



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

August 22, 2023

10:00 a.m.

APPROVED MINUTES

A meeting of the Michigan Veterans Facility Authority (MVFA) Board of Directors was called to order at 10:15 a.m. by Acting Chair MaryAnne Shannon. 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

Acting Chair Shannon called for a roll call of members present.

The following MVFA Board of Directors were present: Mary Naber, Ken Robbins, David Rutledge, MaryAnne Shannon, Brad Slagle, Barry Walter

Excused Absence: David Henry, Adam Hollier

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: Christine Apostol, Laura Birchmeier, Erica Bobrowski, Sean Depuydt, Brad Harvala, Michael Kroll, Chris LaJoie, Cary Lincoln, Carly MacDonald, Jennifer Manning, Ron Oja, Ashely Rawlings, Linda Smith, Courtney Tweedale, Melissa Velie, Niki Wheeler, Mark Wolf, et al.

3. Adoption of Agenda

Slagle, seconded by Robbins, motioned to amend the meeting agenda dated August 22, 2023, to move 7.1.2 (Memo Regarding MVH D.J. Jacobetti Replacement Site), to #11 Closed Session. The motion passed 6-0.

4. Public Comment

None

5. Approval of Proposed Minutes

Slagle, seconded by Naber, motioned to adopt the minutes from the May 16, 2023, meeting. The motion passed 6-0.

6. Executive Director's Report

- **Update on the Replacement Facility for MVH D.J. Jacobetti.**
 - The Department of Veterans Affairs (VA) had advised that FY2023 grant funds were available for the replacement facility in Marquette. Due to the high risk of completing the National Environmental Policy Act (NEPA) process and receive a Finding of No Significant Impact (FONSI) within 180 days of the grant award, Anne Zerbe will request the project be deferred to FY2024 to enable the State of Michigan to successfully complete the NEPA process and to meet the required deadlines. Failure to meet the deadlines could result in a two-year penalty period for grant funding.
 - Anne Zerbe reported the VA has requested more information on environmental testing for a proposed replacement site.
 - The deference to FY2024 funding will not affect the construction deadline.
 - Site acquisition will be addressed during the closed session.

- **Update on the Status of Board Appointments (3)**
 - The Governor's Appointments Office staff is slated to contact one potential board member in August, with two additional appointments pending.
 - Anne Zerbe and Ryan Engle will continue to work with the Governor's Appointments Office to fill the board vacancies.

- **National Association of State Veterans Homes (NASVH) Summer Conference**
 - Anne Zerbe, Beth Simonton-Kramer, and Ryan Engle attended the NASVH Summer Conference conducted in Austin, Texas. The VA appears to be pulling back from its involvement in the biannual conference; however, the conference was a very informative event.
 - The NASVH Winter Conference will be conducted February 4-8, 2024, in Arlington, Virginia. Board members are encouraged to attend the conference due to the networking opportunities with legislators. Board members interested in attending the conference should notify Chair Henry accordingly.

- **Update on MVH Operations, Steve Rolston – MVH COO**
 - A new Inventory Management System is undergoing implementation at MVH D.J. Jacobetti and MVH at Chesterfield Township; implementation is expected to be completed by late-September. Once complete, MVH at Grand Rapids will commence with implementation as well.
 - There are staffing challenges in all three homes and the challenges vary amongst the homes.
 - The position description for Certified Nursing Assistants (CNAs) is under review. CNA contracts are expiring soon at MVH at Chesterfield Township and MVH at Grand Rapids.
 - Contracts for housekeeping services will need to be bid out as well.
 - The cleaning of the former building at MVH at Grand Rapids is underway and proves to be challenging.

- **Update on MVH at Chesterfield Township – Jennifer Manning, Administrator**
 - A VA survey was conducted in July resulting in six citations. A plan of correction will be submitted to the VA this week addressing the citations.
 - The Home is currently fully-staffed, with no nursing vacancies available.
 - The current census is 110 members, with a 120 member census expected by September.
 - The Home has achieved a 5-star rating.

- **Update on MVH DJ Jacobetti – Ron Oja, Administrator**
 - The CAP for MVH D.J. Jacobetti has been approved.
 - Steve Rolston and Chris LaJoie are exploring staffing issues at the home. An increase in employee medical leaves is impacting staff availability.
 - A second job fair will be conducted at the Home tomorrow.
 - The home participated and received two grants related to infection control.

- **Update on MVH at Grand Rapids – Carly MacDonald, Administrator**
 - The current census is 121 members, with seven beds available. There is currently a waitlist for the home, and it is categorized according to priority levels.
 - There will be a job fair conducted at the Home tomorrow; there are currently three RN opening and 8 LPN openings.
 - The Home has achieved a 5-star rating, and is ranked #8 of 429 nursing homes in the state of Michigan.
 - A final review of the pharmacy sharing agreement is currently underway.

7. MVH Committee Updates

- **Executive Committee**
 - Acting Chair Shannon notified board members of Vice-Chair Mary Naber's resignation from the board. Board members interested in filling the vacancy of the vice-chair position should contact Chair David Henry.
 - Anne Zerbe presented Mary Naber with a Michigan Veteran Homes Director's Coin and Certificate of Appreciation.
 - Mary Naber emphasized that board members and staff should be proud of their accomplishments thus far. She will continue her work with the Program of All-Inclusive Care for the Elderly (PACE), grant funding, the opening of new centers, and national growth.
 - The next board meeting will be conducted on September 19th at the MVH D.J. Jacobetti in Marquette. Board members will have an opportunity to tour the current facility and attend a community forum.

- **Budget and Financial Oversight Committee**
 - Chair Slagle provided a brief presentation of the FY2023 budget, FY2024 budget development, and the FY2025 budget kick off.
 - The FY2023 updated budget projections were reviewed by committee members. Supplemental requests are due to the State Budget Office by August 25, 2023, and final transfer requests are due by October 18, 2023.

- When comparing the FY2024 budget with the FY2023 budget, the budget remains relatively flat with an increase of gross - \$183,000 and GF - \$1,264,500.
- **Governance and Advocacy Committee**
 - Chair Rutledge presented a committee-recommended revision to the MVFA Bylaws; an increase in the total number of committee and standing committee members from three to four.

Rutledge, seconded by Naber, motioned to increase the number of committee members not to exceed four persons on a committee or standing committee. The motion passed 6-0.

- Brad Slagle reported on the advocacy component of the committee, stating that he and Administrator Ron Oja attended the D.J. Jacobetti Volunteer Luncheon and the Governor's Luncheon at the U.P. State Fair. Several legislators and/or staffers attended the events which provided networking opportunities.
- **Outreach and Fund Development Committee**
 - Chair Barry Walter deferred to Ryan Engle regarding a presentation of a Columbarium Capital Campaign for MVH at Grand Rapids.
 - The board will keep the potential of a Columbarium Capital Campaign on the meeting agenda for future meetings.

8. New Business

- Beth Simonton-Kramer provided an overview on a request from Jon Madsen. Mr. Madsen sent a request to Chaplain Bruce Kalash stating his father (Henry Madsen) and mother (Jean Madsen) are buried at the MVH at Grand Rapids Cemetery. His brother recently passed away, and the family would like the brother's cremains buried with his parents. Board policy states that only a veteran and/or veteran's spouse, who was a member at the Michigan Veteran Homes, may be buried in the cemetery. There is room in Henry Madsen's vault for his son's cremains; no additional space is required for this request. This appeal will need a ruling by the MVFA Board of Directors.

Walter, seconded by Rutledge, motioned to grant Mr. Madsen's request and permit the burial of his brother in the vault of his father since no additional space is required; the family is responsible for the purchase and placement of the marker.

Rutledge, seconded by Naber, amended the motion stating that the family is responsible for all associated costs for the burial. A roll call vote was taken with Naber, Robbins, Rutledge, Shannon, Slagle, and Walter in favor.

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

- Steve Rolston deferred to Ron Oja regarding a Charitable Support Fund Reimbursement request. In April 2023, Member Kenneth Roehm, a member with the MVH D.J. Jacobetti, passed away. One of his personal items remaining at the Home was a power wheelchair; however, the power chair cannot be located for its return to the family. Mrs. Roehm stated the cost of the wheelchair was valued at \$2,500 at the time of purchase. When a personal item needs replacement, a “Filing a Claim Against the State of Michigan” process is commenced. Mr. Roehm’s family must provide documentation of the original purchase to begin the reimbursement process; the receipt has not been furnished to date.

Rutledge, seconded by Slagle, motioned to table the request until the September 19, 2023 board meeting to give the family an opportunity to submit a receipt for the wheelchair and begin the official process of filing the claim. The motion passed 6-0.

9. Public Comment

Fiscal Analyst Michael Crossen with the Michigan House of Representatives stated that \$10 million has been awarded through MVAA for the development of the Grayling veterans cemetery; workgroups are formed as well.

10. Board Comments

David Rutledge – No comment.

Ken Robbins – The meeting was very informative. He appreciated the columbarium presentation provided by Barry Walter and Ryan Engle. He closed by apologizing for his tardiness to the meeting.

Barry Walter – This was an excellent meeting. He expressed his pleasure serving with Mary Naber on the board.

Brad Slagle – It is sad to see Mary Naber leaving the board, and it has been an honor serving with her.

Mary Naber – It has truly been an honor getting to know each one of the board members. It has been a privilege serving with you and to see the beautiful homes.

MaryAnne Shannon – Thanked Mary Naber for her insight and passion during her time serving on the board.

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 Naber, Robbins, Rutledge, Shannon, Slagle, and Walter in favor.

The meeting came out of open session at 12:24 p.m.; board members took a short comfort break.

The meeting moved into closed session at 12:33 p.m.

The meeting came out of closed session at 1:13 p.m. with no action taken and returned to open session.

12. Adjournment

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

At 1:14 a.m., the meeting was adjourned.

MaryAnne Shannon

MaryAnne Shannon,
MVFA Board Secretary