

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

May 21, 2019
10:00 a.m.

APPROVED 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 held at the Michigan Veterans Affairs Agency (MVAA) Headquarters – 222 N. Washington Ave., Lansing, MI 48933.

1. Pledge of Allegiance

2. Attendance Roll Call

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

The following members were present: David Henry, Spencer Hoover, Timothy Loney (present at 10:30 a.m.), Mary Naber, A. Rocky Raczkowski, MaryAnne Shannon, and Larry Yachcik (via telephone)

The following members were excused: David Rutledge, John Thorhauer

Anne Zerbe announced to the board that she is no longer a designee of the DMVA Director for the MVFA Board of Directors; she will continue to serve as the MVFA Transition Support Executive. Effective May 21, 2019, MVAA Deputy Director Timothy Loney has been appointed the DMVA Director's designee for the MVFA board, replacing Ms. Zerbe.

3. Approval of Minutes

Raczkowski, seconded by Shannon, motioned to accept the meeting minutes dated April 16, 2019 as presented. The motion passed 5-0.

4. Public Comment

Mark Sutton, Public Relations Director for the American Legion, inquired if Anne Zerbe is still a designee on the MVFA board. Ms. Zerbe indicated that she is no longer a member of the MVFA board.

5. Housekeeping; Designation of Representative to MVFA Board, Health System Update, Pharmacy Operations of SVHs, Branding Campaign Update

Steve Rolston provided an overview of the Health System to include the results of the VA survey conducted at the Grand Rapids Home for Veterans (GRHV), citing that there were no citations in member care. The VA survey for the D.J. Jacobetti Home for Veterans (DJJHV) has been postponed until after June 1, 2019 due to an outbreak of the Norovirus in the Home during the original time the surveyors came. Mr. Rolston congratulated Anne Zerbe and Fred Schaible for the success of the groundbreaking ceremony at the GRHV on May 17, 2019. He also indicated the Health System team recently worked collaboratively to align priorities in the Homes for the next one to two years.

Anne Zerbe added that a workgroup is working in conjunction with the GRHV staff regarding options for the use of two buildings on the GRHV campus. The budget for potential programs will need to be formulated by August 2019.

Commandant Ryan Engle and Pharmacy Director Brad Harvala presented an overview on pharmaceutical services for the Michigan State Veterans Homes; Mr. Engle provided the policy perspective while Mr. Harvala provided the pharmaceutical viewpoint.

Chair Henry welcomed Timothy Loney who arrived at 10:30 a.m.

Anne Zerbe indicated the MVFA branding campaign timeline has been postponed by one month. A. Rocky Raczkowski stated that he, Mary Naber, and David Rutledge are meeting with Brogan & Partners on May 22, 2019 to discuss the development process and next steps. Mr. Raczkowski stated that he will report on the branding campaign workgroup's progress at the June 18, 2019 meeting.

6. Executive Committee; MVFA Board/Board of Managers Transition, Operational Transition Planning, Fundraising Campaign Readiness Assessment

Fred Schaible announced that he is moving forward and gathering estimates from DTMB regarding microphone acquisition and possible AV livestreaming for future MVFA meetings.

Mr. Schaible expressed that he has been facilitating discussions between the Executive Committees of the MVFA and Board of Managers regarding possible paths for the transition of governance for the Homes. He indicated there are three possible paths for the transition which includes navigating the Governor's vision, involving the

legislature, and meeting with the Attorney General's office regarding the development of Memorandums of Understanding. He shared that both Executive Committees have stressed the importance of board members to be more involved at the Homes and engage on the campuses.

Anne Zerbe offered an overview of the Operational Transition Planning. She has developed refinements as a result from feedback, paring down centralized services until additional Homes are operational. She is revisiting the organizational structure and adjusting positions accordingly, while striving toward a final product.

Fred Schaible thanked the board members for feedback regarding the MVFA CEO/ED position description. Larry Yachcik noted that on the position description, Description of Work, #3, last sentence, the word "provide" should be "providers".

Naber, seconded by Raczkowski, motioned to accept the finalized draft and include the revision as noted. The motion passed 6 to 0.

The board conducted a discussion regarding the posting of the MVFA CEO/ED position. Fred Schaible noted that the timeline for filling the position will include posting the position in NEOGOV, soliciting resumes, the Executive Committee reviewing all submissions, and the Board making a recommendation for hire to the Governor's office by August. Mr. Schaible will work in DMVA Human Resources Director Noelle Rouse, regarding the process for vetting the position since it is an unclassified position. He will provide board members with a link to the position description and application site. Board members may also email resumes to schaiblef@michigan.gov and altimorep@michigan.gov.

Board members also discussed the salary range for the MVFA CEO/ED position. Fred Schaible stated that the MVFA board may work in conjunction with the Governor's Executive Office since there are a multitude of factors to consider.

Anne Zerbe stated that she is working with Dykema on the Fundraising Campaign Assessment contract. The Request for Proposal (RFP) has been revised to review costs and outline outcomes. Ms. Zerbe encouraged board members to reach out to their contacts to register as a Sigma user. If assistance is needed in completing the Sigma profile, interested parties should contact Stephen Potter at PotterS2@michigan.gov. Ms. Zerbe will send out a notice to board members when the RFP is posted.

7. Finance Committee; Pro Forma Development for Operations

Anne Zerbe expressed that an additional two months is needed to draft the Pro Forma template in order to refine labor costs and develop support costs.

Ryan Doll, State Budget Office, advised the board that the House of Representatives current proposed version of the budget shows a reduction in funding for the MVFA operations line item. Fred Schaible indicated that this reduction is just the House's initial proposal and is likely to change; he will continue to keep the board updated on the status.

8. Governance Committee; Attendance Policy

Anne Zerbe provided the board with the Attendance Policy for the MVFA Board.

Raczkowski, seconded by Hoover, motioned to accept the Attendance Policy as developed by the Governance Committee. The motion passed 5 to 0.

9. Building & Facilities Committee; New Construction Update

Mike Hassan offered the board a review of the construction status of the new Homes in Grand Rapids and Chesterfield Township. Currently, the construction is on schedule and the momentum is in full force. He reviewed the project milestones and provided a timeline for current activities and upcoming endeavors.

10. Board Comments

MaryAnne Shannon expressed her interest in the American Legion Representative designation on the MVFA board which will soon be vacated by John Thorhauer. Fred Schaible will work on this request with the Governor's Executive Office.

11. Public Comment

GRHV Administrator Tracey Nelson questioned if there will be a staging area for members, staff and the public to view demolition and construction on the campus. Mike Hassan noted that there will be a designated area, outside of the fence, to optimize viewing of the demolition. In addition, the viewing area will be mobile so observers may see a variety of areas as construction develops.

Kellie Cody Jr., State Veterans Facility Ombudsman, stated that he was following up on the availability of photographs of construction and demolition on the MVAA website. Mike Hassan stated that photographs are available on the Christman website and will soon be available on the MVAA website. Dr. Cody also asked for the status on the questions he presented to the board at the April 2019 meeting. Fred Schaible stated that he will connect with Dr. Cody regarding the questions.

12. Adjournment

Raczkowski, seconded by Loney, motioned to adjourn at 11:30 am. The motion passed 6 to 0.

The meeting was adjourned at 11:30 pm.

A handwritten signature in black ink, appearing to read "A. Rocky Raczkowski". The signature is written in a cursive style with a long, sweeping horizontal line extending to the right.

A. Rocky Raczkowski
MVFA Secretary