



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

May 16, 2023
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 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 Henry called for a roll call of members present.

The following MVFA Board of Directors were present: David Henry, Adam Hollier (present at 10:20 a.m.), Ken Robbins, David Rutledge, MaryAnne Shannon, Brad Slagle, Barry Walter

Excused Absence: Mary Naber

Michigan Veteran Homes (MVH) Executive Leadership Team: Anne Zerbe, Steve Rolston, Beth Simonton-Kramer, Ryan Engle, Tiffany Carr, AAG Jason Geissler, AAG Lauren Fitzsimons, Patty Altimore

Virtual Guests: Erica Bobrowski, Sara Brys, Mike Hassan, Carly Lincoln, Carly MacDonald, Jennifer Manning, Ron Oja, Linda Smith, Courtney Tweedale, Melissa Velie, Mark Wolf, et al.

Chair Henry reported that Board Member Larry Yachcik is tendering his resignation from the board. Mr. Yachcik does not wish to continue his term as an official board member but opts to continue working with the Michigan Veteran Homes in an unofficial capacity. Secretary MaryAnne Shannon will send Mr. Yachcik a card, on behalf of the board, thanking him for his past and continuing service.

3. Adoption of Agenda

Slagle, seconded by Shannon, motioned to accept the meeting agenda dated May 16, 2023, as presented. The motion passed 6-0.

4. Public Comment

None

5. Approval of Proposed Minutes

Walter, seconded by Slagle, motioned to adopt the minutes from the January 17, 2023, meeting. The motion passed 6-0.

6. Executive Director's Report

- **Update on the Status of Board Appointments (2), Anne Zerbe, CEO/ED**
 - Anne Zerbe reported that she has submitted recommendations to the Governor's Appointments Office for the board member vacancies; she will revisit the status of the appointments next week. Ms. Zerbe has not yet received a letter of resignation from Larry Yachcik. Chair Henry will contact Mr. Yachcik asking him to submit a letter of resignation to the Governor's Appointments Office, copying the board secretary.

- **National Association of State Veterans Homes (NASVH) Summer Conference, Anne Zerbe, CEO/ED**
 - Anne Zerbe announced that she, Steve Rolston, and Beth Simonton-Kramer will attend the Summer NASVH Conference, slated for July 24–28, 2023, in Austin, Texas. This conference is not designed for home administrators nor board members; rather, the winter conference is an ideal forum for them to attend.
 - Brad Slagle shared his experience at the NASVH Winter Conference, conducted in February 2023. He emphasized that the MVH Leadership Team did a great job in representing Michigan. Ryan Engle organized a "Hill Day" where all Michigan legislators, except for one, were visited by representatives of the MVH Leadership Team and MVFA Board representatives.
 - MaryAnne Shannon also shared her experience of attending the NASVH Winter Conference, stating that it was a valuable experience both personally and professionally.
 - The next NASVH Winter Conference will be conducted February 4-8, 2024, in Arlington, Virginia. Board members are encouraged to attend the conference and notify Chair Henry accordingly.

- **Update on Replacement Facility for MVH D.J. Jacobetti, Anne Zerbe, CEO/ED**
 - Anne Zerbe stated that the VA's priority list for state veteran home construction grants has not been released for 2023. She expressed confidence that the Michigan Veteran Homes will not receive funding for 2023 since highly veteran-populated states such as California, Texas and Florida will receive priority. She is confident that the Michigan Veteran Homes will receive the funding for 2024, with the addition of \$10 million to the state construction budget. Work will continue with the MVH D.J. Jacobetti replacement facility and the 2024 funding does not change the construction timeline. Environmental work is currently underway, followed by site finalization, the August 1st submission of the 35% conceptual design, and with the completion of the design work to be submitted in December.

- **Introduction of MVFA Board Member Adam Hollier, Anne Zerbe, CEO/ED**
 - Anne Zerbe welcomed new Board Member Adam Hollier, who is serving on behalf of the DMVA Director. Mr. Hollier introduced himself as the Director of the Michigan Veteran Affairs Agency. He is a family man who is married and has two children. He served two terms in the Michigan Senate, representing the 2nd Senate district serving Wayne County. He currently serves as a captain paratrooper and team leader in the 412th Civil Affairs Battalion Airborne. He earned a bachelor's in industrial and labor relations from Cornell University, and a master's in urban planning from the University of Michigan. As a legislator, he was instrumental in supporting the funding for the MVH D.J. Jacobetti replacement facility and is advocating for a new veterans home in Detroit.

- **Update on MVH Operations, Steve Rolston – MVH COO**
 - Steve Rolston reported that essentially the COVID pandemic is over, and home staff and members are no longer required to wear masks.
 - Nursing home operations have reverted to normal operations in lieu of COVID response and new facility mode.
 - Mock surveys were recently conducted at MVH D.J. Jacobetti and MVH at Chesterfield Township.
 - There is a new inventory management system incorporated within the homes.
 - CNA contracts in Grand Rapids and Chesterfield will expire soon; therefore, he is currently looking at contract proposals.
 - MVH at Grand Rapids and MVH D.J. Jacobetti are 5-star facilities, and MVH at Chesterfield Township is expected to achieve a 5-star status by summer. He attributed this achievement to the excellent work by the staff at the homes, which is a testament to the administrators.

- **Update on MVH at Chesterfield Township – Jennifer Manning, Administrator**
 - A CMS annual survey was conducted in late-January which resulted in two areas of concern. The average citation rate in Macomb County is 10-13 citations per survey; therefore, she is very proud of her team and their work. In addition, the surveyors were complimentary of the staff and their work.
 - Work continues preparing for a VA survey which is expected in July.
 - The recent increase in nurse wages is beneficial for staff growth and subsequently a growth in census. There are only two registered nurse positions open at this time.
 - All neighborhoods of the home are now open and fully staffed; work continues to achieve a census of 128 members.
 - The staff is celebrating Nursing Home Week with various activities which build camaraderie and culture within the home.
 - A 5K Run, Walk & Roll was conducted at the home last week. The event was a great success and provided fundraising opportunities.
 - She looks forward to working with the community and building partnerships with schools and local businesses.

- **Update on MVH DJ Jacobetti – Ron Oja, Administrator**
 - An in-person VA survey was recently conducted at the home. The surveyors were very complimentary, noting that the members were happy. There were five citations noted; none for life safety, which is attributed to the maintenance staff. Citations were related to care planning, enteral feeding, special needs for tracheostomy care, medication errors, and the spread of infection. The last four areas are directly related to one nurse who is undergoing an evaluation to be sure she is appropriate in a caregiver role.
 - The home participated and received two grants related to infection control:
 - MDHHS Infection Control - \$65,000 for equipment
 - Local Health Foundation - \$25,000 for an ultraviolet sanitizing light, garnered by employees Sarah Johnson and Linda Smith.

- **Update on MVH at Grand Rapids – Carly MacDonald, Administrator**
 - VA and CMS surveys have been conducted at the home since the last board meeting.
 - The home has a provisional license from the VA and had two citations for pharmacy billing and sharing agreements noted. These citations should be rectified within the next few months.
 - The CMS survey revisit occurred and cleared one citation for health safety and two citations for life safety code. The home is in substantial compliance with a 5-star rating.
 - The census is 120 members, above 90% occupancy, with eight open beds at this time. At least two admissions are processed per month, and the home is expected to be full by the end of the summer.
 - Nurse shortages are improving due to the nurse wage increase.

7. MVH Committee Updates

- **Executive Committee**
 - Chair Henry deferred to Governance and Advocacy Committee Chair David Rutledge to report on the revision of the MVFA Bylaws. Chair Henry had requested a maximum of four members per committee, instead of three members, to enhance committee participation. Chair Rutledge asked AAG Jason Geissler for clarification on the quorum specifics; the number of board member slots vs. the number of occupied board member slots. AAG Geissler and AAG Fitzsimons will review the inquiry and report at the next board meeting.
 - Mr. Rutledge also noted that Beth Simonton-Kramer has created a policy and bylaws roadmap which clearly establishes review timelines.

- Chair Henry has assigned the following board members to the MVFA committees:
 - **Budget and Financial Oversight Committee** – Brad Slagle (chair), Ken Robbins, MaryAnne Shannon
 - **Outreach and Fund Development Committee** – Barry Walter (chair), Adam Hollier, vacancy
 - **Governance and Advocacy Committee** – David Rutledge (chair), David Henry, vacancy
 - **Executive Committee** – David Henry (chair), Mary Naber (vice-chair), MaryAnne Shannon (secretary), Brad Slagle (treasurer)
- Chair Henry emphasized the importance of the committees in keeping the full board meetings organized. Committee chairs should work directly with Anne Zerbe regarding MVH staff support.
- **Budget and Financial Oversight Committee**
 - Chair Slagle reported that the FY23 projections have improved due to the increase in VA and Medicaid. The estimated shortfall has dropped from \$10 million to \$7.6 million, including a \$1.6 million of carry-forward revenue.
 - The FY24 reflects an additional \$586,000 GF baseline revision request for pay increases approved by the Civil Service Commission.
 - The FY2021 audit report is finalized and posted on the MVH and OAG websites; the final audit report cost was \$108,000.00.
 - The FY2022 audit report is posted on the MVH and OAG websites; however, the Report of Internal Controls is not yet available. The estimated cost for this audit remains \$91,400.00.
- **Governance and Advocacy Committee**
 - Chair Rutledge presented a committee-recommended revision to Board Policy 15 – Executive Director/CEO, Evaluation Process.
 - Item 4 – Board Action
 - Addition of “the Office of the Governor” as a recipient of the Executive Director’s Evaluation Committee’s recommendation.

Shannon, seconded by Slagle, motioned to accept the revision, as presented. The motion passed 6-0.

- **Outreach and Fund Development Committee**
 - Ryan Engle reported that staff is working to obtain an official letter of tax deductibility.
 - Mr. Engle also reported:
 - The MVH at Chesterfield Township hosted a 5K Run, Walk & Roll on May 13th.
 - The MVH D.J. Jacobetti will conduct its Annual Golf Outing on June 29th.
 - The MVH at Grand Rapids columbarium project is on hold awaiting cost estimates.

- Two “Lunch and Learn” sessions were conducted at MVHCT and MVHGR for state legislators. Mr. Engle thanked Brad Slagle and Mary Anne Shannon for attending the sessions and representing the MVFA board.
- Mr. Rutledge reiterated a need for a “Lunch and Learn” session in Lansing at the Speaker’s Library to attract a larger group of legislators. He added that a MVH promotional video should be created for outreach and donation purposes.
- Ms. Shannon will send the Governance Committee information on the possible availability of state funding for a promotional video.
- Mr. Robbins complimented Ryan Engle on a remarkable job coordinating social media efforts on behalf of the Michigan Veteran Homes.
- Tiffany Carr reviewed the upcoming community events and encouraged board members to participate in the activities to enhance community engagement. She stated that the Hebe Fountain Re-Dedication is slated for July 8, 2023, at 2:00 pm. Lastly, she reported that the CRM software project is still in the works.

8. New Business

Beth Simonton-Kramer provided an update on the replacement of DirectorPoint, the software designed for storing board documents. DirectorPoint software retired May 1, 2023, and two other software programs are under consideration at this time.

9. Public Comment

None

10. Board Comments

Barry Walter – He had the opportunity to attend the Michigan Veterans Leadership Summit in Traverse City, along with Tiffany Carr and David Rutledge. It was an excellent couple of days; he learned a lot and shared a lot. He also attended the MVHCT Run, Walk & Roll, and spoke to a multitude of residents and volunteers.

David Rutledge – Echoed Mr. Walter’s perspective of the Michigan Veterans Leadership Summit. There were 215 participants, representing five states and 90 cities. MVHGR staff represented the Michigan Veteran Homes very well. A highlight of the summit was a Michigan Medal of Honor Recipient who delivered an inspirational speech. Mr. Rutledge thanked the board for the opportunity to participate.

Adam Hollier – He would like to develop more ways to partner with MVAA.

Brad Slagle – Welcomed Adam Hollier and thanked him for the work he did regarding the Michigan Veteran Homes.

Ken Robbins – No comment

MaryAnne Shannon – Thanked Adam Hollier for his preliminary work with the Michigan Veteran Homes. She sent out National Skilled Nursing Care Week cards to agencies. She sent “thank you” notes to the participants of the “Lunch and Learn” sessions.

David Henry – Welcomed Adam Hollier, stating that he has heard great things about him.

11. Closed Meeting Session

Slagle moved for the Board to enter a closed session under Section 8d of the Open Meetings Act to discuss property parcels for acquisition in Marquette. Seconded by Shannon. The motion was passed by a roll call vote 6-0 with Henry, Robbins, Rutledge, Shannon, Slagle, and Walter in favor.

The meeting moved into closed session at 11:28 a.m.

The meeting came out of closed session at 11:49 a.m. with no action taken and returned to open session.

12. Adjournment

Upon return to open session, Slagle moved, seconded by Walter, to adjourn. Motion passed 6-0.

At 11:50 a.m., the meeting was adjourned.

MaryAnne Shannon

MaryAnne Shannon,
MVFA Board Secretary