

## **Soldiers' Home in Holyoke Board of Trustees Meeting**

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A meeting of the Board of Trustees was held at the Soldiers' Home in Holyoke on Tuesday, November 13, 2018, in Conference Room A. The meeting began at 4:00 PM.

- **Members Present**  
Benjamin H. Cluff, Acting Chairman; Brian Q. Corridan; Christopher R. Dupont; Kevin A. Jourdain; Cindy T. Lacoste; and Cesar A. Lopez
- **Also Present**  
Bennett W. Walsh, Superintendent; John K. Crotty, Deputy Superintendent; Dr. David Clinton, Medical Director; Deb Foley, Director of Communications & Volunteer Programs; Alice Pizzi, Counsel II; Jeremiah Laplante, Director of Operations; Jessica W. Powers, HR Liaison; Erin Spaulding, Chief Financial Officer; Jennifer DeWitt, BS, RN, CWOCN; Paul Moran, Chief of Staff (Department of Veterans Services) via Remote Participation; Captain Bob Sojka, Northampton State Police; and Lori Beswick, Recording Secretary
- **Pledge of Allegiance**  
All present cited the Pledge of Allegiance.
- **Public Comment**  
Benjamin H. Cluff asked if any member of the public wished to address the Trustees. No public comment was offered.
- **Annual Minutes**  
Upon motion by Cesar A. Lopez and seconded by Kevin A. Jourdain, it was unanimously VOTED to accept the minutes of the Annual Meeting held on Tuesday, October 9, 2018.
- **Executive Committee of the Medical Staff Meetings**  
Dr. Clinton presented the report of the Executive Committee of the Medical Staff Meetings held on Thursday, October 11, 2018, and November 8, 2018. He also reviewed the Flu Shot Program and scabies. Kevin A. Jourdain mentioned that he would like to learn more about our Dental Program. Dr. Clinton will invite the contracted Holyoke Health Center to a future meeting to conduct a presentation. In addition, Dr. Clinton sought approval to reappoint Andrew Boraski, O.D., Barry Smith, D.O., Carlos Bolano, D.M.D., Manda Day, D.H., Juliette Ochola, D.M.D., and Alan Sampson, D.M.D., to a two (2) year term to the Medical Staff. Upon motion by Brian Q. Corridan and seconded by Cesar A. Lopez, it was unanimously VOTED to approve the above mentioned appointments. Upon motion by Brian Q. Corridan and seconded by Cindy T. Lacoste, it was unanimously VOTED to accept the report of the Executive Committee of the Medical Staff Meetings.

- **Presentation by Jennifer DeWitt – Diabetic Shoe Program**  
Jennifer DeWitt provided a detailed presentation regarding the Diabetic Shoe Program. Each Trustee received an informational packet and she answered questions posed by the Trustees. At 4:23 PM, the meeting recessed due to an End of Life Ceremony. The meeting reconvened at 4:32 PM. Trustees thanked Jennifer for her presentation.
- **Security Assessment – Northampton State Police**  
Northampton State Police Captain Bob Sojka conducted a presentation regarding the Security Assessment completed in July 2018. Trustees received a copy of the report. Captain Sojka highlighted ways to improve security at the Home and answered questions posed by the Trustees. Bennett W. Walsh will provide a plan to address the recommendations during the next meeting. Christopher R. Dupont suggested that a copy of the report be provided to DCAMM for possible security improvements.
- **Approval of the Emergency Operations Management Plan**  
John K. Crotty presented the Emergency Operations Management Plan, which was reviewed prior to the meeting. One (1) correction was noted by Cindy T. Lacoste: Attachment “D”, Page 1 – New Director of Operations’ name and contact information should be added. Upon motion by Cesar A. Lopez and seconded by Brian Q. Corridan, it was unanimously VOTED to approved the Emergency Operations Management Plan with one (1) change.
- **Financial Update**  
Erin Spaulding discussed the “FY2019 Expenditures through November 13, 2018/Trustee – Combined Cash Account Activity” and copies were distributed to each Trustee. Kevin A. Jourdain requested Erin provide a full Financial Report and to add total balances to the Combined Cash Account Activity spreadsheet.
- **Change to Investment Firm**  
Erin Spaulding discussed the letter received from Morgan Stanley indicating that they will no longer be providing services effective March 29, 2019. Each Trustee received a copy of the letter. A new financial institution will need to be found to manage the Trustees Fund assets. Brian Q. Corridan requested more information as to why they are dropping our account and if any other firms are doing the same. Benjamin H. Cluff requested Erin and Alice Pizzi provide the Trustees with the parameters of an RFP during the next meeting with the next steps to be taken, as well as a list of potential firms/individuals to whom the RFP will be sent.
- **Superintendent’s Report**  
Bennett W. Walsh presented the Superintendent’s Report via a PowerPoint Presentation and copies were distributed to each Trustee. Bennett mentioned that under New Business he would like to seek approval, from the Trustees, to purchase Big Y gift cards for each employee as their holiday gift. During the next meeting, Bennett will provide recommendations/cost estimate regarding stand up desks. Upon motion by Kevin A. Jourdain and seconded by Brian Q. Corridan, it was unanimously VOTED to accept the Superintendent’s Report as presented.

- **Old Business**  
There is no old business to report.
- **New Business**
  - Bennett W. Walsh sought approval to purchase Big Y gift cards as the employee holiday gift. The approximate cost is \$10,000.00 for \$30.00 gift cards and \$11,500.00 for \$35.00 gift cards. Upon motion by Brian Q. Corridan and seconded by Cesar A. Lopez, it was unanimously VOTED to allocate sufficient funds to purchase \$35.00 Big Y gift cards as the employee holiday gift.
  - Benjamin H. Cluff mentioned that the Security Assessment Report is exempt from public disclosure by Massachusetts' statutes.
- **Adjournment**  
Prior to the adjournment, Trustees welcomed the new Director of Operations Jeremiah Laplante. There being no further business to discuss, the meeting adjourned at 5:50 PM.

Respectfully submitted,

Bennett W. Walsh  
Secretary for the Board of Trustees