTHORITY

General: Board of Directors, Membership

SEC	POLICY	PAGE
MVFA-GEN	001	1 of 2

### PURPOSE

This document has been prepared for use by the MVFA and is intended for internal use only. The purpose of this policy is to outline the parameters for membership on the MVFA Board of Directors.

### SCOPE

All persons serving as members of the MVFA Board of Directors shall be appointed to serve on the Board in a manner that is consistent with this policy and other Michigan statutes which, as may be applicable to a particular individual.

### DEFINITIONS

None

### STANDARDS

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

### GUIDELINES

1. Selection Qualifications. The board shall be made up of the following voting members:
  - a. Three (3) members with professional knowledge, skill, or experience in long-term care, health care licensure or finance, or medicine who represent the interests of 1 or more congressionally chartered veterans' organizations appointed by the governor with the advice and consent of the senate.
  - b. Three (3) members with professional knowledge, skill, or experience in long-term care, health care licensure or finance, or medicine appointed by the governor with the advice and consent of the senate. One of the members appointed under this subdivision must be a resident of the Upper Peninsula of this state.
  - c. One (1) member appointed by the governor from a list of 2 or more individuals selected by the majority leader of the senate, with professional knowledge, skill, or experience in long-term care, health care licensure or finance, or medicine.
  - d. One (1) member appointed by the governor from a list of 2 or more individuals selected by the speaker of the house of representatives, with professional knowledge, skill, or experience in long-term care, health care licensure or finance, or medicine.
  - e. The director of the Michigan Department of the Military & Veterans Affairs or their designee.
2. Membership Term. Members of the Board of Directors shall serve a term of 4 years. After the expiration of the 4-year term, members shall serve until reappointed or a successor is appointed.
3. Vacancies. When a member is appointed to fill a vacancy, their term shall be equal to the balance of the unexpired term of the member they are replacing.



## MICHIGAN VETERANS FACILITY AUTHORITY General: Board of Directors, Membership

<b>SEC</b> MVFA-GEN	<b>POLICY</b> 001	<b>PAGE</b> 2 of 2
------------------------	----------------------	-----------------------

- 4. Compensation. Members of the board shall serve without compensation but may receive reasonable reimbursement for necessary travel and expenses incurred in the discharge of their duties in a manner consistent with MVFA Policy 010.

### PROCEDURES

None

### IMPLEMENTATION

- 1. The Board will maintain documentation outlining the appointment status, date of appointment, date of term expiration and information related to the provision under which the current members' were appointed
- 2. On behalf of the MVFA Board, the Department of Military and Veterans Affairs designee will communicate/coordinate with the Executive Office of the Governor regarding appointments. This should include information related to the expiration of members' appointment terms or anticipated vacancies to allow the EOG to timely fill vacancies and facilitate the proper performance of the MVFA Boards' responsibilities/duties.

### REFERENCES

None

## Michigan Veterans Facility Authority Board Member's Certification of Agreement

This policy, "MVFA-GEN 001-Board of Directors, Membership", was adopted by the MVFA Board of Directors on May 18, 2021 at a scheduled MVFA Board Meeting with a quorum present. This policy will be reviewed annually by the MVFA Board of Directors.

Year	2022	2023	2024	2025	2026	2027
Reviewed						



# MICHIGAN VETERAN HOMES

A Place of Honor & Compassion

## MICHIGAN VETERANS' FACILITY AUTHORITY

General: Board of Directors, Powers and Duties

SEC	POLICY	PAGE
MVFA-GEN	002	1 of 2

### PURPOSE

This document has been prepared for use by the MVFA and is intended for internal use only. The purpose of this policy is to outline the powers and duties of the MVFA Board of Directors (the "Board").

### SCOPE

The Board has oversight of the Michigan Veteran Homes as authorized by section 36.103 of the Michigan Compiled Laws and will carry out this responsibility in accordance with MCL 36.101 – 36.112a and State Administrative Rules R 32.71 – R 32.89.

### DEFINITIONS

None

### STANDARDS

1. Michigan Veterans' Facilities' Authority Act (PA 560 of 2016), MCL 36.101 et seq.
2. 38 CFR, Part 51: Per Diem for Nursing Home, Domiciliary, or Adult Day Health Care of Veterans in State Homes
3. Michigan Administrative Rules 32.71 - 32.89
4. Contracts of Public Servants with Public Entities (PA 317 of 1968) MCL 15.321 - 15.330
5. Conflict of Interest (PA 318 of 1968) MCL 15.301 - 15.310
6. Open Meetings Act (PA 267 of 1976) MCL 15.261 - 15.275

### GUIDELINES

1. Powers of the Board. The Board has all of the following powers, as outlined in MCL 36.106(1):
  - a. Serve as the entity providing governance and oversight for the Michigan Veteran Homes. This includes development of the MVFA bylaws and policies.
  - b. Oversee the operation of the Michigan Veteran Homes, which includes the operation of one or more state veteran homes, as defined in 38 CFR, Part 51.
  - c. To employ and contract as necessary for the operation of the MVFA and facilities operated by MVH.
  - d. To solicit federal funds and other funding sources to develop veterans' facilities.
  - e. Create and maintain the MVFA's Charitable Support Fund. This includes the ability to solicit and accept gifts, grants, and loans as outlined in MVFA Policy 020 and 021.
  - f. To invest any money of the MVFA at the Board's discretion, in any obligations determined proper by the MVFA, and name and use depositories for its money.
  - g. To do any and all things necessary or convenient to carry out its purposes and exercise the powers expressly given and granted under Michigan PA 560 of 2016.



## MICHIGAN VETERANS' FACILITY AUTHORITY

### General: Board of Directors, Powers and Duties

SEC	POLICY	PAGE
MVFA-GEN	002	2 of 2

2. Duties of the Board: The Board has all of the following duties and responsibilities, as outlined in MCL 36.101 et seq:
  - a. Provide general oversight and governance of the Michigan Veteran Homes.
  - b. Recommend by name the appointment of an executive director of the MVFA/MVH, to be appointed by the Governor.
  - c. Discharge the duties of his or her position in a nonpartisan manner, with good faith, and with that degree of diligence, care, and skill that an ordinarily prudent individual would exercise under similar circumstances in a like position.
3. Taking Board Action. A majority of the appointed and serving members of the board constitute a quorum of the board for the transaction of business. Actions of the board must be approved by a majority vote of the members present at a meeting.
4. Meetings. The board shall conduct all business at public meetings held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of each meeting shall be given in the manner required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275.

### PROCEDURES

None

### IMPLEMENTATION

None

### REFERENCES

None

## Michigan Veterans Facility Authority Board Member's Certification of Agreement

This policy, "MVFA-GEN 002-Board of Directors, Powers and Duties", was adopted by the MVFA Board of Directors on May 18, 2021 at a scheduled MVFA Board Meeting with a quorum present. This policy will be reviewed annually by the MVFA Board of Directors.

Year	2022	2023	2024	2025	2026	2027
Reviewed						



# MICHIGAN VETERAN HOMES

A Place of Honor & Compassion

## MICHIGAN VETERANS' FACILITY AUTHORITY

**General: Delegation of Authority and Actions Subject  
To Review by the Board of Directors**

SEC	POLICY	PAGE
MVFA-GEN	003	1 of 2

### PURPOSE

This document has been prepared for use by the MVFA and is intended for internal use only. The purpose of this policy is to outline the delegation of certain powers and duties of the MVFA Board of Directors (the "Board") to the Michigan Veteran Homes.

### SCOPE

The Board has oversight of the Michigan Veteran Homes as authorized by section 36.103 of the Michigan Compiled Laws and will carry out this responsibility in accordance with MCL 36.101 – 36.112a and State Administrative Rules R 32.71 – R 32.89.

### DEFINITIONS

1. "Asset" means the valuable property of an applicant or member.
2. "Asset divestment" means the disposing, transfer, gifting, or giving away of assets for less than fair market value.
3. "Asset restriction" means the moving or transferring of assets, thereby making them unavailable to pay the member's individual assessment or the cost of care.
4. "CFR" means the Code of Federal Regulations.

### STANDARDS

1. Michigan Veterans' Facilities' Authority Act (PA 560 of 2016), MCL 36.101 et seq.
2. Michigan Administrative Rules 32.71 - 32.89

### GUIDELINES

1. Delegation of Authority: Operations. The MVFA Board delegates authority to manage all day-to-day operations of veterans facilities, as defined in Michigan PA 560 of 2016, to the Michigan Veteran Homes Central Leadership Team.
2. Executive Director/CEO of MVH. The MVFA Executive Director, recommended by the MVFA Board and appointed by the Governor, shall serve as the Executive Director/Chief Executive Officer for MVH. In this role, the Executive Director will lead the MVH CLT in day-to-day operations of MVH and ensure the intent of the MVFA Board is carried out.
3. Involuntary Transfer and Discharge Policies. The MVFA Board delegates the authorities and duties proscribed in Michigan Administrative Rule 32.74 to the MVH CLT. The MVH CLT will establish policies regarding involuntary transfers and discharges, in compliance with 38 CFR 51.80 and 42 CFR 483.15.



## MICHIGAN VETERANS' FACILITY AUTHORITY General: Delegation of Authority and Actions Subject To Review by the Board of Directors

SEC	POLICY	PAGE
MVFA-GEN	003	2 of 2

4. Bed Hold Policies. The MVFA Board delegates the authorities and duties proscribed in Michigan Administrative Rule 32.75 to the MVH CLT. The MVH CLT will establish policies regarding the holding of beds for members absent from the home for emergency medical treatment, therapeutic leave, or other reasons, in compliance with 38 CFR 51.80 and 42 CFR 483.15.
5. Asset Divestment and Restriction Policies. The MVFA Board delegates the authorities and duties proscribed in Michigan Administrative Rule 32.78 to the MVH CLT. The MVH CLT will establish policies regarding asset divestment and restriction, as well as any associated penalties.
6. Divestment of Assets. The MVFA Board delegates the authorities and duties proscribed in Michigan Administrative Rule 32.79 to the MVH CLT. The MVH CLT will establish policies regarding exempt assets and income.
7. Per Diem Maintenance Rate. In compliance with MCL 36/106a(3), the MVH CLT shall annually determine the per diem maintenance rate and present the rate to the MVFA Board for approval.

### PROCEDURES

None

### IMPLEMENTATION

1. MVH CLT shall establish the policies identified under the delegation of authority outlined in SEC 5 (3) - (7) as part of MVH's Operational Policies.

### REFERENCES

None

## Michigan Veterans Facility Authority Board Member's Certification of Agreement

This policy, "MVFA-GEN 003- Delegation of Authority and Actions Subject To Review by the Board of Directors", was adopted by the MVFA Board of Directors on May 18, 2021 at a scheduled MVFA Board Meeting with a quorum present. This policy will be reviewed annually by the MVFA Board of Directors.

Year	2022	2023	2024	2025	2026	2027
Reviewed						



MICHIGAN VETERAN HOMES

# MICHIGAN VETERAN HOMES

A Place of Honor & Compassion

## MICHIGAN VETERANS' FACILITY AUTHORITY

### General: Travel Regulations

SEC	POLICY	PAGE
MVFA-GEN	010	1 of 4

#### PURPOSE

This document has been prepared for use by the MVFA and is intended for internal use only. The purpose of this policy is to establish travel regulations for members of the Michigan Veterans' Facility Authority ("MVFA") Board of Directors ("Board").

#### SCOPE

All persons serving as members of the MVFA Board and MVH staff acting in the interest of the MVFA shall perform their duties in a manner that is consistent with this policy and other Michigan statutes which may apply to that individual.

#### DEFINITIONS

None

#### STANDARDS

1. State of Michigan Administrative Guide to State Government, Section 0420: Travel
2. State of Michigan Standardized Travel Regulations, Issued by Civil Service Commission and the Department of Technology, Management & Budget

#### GUIDELINES

1. Responsibility. All persons authorized to travel at state expense on official business are expected to incur expenses prudently in accordance with the State of Michigan Standardized Travel Regulations.
2. Authorized Travel.
  - a. In-state travel to and from board meetings and scheduled board events does not require prior authorization to be eligible for reimbursement.
  - b. All other in-state travel and out-of-state travel will require prior authorization by the MVFA Board Chair and the Executive Director of the Michigan Veteran Homes.
3. Reimbursement Rates. All reimbursement rates will be aligned with the State of Michigan authorized travel reimbursement rates unless otherwise expressly approved by the Department of Technology, Management & Budget, as required under the State of Michigan Standardized Travel Regulations.
4. Transportation. All travel must be planned to use the most practical cost-effective means. Travelers incurring expenses based on personal preference are responsible for paying any additional costs.



## MICHIGAN VETERANS' FACILITY AUTHORITY

### General: Travel Regulations

SEC	POLICY	PAGE
MVFA-GEN	010	2 of 4

- a. Air Transportation.
    - Reimbursement for transportation by commercial airline is permitted. Air travel should be secured at the lowest available airfare considering both total cost and time.
    - Travel by state-owned aircraft is permitted if it is in the state's best interest.
    - Reimbursement of the baggage fee for one piece of personal luggage is permitted. Reimbursement for overweight or additional bag fees is not.
  - b. Rail and Ferry Transportation. Reimbursement for transportation by commercial rail travel and ferry is permitted.
  - c. Ground Transportation. Reimbursement for the cost of ground transportation to and from point of origin (home, lodging, etc.) to transportation terminal (airport, trains station etc.) is permitted.
    - Travelers should use the most cost-effective option considering total costs, including traveler time, mileage, parking, and tolls.
    - Receipts are required for cash fares claimed as reimbursable for taxis, shuttles, ferries, buses, and other forms of public transportation.
  - d. Vehicle Travel by Privately-Owned Vehicle. Reimbursement for travel by privately-owned vehicle is permitted and will be reimbursed at the State of Michigan approved rate/mile. Reimbursement for using a privately-owned vehicle for state business is based on actual miles traveled.
    - Reimbursement Calculation. Reimbursement will be calculated based from point of origin (typically the board member's official home, place of work) to location of the meeting.
    - Vicinity Mileage. Reimbursement for vicinity mileage is permitted for necessary travel associated with attendance of the meeting or event.
    - Miscellaneous Vehicle Expenses. Reimbursement for parking and road tolls is permitted. Receipts shall be submitted whenever available.
  - e. Travel by Rental Vehicle. Reimbursement for travel by rental vehicle is permitted but requires prior authorization by the MVFA Board Chair and the MVH Executive Director.
5. Meals & Lodging. Reimbursement for meals and lodging are permitted at State of Michigan authorized travel reimbursement rates.
- a. Meals. Board members are eligible for reimbursement of actual meal costs up to the applicable maximum published state rates in effect.



# MICHIGAN VETERAN HOMES

**A Place of Honor & Compassion**

## MICHIGAN VETERANS' FACILITY AUTHORITY

### General: Travel Regulations

SEC	POLICY	PAGE
MVFA-GEN	010	3 of 4

- b. Lodging. Reimbursement for the actual cost of lodging cannot exceed the applicable maximum published state rates except when:
  - Booking conference lodging supported by program literature and a receipt.
  - Lodging at the published state rate is unavailable and cost is supported by a receipt.
6. Registration Fees. Reimbursement for registration fees for conventions or meetings of associations or organizations are reimbursable with a receipt and copy of the conference agenda with prior authorization from the MVFA Board Chair and the MVH Executive Director.
7. Expense Documentation. Receipts Required for:
  - a. Air, rail, ferry, and ground transportation.
  - b. Lodging
  - c. Meals
  - d. Rental Car
  - e. Parking charges when receipt available

## PROCEDURES

1. Requests for Reimbursement for Expenses. To request reimbursement for an allowable expense, the requestor will complete the form designated as a Michigan Veteran Homes Expense Voucher. All reimbursement requests will conform to the rules and regulations stated above.
2. Requests for reimbursement should be submitted within 90 days of the date the expense was incurred.
3. Approval and Payment of Reimbursement Requests. The MVH expense voucher will be approved and paid by MVH staff with any questionable items of expense withheld for discussion and approval by the Chairman and Secretary of the MVFA Board at the next meeting. The Chairman's special travel requests shall be approved by Executive Director of the Michigan Veteran Homes.

## IMPLEMENTATION

None

## REFERENCES

For travel regulations and official travel reimbursement rates, refer to the [Standardized Travel Regulations](#).



# MICHIGAN VETERAN HOMES

**A Place of Honor & Compassion**

## MICHIGAN VETERANS' FACILITY AUTHORITY

General: Travel Regulations

**SEC**  
MVFA-GEN

**POLICY**  
010

**PAGE**  
4 of 4

### **Michigan Veterans Facility Authority Board Member's Certification of Agreement**

This policy, "MVFA-GEN 010- Travel Regulations", was adopted by the MVFA Board of Directors on November 16, 2021, at a scheduled MVFA Board Meeting with a quorum present. This policy will be reviewed annually by the MVFA Board of Directors.

<b>Year</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Reviewed						



# MICHIGAN VETERAN HOMES

A Place of Honor & Compassion

## MICHIGAN VETERANS' FACILITY AUTHORITY

General: Appeals Board, Membership and Operations

SEC	POLICY	PAGE
MVFA-GEN	016	1 of 2

### PURPOSE

This document has been prepared for use by the MVFA and is intended for internal use only. The purpose of this policy is to outline the parameters for membership and operational processes for the Michigan Veteran Facility Authority Appeals Board.

### SCOPE

All persons serving as members of the MVFA Appeals Board shall be appointed to serve on the Appeals Board in a manner that is consistent with this policy and MCL 36.106b. The operations and authorities for the Appeals Board shall be consistent with those powers delegated to them by the MVFA Board of Directors and the statutory powers established in MCL 36.106b.

### DEFINITIONS

None

### STANDARDS

1. Michigan Veterans' Facilities' Authority Act (PA 560 of 2016), MCL 36.106b.

### GUIDELINES

1. The MVFA Board delegates the authorities and duties prescribed in Michigan Administrative Rule 32.85 to the MVFA Appeals Board, as outlined in MCL 36.106b.
2. The Appeals Board is responsible for hearing all appeals regarding admissions decisions, involuntary dismissals, and requests for interment at a cemetery maintained and managed by Michigan veteran homes, as well as any additional grounds for appeal outlined in Michigan Administrative Rule 32.85.
3. The Appeals Board will establish policies and procedures, consistent with Michigan Law and applicable Administrative Rules.
4. Per MCL 36.106b the Appeals Board shall consist of 5 members, appointed by the Authority Board of Directors, as follows:
  - a. One member selected by the authority board from a list of 3 individuals submitted by the American Legion, to represent the interests of the American Legion.
  - b. One member selected by the authority board from a list of 3 individuals submitted by the Veterans of Foreign Wars of the United States, to represent the interests of the Veterans of Foreign Wars of the United States.
  - c. One member selected by the authority board from a list of 3 individuals submitted by the Disabled American Veterans, to represent the interests of the Disabled American Veterans.
  - d. Two members who are veterans and have had interactions or involvement at 1 or more veterans' facilities within the last 2 years.



## MICHIGAN VETERANS’ FACILITY AUTHORITY General: Appeals Board, Membership and Operations

SEC	POLICY	PAGE
MVFA-GEN	016	2 of 2

- Appeals board members shall serve for a term of 4 years and may be reappointed for no more than one additional 4-year term after their initial term.
- The Appeals Board shall convene at least monthly to consider any appeal requests that are pending. If no requests are pending then the Appeals Board does not need to meet, however, the Appeals Board may decide to call a special meeting as necessary at a more frequent interval.
- The Appeals Board shall prepare a summary of actions taken on the appeals brought before them. This summary shall be transmitted to the MVFA Board and shall be reviewed at the next scheduled meeting of the MVFA Board.
- The MVFA Board may choose to change the decision of the Appeals Board if a motion is properly made, and the reconsideration is properly brought before the MVFA for debate.

### PROCEDURES

None

### IMPLEMENTATION

- The Authority will maintain documentation outlining the appointment status, date of appointment, date of term expiration and information related to the provision under which the current Appeals Board members were appointed.
- The MVH shall maintain and post on the MVH website the appeals process and policies established by the MVFA Board and Appeals Board.

### REFERENCES

- MCL 36.106b.
- Michigan Administrative Rule 32.85

## Michigan Veterans Facility Authority Board Member's Certification of Agreement

This policy, “MVFA-GEN 016- Appeals Board, Membership and Operations”, was adopted by the MVFA Board of Directors on May 18, 2021 at a scheduled MVFA Board Meeting with a quorum present. This policy will be reviewed annually by the MVFA Board of Directors.

Year	2022	2023	2024	2025	2026	2027
Reviewed						



# MICHIGAN VETERAN HOMES

A Place of Honor & Compassion

## MICHIGAN VETERANS' FACILITY AUTHORITY

General: Charitable Support Fund

SEC	POLICY	PAGE
MVFA-GEN	020	1 of 2

### PURPOSE

This document has been prepared for use by the Board of Directors, staff and volunteers and is intended for internal use only. The policy is intended to establish regulations and procedures for the Michigan Veterans' Facility Authority Charitable Support Fund.

### SCOPE

All persons serving as members of the MVFA Board of Directors and MVH staff acting in the interest of the MVFA shall perform their duties in a manner that is consistent with this policy and other Michigan statutes which, as may be applicable to a particular individual.

### DEFINITIONS

None

### STANDARDS

1. Michigan Veterans' Facility Authority Act, Michigan PA 560 of 2016
2. Article 4, section 10 of the Michigan Constitution of 1963, Legislators and State Officers, Government Contracts, Conflict of Interest.
3. Standards of Conduct for Public Officers and Employees Act ("State Ethics Act"), MCL 15.341 et seq.
4. Michigan Incompatible Public Offices Act, MCL 15.181 et seq.
5. Conflict of Interest Act, MCL 15.301 et seq.
6. Michigan Contracts of Public Servants with Public Entities Statute, MCL 15.321 et seq.

### GUIDELINES

1. Establishment of the MVFA Charitable Support Fund. The MVFA shall establish and maintain a charitable support fund, as directed by Michigan Compiled Laws 36.106c(3)(a).
2. Funds Expended from the CSF. Funds deposited in the Charitable Support Fund will be expended in accordance with section MCL 36.106c(3)(b).
3. Deposits into the CSF. Deposits will be made to the following account:  
State of Michigan, Department of Treasury - MVFA Charitable Support Fund



## MICHIGAN VETERANS’ FACILITY AUTHORITY General: Charitable Support Fund

**SEC**            **POLICY**    **PAGE**  
MVFA-GEN        020            2 of 2

- 4. Authorized Expenditures from CSF. The following categories are authorized for expenditures:
  - a. Member social activities, entertainment, and other member-oriented expenditures.
  - b. Occupational and physical therapy equipment and supplies.
  - c. Equipment for the benefit of members.
  - d. Community education programs.
  - e. Public relations activities including publishing of a newsletter, recognition of volunteers, recognition of employees – public support and a positive public image of the homes contributes to an improved environment for the members.
  - f. Meetings and seminars at the homes for various community groups including veterans' organizations.
  - g. Revolving Programs identified as committed funds.
  - h. MVH Capital Projects (remodeling, new construction, etc.).
  - i. Burial allowances when the member's estate is inadequate.

### PROCEDURES

None

### IMPLEMENTATION

None

### REFERENCES

None

## Michigan Veterans Facility Authority Board Member's Certification of Agreement

This policy, “MVFA-GEN 020- Charitable Support Fund”, was adopted by the MVFA Board of Directors on May 18, 2021 at a scheduled MVFA Board Meeting with a quorum present. This policy will be reviewed annually by the MVFA Board of Directors.

Year	2022	2023	2024	2025	2026	2027
Reviewed						