



MVH Board Meeting Agenda

May 18, 2021 at 10:00 a.m.

Via Microsoft Teams, 1.248.509.0316, ID: 919 502 762#

	Agenda Item	Time	Info/Action	Presenter
1	Pledge of Allegiance	10:00 am	-	David Henry
2	Roll Call	10:00 am	-	David Henry
3	Adoption of Agenda	10:00 am	Action	David Henry
4	Public Comment (limit to 3 minutes)	10:05 am	-	David Henry
5	Approval of Proposed Minutes from March 16, 2021	10:10 am	Action	David Henry
6	Executive Director Report i. Strategic Plan Review at July Board Meeting ii. Vacancy – MVHGR Administrator iii. Update on the Operational Status of the Michigan Veteran Homes at Chesterfield Township by Jennifer Manning iv. COVID-19 Update v. Status of the New Homes Soft Opening Dates	10:15 am	Information	Anne Zerbe
7	Board of Directors - Committee Updates: i. Executive Committee - MVFA Appeals Board Update ii. Budget and Financial Oversight Committee iii. Facility and Capital Improvement Committee - Update on New Homes Construction by Mike Hassan iv. Governance and Policy Development Committee - Proposed Amendment to the MVH Smoking Policy - Proposed MVFA Board Policies v. Outreach and Fund Development Committee	11:00 am	- Information Information Information Action Information	David Henry David Henry Brad Slagle Henry Boutros David Rutledge Larry Yachcik
8	Old Business: i. MVH Website	12:00 pm	- Information	David Henry Fred Schaible
9	New Business: i. Nominations for the MVFA Board Officers ii. FY2021 Charitable Support Fund Allotments	12:15 pm	- Action Action	David Henry David Henry Steve Rolston
10	Public Comments (limit to 3 minutes)	12:45 pm	-	David Henry
11	Board Comments	12:50 pm	-	David Henry
12	Adjournment	1:00 pm	Action	David Henry



MICHIGAN VETERAN HOMES BOARD OF DIRECTORS MEETING

March 16, 2021

10:00 a.m.

PROPOSED MINUTES

A meeting of the Michigan Veteran Homes (MVH) Board of Directors was called to order at 10:00 a.m. by Chair David Henry; the meeting was conducted via Microsoft Teams. This joint boards meeting was conducted in conjunction with the MVH Board of Managers meeting.

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, MI); Ken Robbins (Manistee, MI); David Rutledge (Belleville, MI); MaryAnne Shannon (Sault Ste. Marie, MI); Brad Slagle (East Lansing, MI); Larry Yachcik (Freemont, MI)

MVH Board of Managers: James Ausdemore, Deborah Chambers, Robert Johnson, Harold Mast, Shane Preston

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

Guests: Christine Apostol, Laura Birchmeier, Erica Bobrowski, Tiffany Carr, Corey Doan, Ryan Doll, Sean Depuydt, Rachel Eldridge, Ryan Engle, Ryan Kastner, Cary Lincoln, Noelle Rouse, Linda Smith, Jodi Thompson, Assistant Attorney General Katie Waskiewicz, et al.

3. Adoption of Agenda

Adams, seconded by Naber, motioned to accept the meeting agenda dated March 16, 2021 as presented. The motion passed 9-0.

4. Public Comment

James Gallant, with the Marquette County Suicide Prevention Coalition, thanked the board for the public comment opportunities offered twice during the meeting. He stated that he is currently working with boards and commissions regarding the way in which they are conducting meetings and the use of the Robert's Rules of Order. Mr. Gallant asked the board to schedule a meeting to review and amend the current bylaws and to review the Open Meetings Act.

5. Approval of Proposed Minutes

Yachcik, seconded by Slagle, motioned to accept the proposed meeting minutes dated January 19, 2021 as presented. The motion passed 9-0.

6. Executive Director Report

Anne Zerbe stated that she received a memo from the Grand Rapids Home for Veterans social workers and administrator regarding recommendations to the current smoking policy for the new facilities. The memo will be presented to the Governance Committee prior to becoming an action item at the May board meeting.

Administrators Tracey Nelson and Ron Oja reported the findings of the Member Satisfaction Survey for their respective Homes. The results of the Member Satisfaction Survey will be placed on DirectorPoint for board member review.

Fred Schaible presented an update on the transition of governance for the Homes which will occur on March 24, 2021. The Michigan Veterans Facility Authority (MVFA) will continue to follow the existing Board of Managers policies until they are adopted by the MVFA. Mr. Schaible urged the Board of Managers who are interested in serving on the MVFA Appeals Board to contact their VSO; he will also send information regarding the process.

Administrator Jennifer Manning provided an overview of the Chesterfield Home operations status. Topics addressed included the opening timeframe, recruiting efforts, IT assignments, and the arrival of equipment and furnishings.

Fred Schaible noted that the Ribbon Cutting Ceremony at the MVH at Chesterfield Township will potentially occur during the first part of April; dates of availability from the Governor's office are forthcoming.

Anne Zerbe explained that the Department of Military and Veterans Affairs (DMVA) just completed an update on their strategic plan. She will review the DMVA plan to ensure the MVH plan aligns accordingly. At the July board meeting, the board will have an opportunity to review the revised plans.

Anne Zerbe reported that MVH members are extremely eager to get back to normal life in the Homes. MVH staff have had productive conversations focusing on quality of life, member movement, and policies.

6. MVH Committee Updates

Executive Committee – Chair Henry encouraged board members to apply for reappointment, if applicable. Brad Slagle addressed the board stating that there are opportunities to advocate for the board on the federal level through such organizations as the National Association of State Veterans Homes (NASVH), National Association of State Directors of Veterans Affairs (NASDVA), and the Health Care Association of Michigan (HCAM). Mr. Slagle is seeking someone to fill this advocacy role and recommend pertinent organizations to guide this federal advocacy initiative.

Budget and Financial Oversight Committee – Chair Slagle provided an overview of the reports included in the board packet. He also summarized the challenges of projecting fiscal year-end revenues and expenses due to the upcoming moves to the new Homes, as well as CMS certification and VA recognition.

Facility and Capital Improvement Committee – Chair Boutros noted that committee members met on January 3, 2021. At the meeting, Mike Hasson provided an overview of the construction status and continues to track lessons learned. Mike Hassan provided a construction update summarizing that the Chesterfield Home is 95% complete, while the Grand Rapids Home progress is at 88% completion.

Governance and Policy Development Committee – Chair Rutledge reported that there are no action items to recommend to the board at this time. The MVH staff will conduct a comprehensive review of the current Board of Managers policies. The MVFA will continue to follow the existing policies until they are adopted by the MVFA at the May board meeting. Anne Zerbe will provide the committee members with specific recommendations to review regarding a possible amendment of the current smoking policy at the Grand Rapids Home for Veterans.

Outreach and Fund Development Committee – Chair Yachcik explained that the projected revision of the MVH Strategic Plan will be useful in realigning strategic initiatives in the fundraising realm, with the procurement of artwork for the new Homes as a potential fundraiser. He emphasized the importance of hiring a leader in fund development, currently under consideration by the Michigan Veteran Homes.

7. Old Business

Fred Schaible announced that the DMVA is hiring a Deputy Public Information Officer who will be working in part for the MVH. In addition, the new MVH website will be launched within the next few weeks.

Chair Henry asked Mr. Schaible about the status of purchasing meeting livestreaming equipment. Mr. Schaible stated that the equipment previously tested did not meet the needs; thus, the purchase was canceled. Chair Henry asked Mr. Schaible to provide new information regarding another livestreaming equipment purchase.

8. New Business

Fred Schaible explained that PA 351 will essentially transfer all powers and authorities held by the Board of Managers to the MVFA Board of Directors. Since PA 351 has not yet gone into effect, the necessary MCL references needed to update the existing Board of Managers policies cannot occur until after the effective date of the new law. Therefore, Mr. Schaible suggested that the MVFA Board of Directors continue to follow the existing Board of Managers policies until they can be revised and adopted.

Rutledge, seconded by Shannon, motioned to adopt the current Board of Managers policies to ensure consistency of operations at the Homes until such time the Board of Directors can review the policies. The motion passed by roll call vote 9-0, with members Adams, Boutros, Henry, Naber, Robbins, Rutledge, Shannon, Slagle, and Yachcik in favor.

Anne Zerbe reported that to address a deficiency in the current MVFA Board of Directors Bylaws and upon guidance from the Attorney General's office, MVH recommends amending Article III (Meetings & Committees) by adding public comment parameters to the meeting agenda.

Henry, seconded by Shannon, motioned to amend Article III of the Bylaws to include the following language Section 8: Public comment will be conducted at the beginning and end of each meeting and noted on the agenda. A three (3) minute time limit will be imposed on each speaker for the public comment period at the start of the meeting and a five (5) minute time limit for each speaker for the comment period at the end of the meeting.

During discussion, David Rutledge suggested amending the motion to impose a three-minute time limit for public comment at both the beginning and the end of the meeting for consistency.

Rutledge, seconded by Boutros, motioned to amend the previous motion to reflect a three (3) minute time limit for public comment at the end of each meeting. The motion passed by roll call vote 9-0, with members Adams, Boutros, Henry, Naber, Robbins, Rutledge, Shannon, Slagle, and Yachcik in favor.

The amended motion passed by roll call vote 9-0, with members Adams, Boutros, Henry, Naber, Robbins, Rutledge, Shannon, Slagle, and Yachcik in favor.

Anne Zerbe recommended that the Board of Managers receive formal recognition for their service at the Ribbon Cutting Ceremony at the new MVH at Grand Rapids this summer. She will keep both boards apprised on the dates/times for the Ribbon Cutting ceremonies at both facilities.

9. Public Comment

Corey Doan, Michigan Veterans' Facility Ombudsman, stressed the importance of addressing mental health resources due to the lack of placement for veterans with behavioral issues. Mr. Doan added that the initiative is supported by the MVFO, along with any steps taken toward providing more facility structure. Lastly, he expressed his appreciation for the member mobility discussions which are positive and ongoing.

Tracey Nelson, MVH at Grand Rapids Home Administrator, extended her appreciation to the Board of Managers for their physical and emotional support, especially last year during the pandemic. She expressed that the support meant the world to her and she hopes the Board of Managers will continue their work on the MVFA board in their new role.

James Gallant, from the Marquette County Suicide Prevention Coalition, stated that he was disappointed that the board reduced public comment time by 20 percent. Regarding CMS certification and mental health services provided, Mr. Valant stated that a member was over-medicated in January; the member did not receive a comprehensive assessment. He requested that this issue be put on the agenda for next month, along with the transfer of bylaws.

10. Board of Directors Comments

Larry Yachcik – thanked everyone for the wonderful conversations today and is proud to serve on the board.

Brad Slagle – expressed a great appreciation for the Board of Managers; all managers, past and present, have contributed in a great way.

MaryAnne Shannon – emphasized the need to continue public health principles to stay safe by receiving a COVID vaccine. She appreciates the work of the Board of Managers and the strong foundation they created.

David Rutledge – no comment.

Ken Robbins – no comment.

Mary Naber – expressed thanks to the Board of Managers

Henry Boutros – echoed comments previously made and no further comment.

Zaneta Adams – expressed appreciation to the Board of Managers for the work they have done in the advocacy and service realms. She also provided information on upcoming COVID vaccination clinics at Northern Michigan University.

Chair Henry – stated that it has been a privilege to work with the Board of Managers, and the board has done a yeoman’s job in serving veterans. He is looking forward to the work going forward and the potential to build more homes.

11. Adjournment

Yachcik, seconded by Adams, motioned to adjourn the meeting. The motion passed 9-0. The meeting was adjourned at 12:15 p.m.

Bradford Slagle,
MVFA Board Secretary

Proposed Minutes



To: MVFA Board of Directors
From: Chair David Henry
Date: April 28, 2021
Re: MVH Executive Committee Report

Meeting Minutes:

Executive Committee Meeting

Attendees:

1. David Henry (Chair)
2. Mary Naber (excused at 3:25 pm)
3. Brad Slagle (joined at 3:33 pm)
4. Anne Zerbe
5. Fred Schaible (excused absence)
6. Patty Altimore

Minutes:

1. At 3:00 p.m., the meeting was called to order by Chair Henry.

2. The committee reviewed draft agenda items for the MVH Board Meeting scheduled for May 18, 2021.
 - a. The meeting is tentatively scheduled to be conducted in the Community Center at the new Michigan Veteran Homes at Grand Rapids and via Microsoft Teams. Due to a COVID-19 MDHHS Epidemic Order, the capacity for an indoor board meeting is limited to 25 persons. Chair Henry suggested contacting Fred Schaible for guidance in limiting the capacity for the meeting.
 - b. Chair Henry asked committee members to explore online timers to be used during the public comment sections of the meeting. A timer should be viewable via Microsoft Teams to assist the public in adhering to the three-minute time limit during the two public comment sections of the meeting.
 - c. Chair Henry suggested asking Assistant Attorney General Katie Waskiewicz for guidance regarding the disposition of the Board of Managers meeting minutes from the March 16, 2021 meeting.
 - d. Chair Henry suggested adding "Election of Officers" to the meeting agenda, per the By-Laws of the State of Michigan Veterans' Facility Authority, Article II, Section 2.

- e. Chair Henry suggested adding a section to the Executive Director's Report which addresses quarterly measures, pending lawsuits, and pending legislation.

Miscellaneous Items:

1. Mary Naber noted that the ribbon cutting ceremony at the Michigan Veteran Homes at Chesterfield was excellent.
2. The Michigan Veteran Homes website is now live, and the URL is <https://www.michigan.gov/mvh>

Next Meeting:

June 30, 2021 at 3:00 p.m. via Microsoft Teams

The meeting was adjourned at 3:48 p.m.



To: MVFA Board of Directors
From: MVFA Facility and Capital Improvement Committee
Date: April 7, 2021
Re: Committee Report

Meeting Minutes:
Facility and Capital Improvement Committee Meeting

Attendees:
Anne Zerbe
Mike Hassan
Brad Slagle
Henry Boutros

Minutes:
Meeting Started: 2:00 PM
Meeting Ended: 2:35 PM

The meeting began with Mr. Hassan review of significant construction activities including year to date expenses relative to budget. Overall, both the Chesterfield and Grand Rapids budgets are on target. A full and detailed report of activities, occupancy permits, soft opening dates, and key activities will be presented to the full board.

Mr. Hassan, and Ms. Zerbe described the two new potential locations for the next Veterans Homes and recognize that land survey and acquisition data is required to determine adequacy and approximate costs. These options will be discussed at the next board meeting.

The meeting ended at 2:35 PM

Sincerely
Henry Boutros



New Homes For Veterans

New Homes For Veterans Construction Update



**Mike Hassan
MVH Board Meeting
18 May 2021**



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 Mar 21)	96% <u>Compl</u> 96% <u>Schld</u>

VA Reimbursement Progress: \$42,288,254.30 or 96.18%

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

Cost Schedule Quality Overall

- Manhours w/o LT incidents: **353,485** (as of 29 Mar 20)
- Veterans participation: **32** Vets & **1** major trade Contract
- 8 SBA Contracts: 6 SBA, 1 MOSB and 1 WOSB

Total 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



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
Estimated Completion Date	13 April 2021
Project Progress (As of 31 Mar 2021)	92% Compl/92% Schld

- Manhours w/o LT incidents: **333,483** (17 Mar 2021)
- Veterans on the Job: **17 Veterans** (as of Dec 2020)
- 4 SBA Contracts: 2 VOSB, 1 WOSB, 1 MOSB

Cost Schedule Quality Overall

Total 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

VA Reimbursement Progress: \$33,616,331.84 or 89.95%

- 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

Primary Contacts:

- MVH Dr. Mike Hassan, (517) 275-2761
- DTMB Mr. Chris Kulhanek, (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



Significant New Construction Activities

➤ *Current Activities – Chesterfield*

- **Construction and inspection punch lists ongoing - 96% complete**
 - **Mechanical Final: Complete 3/25/2021**
 - **Building Final: Complete 03/25/21**
 - **Fire Final: 04/07/21**
 - **HFES Approval to Operate: 04/08/21.**
 - **Certificate of Occupancy Issued: 4/22/2021**

- **Direct Supply backordered/delayed Items**
 - **Salon Equipment and Punchlist: 7 May 2021**
 - **100 Kualu Recliners and 128 permanent bedspreads: 28 May 2021**
 - **20 Skye/Classic Benches: 14 Jul 2021**

➤ *Current Activities – Grand Rapids*

- **North/West Neighborhoods: Punchlist and Commissioning ongoing**
 - **South/East Neighborhoods: Punchlist ongoing**
 - **Community Center: Punchlist, signage install, cleaning ongoing**
 - **Smoking Shelter in Fabrication, schedule install 7/9/2021-8/4/2021**
 - **Electrical and Mechanical pre-inspection completed**
 - **Final Inspections: End of May 2021**
 - **Expected Certificate of Occupancy: Mid June 2021**
 - **Beds/Mattress Delivery: 14 May 2021**
 - **DBI Office Furniture: 17-21 May 2021**
 - **Direct Supply Equipment: 7-11 Jun 2021**
 - **Direct Supply Furniture and window covering: 14-25 Jun 2021**
-



Certificate of Occupancy **MVHCT**

CERTIFICATE OF USE AND OCCUPANCY PERMANENT

**Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes/Building Division
P.O. Box 30254
Lansing, MI 48909
Authority: 1972 PA 230
(517) 241-9317**

Building Permit No: BLDG19-00755

**47901 SUGARBUSH RD
CHESTERFIELD, MI 48047
COUNTY: MACOMB**

➤ April 2021 Activities



Bistro Area – 4/5//2021



Storage Facility Construction – 4/5/2021



Monumental Sign – 4/5//2021



Resident Room Furniture – 4/5/2021

➤ April 2021 Activities



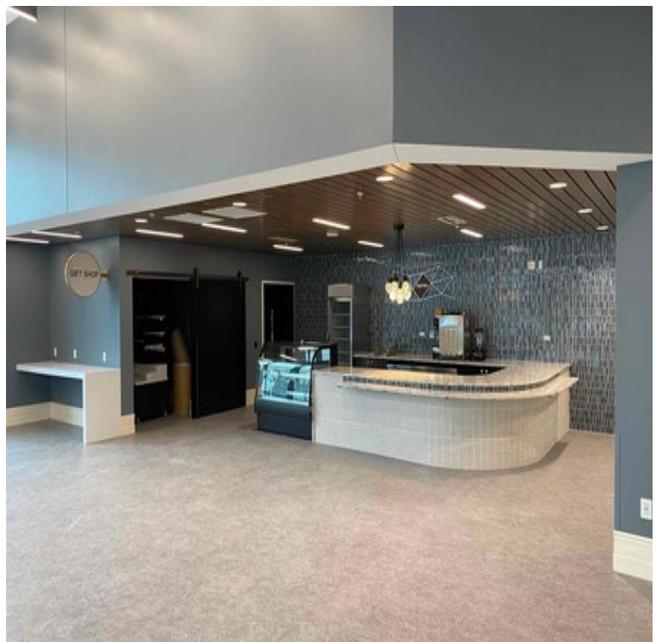
Community Center - 4/27/2021



Concierge/Security – 4/27//2021



Neighborhood Entry – 4/27/2021



Bistro and Gift Shops – 4/27/2021



To: MVFA Board of Directors
From: MVFA Governance and Policy Committee
Date: May 14, 2021
Re: Proposed Modification to MVFA Smoking Policy

Based on a recommendation from MVH staff, the committee is recommending that the MVH Smoking Policy be updated to allow for those members who were admitted prior to the ban on smoking at MVH facilities be allowed to continue smoking. Regardless of location, all Homes will require new admissions to acknowledge that smoking is no longer permitted.

MVH staff at those Homes who have resident members who are still allowed to smoke will continue to work with those members to encourage and provide appropriate support for smoking cessation.

RECOMMENDED ACTION ITEM:

Amend the MVH Smoking Policy to:

- Allow for resident members who were admitted when smoking was still allowed to continue smoking at the Home where they reside.



To: MVFA Board of Directors
From: MVFA Governance and Policy Development Committee
Date: May 11, 2021
Re: Adoption of MVFA Board Policies

BOTTOM LINE UP FRONT

The MVFA Governance and Policy Committee met on May 11, 2021 to review policies for adoption by the MVFA Board of Directors. PA 351 transferred all powers and authorities for the Michigan Veteran Homes, which were previously held by the Board of Managers, to the MVFA Board of Directors.

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

- Policy #001 – Membership. This policy is of moderate priority and mostly dictated by statute.

- Policy #002 – Powers & Duties. This policy is of moderate priority and mostly dictated by statute.

- Policy #003 – Delegation of Authority. This policy is of high priority.

- Policy #010 – Reimbursement: Travel Expenses. This policy is of moderate priority with minor updates from the Board of Managers policy.

- Policy #016 – Appeals Board. This policy is of high priority.

- Policy #020 – Charitable Support Fund. This policy is of high priority

NEXT STEPS

The MVFA Board of Directors needs to begin the adoption of the policies process. The MVFA Governance and Policy Development Committee will continue to review additional policies for adoption by the MVFA Board of Directors for the July 2021 board meeting.



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

SEC POLICY PAGE
MVFA-GEN 001 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.

Table with 7 columns: Month/Year, 01/2022, 01/2023, 01/2024, 01/2025, 01/2026, 01/2027. Row 1: 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 VETERAN HOMES

A Place of Honor & Compassion

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.

Month/Year	01/2022	01/2023	01/2024	01/2025	01/2026	01/2027
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 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 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.

Month/Year	01/2022	01/2023	01/2024	01/2025	01/2026	01/2027
Reviewed						



MICHIGAN VETERAN HOMES

A Place of Honor & Compassion

MICHIGAN VETERANS' FACILITY AUTHORITY

General: Travel Regulations

SEC	POLICY	PAGE
MVFA-GEN	010	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 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 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. State of Michigan Administrative Guide to State Government, Section 0420: Travel

GUIDELINES

1. Reimbursement Rates. All reimbursement rates will be aligned with the State of Michigan authorized travel reimbursement rates, unless otherwise expressly indicated.
2. Transportation Expenses.
 - a. All in-state and out of state travel excluding travel to and from board meetings and scheduled board events will require prior authorization.
 - b. Transportation by plane, train or privately owned vehicle/rental vehicle is permitted.
 - c. 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.
 - d. Travel by privately-owned vehicle/rental vehicle will be reimbursed at the approved rate/mile. Reimbursement will be calculated based from point of origin (typically the staff member's official workstation) to location of the meeting.
 - The MVFA Board members' official workstation will be considered as their city of residence.
 - Reimbursement for vicinity mileage is permitted for necessary travel associated with attendance of the meeting or event.
 - e. Parking will be reimbursed. Receipts shall be submitted whenever available.
3. Subsistence Expenses. Meals and Lodging will be reimbursed at State of Michigan authorized travel reimbursement rates.



MICHIGAN VETERAN HOMES

A Place of Honor & Compassion

MICHIGAN VETERANS' FACILITY AUTHORITY General: Travel Regulations

SEC	POLICY	PAGE
MVFA-GEN	010	2 of 2

4. Miscellaneous Expenses. Expenses for taxi, telephone, hotel tips, baggage expense, and registration fees are allowable at cost.
5. Expense Documentation. Receipts Required for:
 - a. Hotel
 - b. Meals
 - c. Rental Car
 - d. 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 the current Standardized Travel Regulations and official travel reimbursement rates, go to the Services & Facilities, Travel.

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 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.

Month/Year	01/2022	01/2023	01/2024	01/2025	01/2026	01/2027
Reviewed						



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

SEC
MVFA-GEN

POLICY
016

PAGE
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 proscribed 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 VETERAN HOMES

A Place of Honor & Compassion

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

SEC POLICY PAGE
MVFA-GEN 016 2 of 2

5. 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.
6. 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.
7. 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.
8. 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

1. 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.
2. The MVH shall maintain and post on the MVH website the appeals process and policies established by the MVFA Board and Appeals Board.

REFERENCES

1. MCL 36.106b.
2. 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.

Month/Year	01/2022	01/2023	01/2024	01/2025	01/2026	01/2027
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 VETERAN HOMES

A Place of Honor & Compassion

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.

Month/Year	01/2022	01/2023	01/2024	01/2025	01/2026	01/2027
Reviewed						



To: Michigan Veterans Facility Authority
From: Steve Rolston, MVH COO
Date: May 10, 2021
Re: FY2021 Charitable Support Fund Allotments

Below are the recommendations for the fiscal year 2021 allotments for the Charitable Support Fund for the Michigan Veteran Homes at Chesterfield (MVHCF):

Fund	Balance May 2021	FY2021 Allotment Request	FY2021 Balance + Allotment
Member Services	\$ -	\$ 2,000	\$ 2,000
MAF	\$ -	\$ 5,000	\$ 5,000
Total	\$ -	\$ 7,000	\$ 7,000

Please accept this letter as a request to move funds from the unrestricted donations fund at the Michigan Veteran Homes at Grand Rapids (MVHGR) to the MVHCF funds above. Unrestricted donations at the MVHGR are roughly \$194,002 as reported in the Charitable Support Fund in March 2021. This allotment will be added to fiscal year 2021 and reflected on the applicable reports in May 2021.

Furthermore, the fiscal year 2022 allotments for the MVHCF will be requested along with the MVHGR and the Michigan Veteran Homes DJ Jacobetti in September 2021.