

**Soldiers' Home in Holyoke
Finance Committee Board of Trustees Meeting Minutes**

A meeting of the Board of Trustees of the Soldiers' Home in Holyoke (HLY) was held telephonically on September 21, 2022. The meeting began at 5:38PM.

Finance Committee Members Present:

Kevin Jourdain, Finance Committee Chair; Gary Keefe; Isaac Mass

Also Present:

John Cronin, (DVS); Robert Engell, Interim Administrator; Michael Lazo, Interim Superintendent; Michael Lynch, Chief Financial Officer; Michael Ravosa, UBS; Brett Walker, General Council; and Kathleen Denner, Recording Secretary.

Roll Call is as follows: Trustee Jourdain (Yes), Trustee Mass (Yes),

Pledge of Allegiance - All present recited the Pledge of Allegiance

Approval of Minutes of the August 24, 2022, Finance Committee Meeting

Upon motion by Trustee Mass to approve the August 24, 2022 Finance Committee Meeting Minutes and seconded by Trustee Jourdain No discussion. All in favor. Motion passed unanimously.

Upon motion by Trustee Jourdain to suspend rules and to go to New Business item 5a and seconded by Trustee Mass. Not discussion. All in favor. Motion passed unanimously.

Review of UBS Fund Performance and (see below in new business) Westfield Bank Checking Account balances

Mr. Ravosa reviewed the Asset Allocation Review and said we have cash, fixed income and equities and have kept our allocation around 50/50 and it has been a great allocation as you can see the markets the past couple of months have been extremely difficult and challenging there have been a lot of things that have made the markets move and gyrate a lot of political tension in Ukraine, Russia, and what is going on here. He continued that our portfolio, once we get into the numbers, you will see we are down but not as much as the benchmarks. Mr. Ravosa shared that we have a little over 1% in cash, 47.72% in fixed income (bonds) all investment grade bonds and are going to fluctuate but when they mature, we get 100% because we have laddered bonds meaning we have money coming due every year. Mr. Ravosa explained that why this is good now is because you have seen the Fed raise the rates a ton of times, at the beginning of the year the treasury was at 1.5% and now it is at 3.5% and the Fed today Mr. Jerome Powell said they are ready to combat inflation and raise rates as necessary and could see it going up to 4.3%-4.5% over the next year. He continued that they are prepared to raise rates because they are data dependent meaning they will react to how all the economic data that comes out every month but we are in a raising rate environment and we are in a great spot because

we have money coming due every year and we can replace at a higher rate. We are not getting caught with bond funds, things that have no maturity.

Mr. Ravosa discussed the Expected Cash Flow and shared that we have cash flow coming into the account north of \$73,000 so why that is good because when the stock market is great you don't look dividends or interest or income but now that the markets are down to flat we have cash flow coming in. He continued that all of our stocks are dividend paying stocks that not only pay dividends but have a history of raising their dividends every year. Mr. Ravosa stated that We have a value portfolio, value investing, Trustee Jourdain asked please tell us is the taxable income reinvested or does that go to cash. Mr. Ravosa replied that if it is with stocks it will get reinvested and if it is on bonds it goes into cash and then buy more bonds with it. Trustee Mass asked about your baseball analogy and a brief delay and we were entering a long-term recession is this the right allocation we would want. Mr. Ravosa answered that he thinks the way we set this up with our investment policy statement by not deviating and not having the ability to go 100% in stock we are always going to try to maintain the 50/50 and sometimes we will be behind, like with growth stocks, let's say we had this portfolio set up from 2016-2020 where the stock market was on a tear every year our portfolio probably would have lagged and you guys would be saying can we be nimble and have more money in representation in growth stocks. He continued that he thinks it is because of the asset allocation and if there is a recession stocks will go down in value but if you have dividend stocks and we use them to buy low ultimately we will be ok. Trustee Mass asked what circumstance is there where this allocation plan would not work it would or would be bad idea. Mr. Ravosa shared when I look back to when we had 911 it was horrible the stock market go slammed, bonds went up in value and in 2008 was another time where the stock market S&P 500 got cut in half but bonds did really well, so every time we see stocks do bad bonds have been a safe haven, now we have a unique time of uncharted water where interest rates are going up and stock is down, gold and silver are down, bit coin is down. He continued that we are in a great spot because we have a laddered bond portfolio and individual bond CDs. Trustee Mass was wondering what things he should be looking for that may be red flags where we should be concerned, I would like to know what you would look for as a red flag and we need to make a change. Mr. Ravosa replied that he would look at the performance of portfolio versus the benchmark that would be a real indicator watch month to month and quarter to quarter for underperformance and that would be a red flag. He continued in the economy what he looks for in the economic data is to strongly look at unemployment and hourly wage those types of things because typically in a recess companies lay people off which is a telltale sign that a recession is looming. In terms of the security selection we are monitoring that all the time monitoring vs benchmark, month to month so we can see if something is slipping and we listen to the earnings report of companies we buy, the forward guidance call that the companies have so we do our due diligence so it would give us a red flag if stocks underperform and we could be proactive instead of reactive Trustee Mass would like to hear in the reports are what you have done as far as asset allocation and what changes you made so I understand what sort of been going on beyond just the how much we have in each area, I would like to hear the actions you are taking.

Upon motion by Trustee Jourdain to suspend rules and to go to New Business item 5b and seconded by Trustee Mass. Not discussion. All in favor. Motion passed unanimously.

Review of Treasury Department I bonds as possible investment choice

Mr. Ravosa reported that the I Bonds are bought through Treasury Direct on their website with a ton of information and I don't believe 501C non-profits can buy them. He tried to call treasury direct and gets a recording that there is a 2-3 hour wait and when he emailed the reply is that they are unable to answer question at this time. Mr. Ravosa did discuss with accountants, UBS's tax department, Deloitte and they seem to think we are not allowed to buy I Bonds. Mr. Ravosa reported that you can only buy \$10,000 and that is not going to move the needed but it is a great return.

Soldiers' Home Budget Process and Capital Plan

Mr. Lynch shared that the Spending Plan was submitted and approved with compliments from the groups who review it. He continued that the Capital Plan they have had a preliminary meeting where half to three quarters of the projects that we had reviewed for special funding for this year within the home we are in agreement on and doing a little bit more scope and research on. He continued that once we have the capital project list is completed he will send to the board before the next board meeting hopefully the next 2 weeks. Trustee Jourdain had interest in the new departmental budgets and was wondering if Mr. Lynch was going to put something together like a workbook that you could share with the board members. Mr. Lynch replied that they use excel so they will combine with titles and department codes so you can see the different types of departments we have and it is strictly at an operational basis right now it does not include staffing and payroll and benefit costs we want to get a stronger sense of our operational expenditures from this upcoming year. Mr. Lynch will combine those and send it out to the board. Trustee Mass loves that Mr. Lynch is doing the departmental budgets but he is concerned about the a trap a lot of institution run into when they start doing that which is a perception amongst staff of use it or lose it and they try spend down everything in their budget. He continued that he would like to hear how you are going to strategize with leadership to avoid that pitfall and make sure the culture is one where they understand that if they have a need, they will get what they need, and not to spend to meet you budget and that next years is not based on your prior year budget, whether it be 0 budgeting process, or how that is going to go. Mr. Lynch said that is a great observation and I have said from the get-go that I value all of our expenditures, I want to make sure we are getting great value out of our budget, we are going to have departmental budgets and we are going to include department heads in this process and be more inclusive but still our financial procurement team is the one who places all the orders. Mr. Lynch stated that we have the same approval process for any type of purchase that we make with the same leadership people and that is not going to change. He continued that we have, budgetary meetings at the mid-year and end around the end of the 3rd quarter and as we approach our internal and external procurement deadline toward the end of the year we do not want to be in a place where we are spending to spend we do not want

to waste and make sure we are getting optimal value and good quality products or services that we are paying the taxpayers dollar on. He gave the example of what if we were not able to spend funds and this happens on a smaller basis we have prompt paid discounts so say we have \$10 left over our left over budget is reverted back to the general fund and this past year he was extremely proud, he has a personal goal to revert less than 2% to the budget each fiscal year and we were well below .01% of our budget we expended nearly everything that we had and a lot of that can be attributed to the exigency bonuses that staff throughout the year and receive part of this fiscal year.

Non-veteran license plate inquiry. Discussion of potential fundraising alternatives.

Trustee Jourdain stated that this ties into 5e in away and we will talk about other appeals and things we need to consider, Trustee Mass suggested the Trustee Jourdain take off the agenda as the license plate and Trustee Jourdain replied for the next agenda he will remove, and it will become old business.

Review of FY23 Trustee Fund Spending Plan/Budget

Trustee Jourdain asked Mr. Lynch if there is any moves or change to the budget. Mr. Lynch replied that we are good on this item up until last month where the board provisioning approved bingo expenditure at the end of those 2-3 months we can review where the bingo line item is and make any adjustments to that. He continued that later in the agenda it is listed out any new expenditures so he will speak to those later. He stated that the Spending Plan has not changed since last week board meeting and the percentages seem to flow well with what the budget is and again, we are making a big push on entertainment this month, the biggest in a long time.

Update from CFO on Status of tablet access for all residents

Trustee Jourdain reported that this has been resolved and will take it off of the agenda.

OIG Audit report dated 8/5/2022

Trustee Jourdain asked for further clarification from Mr. Walker and we are waiting for the legal opinion and clarity visa vie the OIG for that legal opinion on the three questions we asked. Mr. Walker replied that he continue to work on it with DVS council and continue to work on a thorough and complete report. We continue to work diligently to make sure that you get the best answer to make your best decisions. Trustee Jourdain asked is there anything else we need to discuss with this OIG audit in terms of the Canteen, Lottery or any of the rest of it anything else you think we need to go over. Mr. Lynch stated that he has no major update those services continue to operate as we weigh the options that we previously discussed. He continued we are speaking with the appropriate parties and of course with the various legal teams and hopefully in the near future we will have some updates on those items.

New Business

Westfield Bank Checking Account balances

Mr. Lynch reported that the balance in the Westfield Bank account is \$256,633 and so far this month we have had \$6,000 in donations with more time in the this month to receive more as they come in and will report in full at the next board meeting but this is the highest donation in multiple months. Trustee Mass asked Mr. Lynch if he has a contact at Westfield bank, Mr. Lynch replied that they work with Holyoke branch manager in Westfield. Trustee Mass asked Mr. Lynch to forward Trustee Mass the contact information.

A review of any new requests for expenditures from the Trustee Fund

Mr. Lynch reported that new expenditures ahead for October, he does not have the entertainment figures yet but he will sent like normally in an email, so we are looking for bingo \$340. He continued that we have also discussed in an email that we received a \$1,000 donation for veteran supplies for the shop sot those supplies will be purchased in the next week or so. Mr. Lynch shared that Trustee Jourdain will coordinate a check signing being that a Soldiers' Home employee will be making these purchases and we just want to try return the funds to them in a timely manner.

Mr. Lynch has done some research and planning for holiday expenditure coming up given the dollar value of over \$2000 so it will need a full board vote. He continued that the first one coming up is Veterans Day our team is looking to purchase long sleeve t-shirts for a total cost of \$2,085. He then shared that for the Christmas season they will be giving out an amenity bag so each veteran will be getting a bag to hold various types of hygiene items for a total cost of \$2,168. Trustee Mass made a motion for a positive recommendation to the full board on both of those items. Trustee Jourdain asked for a little more clarity stating that the shirts are going to be for veteran's day and the amenity bags are going to be for Christmas. Mr. Lynch replied yes and added that they will have the appropriate Soldiers' Home logo and some other language and once we get a picture he will send to the group. Trustee Jourdain asked who is taking over for Maggie. Mr. Lynch answered that there has not been a final hire for her position yet, we have her for another 2 months or so. He continued once we have that position hired it will be announced when the person starts and that happens before the next board meeting Mr. Lazo will let you know. Trustee Jourdain reminded Mr. Lynch that if you need any money to honor employees over 25 years that are retire this year or imminent please let us know as well. Mr. Lynch replied that once we can identify a type plaque or item he will reach out to the board. Mr. Lazo reported that we ran some numbers and we have 4 folks retiring this year with over 24 years of experience and that list was sent to Chairman Keefe, Mr. Lazo will send out to the committee.

Trustee Jourdain shared that this is a nice new tradition for the folks over 25 years, possibly something like a hall of fame something where their name is on a big plaque that shows these are all the employees that served here over 25 years. Motion Trustee Mass forward a positive recommendation to the full board on both the Veterans Day and the and the holiday expenditures, Trustee Jourdain seconded. Mr. Lynch confirmed the amounts as \$2,085 for the t-shirts and \$2,168 for the bags. All in favor. Motion passes unanimously.

Trustee Mass circled back on the discussion for recognition and asked Mr. Lynch to think about that some institutions they will put out both something with their longest serving employee and our newest employee and honor them both and we could also do this for the veterans. He continued that veteran who has been here the longest and our newest veteran and celebrate the success that we have and he knows we do a great job trying to do that but the more we can do that is sort of encouraging both to the people who are working there to want to stay there because of the people they are serving and recognizing there a long time and people who are just starting and celebrating them too because that is just as important. Trustee Mass stated that this would be a good way to work on our employee retention and our satisfaction for the veterans too. He continued that would be worth looking at what other successful homes do not just veterans homes but other private facilities that aren't even government facilities do in that area and to get anything that is inspiring to you. Mr. Lynch will bring around to the teams.

Advertising support for the HSH about facility

Trustee Jourdain stated that he put this topic on here as a logical extension to some of the points that Chairman Keefe has been making at the board meeting which is how do we get the word out there that things are better at the Soldiers' Home and we have improved. He continued that this goes along with us making our appeals for donors to our people that have historically been donating to us and it is in the support of the Trustee Account but it is also speaking more generically about the great work going on at the Soldier's Home. Trustee Jourdain stated that we have to be careful that the funds we always say in our use policy that these things are a direct benefit to the veteran, but at the same time having a facility that is well regarded in the community and is able to generate the type of public support that this facility needs as a largely publicly funded facility. He continued that this is also to support the donor account which is directly benefitting the veterans. He continued that this our reputation matters and how we are perceived in the community is really important because a lot of people, everybody on this call and many others, go to bat every day for the Holyoke Soldiers' Home to say that this is a really important facility. Trustee Jourdain shared that obviously people agree with us and that is why they are making a \$400 million investment to give us a new building which is huge and we thank Governor Baker and our state legislature friends for supporting all of us in this but the time has come for us to have a discussion about how are we getting more earned media and on how should we get the word out about how what is going on here in the turnaround because we are not piercing the veil, the message is not getting out and there is still negative stories being generated without a sufficient number of positive stories. Trustee Jourdain said he does not know who wants to take, he does not pretend to have all the answers to this by any means and if Trustee Mass, Mr. Lazo and others he would like to hear approaches to how we can get the word, if it will involve us investing some money to do that. He asked what are the next steps. Trustee Mass agrees with Trustee Jourdain and Chairman Keefe that it is more than pastime for us to start selling the positive message but that does not mean we don't have challenges that we are still working on but we do need to start setting that positive message and especially form the one thing that is left for us on the

new legislation is oversight of this account and it is really incumbent on us to make sure that people want to keep giving because from the trustees perspective that is really the job that is left to us. Trustee Mass would like to see if the team could get us a quote on the cost of getting a marketing professional to come in and put together a brochure that could be sent to all the VSO's, everyone who has donated in the last ten years and some of the local corporate influencers. He continued that he knows that we cannot send that but a marketing brochure that the Trustees can send and may hire an outside firm to do that for us. Trustee Mass thinks we need a professional team and that we are all overtaxed with everything else we are trying to do and I don't think you should try to take this on. He continued that other earned media capabilities that he thinks might make sense to be done internally but for a straight marketing proposal we should just get some help. Mr. Lazo has a little bit of insight into some of this, we have had some conversations with a marketing firm regarding creating some videos and some marketing plans in terms of helping us locate additional staffing and we have not gotten to talk about this with Mr. Lynch yet to discuss procurement things. He continued that this company is one that I met at the last National Association of State Veteran Homes conference a few weeks ago and they have done some great work at the Long Island Veterans' Home and they have offered some great ideas for us. Mr. Lazo shared that Deb Foley our Communications Director and I have met with them a couple of times now. He continued that they would work along the same lines more towards staffing not necessarily just to show the good work happening at the Home but the good work at the Home is part of the recruiting effort for the staffing piece so we can further develop this. He still needs to talk to Mr. Lynch about the procurement piece and talk to DVS about content and then will share this when we flush this out a little more. Trustee Jourdain really wants to have a brochure or a booklet or something that goes to donors out there as we make this appeal, which goes hand in hand with the next item we are going to talk about. He continued where is your money going, talk about all this great stuff, this is amazing stuff that we are doing for the veterans when they are kind enough to donate money to support these veterans so he likes this and how do we have this piece in with the stuff on staff recruiting and general support of the facility and really get our message out there so they understand what is happening.

Mr. Lynch gave a quick summary in FY22 we received \$48,000 in donations and so far in FY23 we are up to \$10,000 and we are almost done with the first quarter. He continued that if you are looking at on pace of last year we are a little bit slower paced but as I have mention in prior years November, December, and January tend to be our highest months for receiving donations. A motion was made to Table 5d by Trustee Jourdain and was seconded Trustee Mass. No further discussion. The motion passes unanimous.

A Donor Appeal for the benefit of the Trustee Fund

Trustee Jourdain stated that this goes hand in hand so if Mr. Lynch if you could help develop an excel file with anybody who has donated \$100 in the last 2-3 years and how many times they have donated because he wants to see who dropped off and if there has been a drop off. He continued that he would like to send something to target these folks and say your generosity in the past so that we can understand and study more of

where our funds are coming from is it a memorial contribution. Trustee Jourdain stated that the one thing that is deceiving on averages is that every couple of years we get a big donation that come in whether it be \$100,000 or \$500,000 so it throws the average off and those don't come across ever year. He continued that overall we have been averaging \$150,000 per year but one of the things I also thought was great and, of course, where we want to get this thing down the road is that we want to take in new money but if we make get the endowment cranking and of course the economy is not helping us too much in this particular year but last year we made a lot on the investment income and we are bringing in an extra \$75,000 a year off the endowment in income generation too which helps us in terms of the budget long term and we do not use any of that money we are trying to build it up so that as we can move on this thing we will be well positioned, less pressure on the account to generate new donations. Trustee Jourdain stated that meanwhile we do want to do what we can to make an appeal and get the word out there, to that effort I know one club that has been a steady donor is the Beavers Club of Western Mass. Which is a French business associated and interestingly enough in November they asked him to come and speak about how things going at the Soldiers' Home. He continued that they had asked him a year ago for an update and they have done charitable work there at the facility they are a service organization and they like to do free labor and usually make a \$500-1000 donation so we want to encourage that type of thing and let people know we have turned the corner and we have a bright future here at the Soldiers' Home and how much we appreciate where the money is going. Trustee Jourdain thinks we need to, at least at the low-lying fruit, the people who have donated to us in the past make re-solicitation and then the Trustees and anybody you suggest and who could be low lying fruit for us to make donations does that mean each of the board member talks to 5 corporate partners, and ask if they could you donate to the Soldiers' Home. Trustee Mass stated that is exactly correct and why he asked Mr. Lynch for his contact at Westfield Bank and he is interested in trustee active involvement in making it rain, there does need to be some sort of entrée that goes out first, a solicitation update form the Soldiers' Home to the donors, so we can call to follow up and see if they have any questions while making it conversational and you close the sale at the end, not every trustee is going to be suited to this particular task but there is no reason that we cannot reach out to 4 or 5 names to start. Trustee Jourdain thinks that the promotional materials that we would produce that says where all the money has been going and the entertainment, the gifts, the dinners and that we really try to roll out the red carpet for these heroes and if they know that is what they are getting by making a donation he believes they will say it is a really worthy cause and give a donation.

Trustee Mass suggested to Trustee Jourdain that a timeline be created for the next meeting, and he would like to schedule and set some hard deadlines, so we have some self-accountability. Trustee Jourdain asked Mr. Lynch if it was possible to get the list of who has donated in the last 3 years for the next Finance Committee meeting. Mr. Lynch stated that it would be possible and if we have it sooner he will send it out.

Asset Control Plan from CFO discussion of how facility manages its inventory control plan. Review of inventory control policy.

Trustee Jourdain asked Mr. Lynch if he has anything that he can begin to send out to us in this area to advance that along to us. Mr. Lynch replied that he can discuss some of the changes that they have made and what they currently do in terms of inventory management. He continued that looking at the agenda and seeing the asset control plan and the policy I don't have much to send out to the group. He can send the different reports that they have to show supply usage by unit and time periods if you are interested in seeing what we are supplying in terms of medical supplies. Mr. Lynch shared that how we manage our inventory has changed a lot we have added a medical buyer position, so we have made a lot of changes in terms of compliance within our procurement team so we are making sure we are purchasing from existing and active contracts the majority of our purchases are done through OSD which as an executive agency we use those blanket contracts that any executive agency office can use. He continued that we hold our inventory in the main storeroom in the basement, we have par levels that we use for different types of products so if you use 5 and the normal level is 10 you would place an order for 5 to get to the par level. He continued that we have par levels that we supply on the floors, so as supplies are used if they are supposed to have 10 and 5 have been used, we supply 5 and that is where it comes from our inventory. Mr. Lynch stated that with the medical buyer position we have done a really good job of tracking our supply usage and we have never done before especially in a facility like we are and the type of care that we provide tracking our medical supplies throughout the building is huge because you could see different trends even among units and supplies. Mr. Lynch reported that they physically take the laptop through building and as we are adding supplies to shelves we calculate everything and we can run pivot tables off this so we can see the 4th floor uses twice as many briefs as the 2nd floor in one week, month or year. He continued that we can ask why and sometimes you can drill down to the specific types of veterans and the specific types of supplies they need. Mr. Lynch gave the example if certain veterans have catheters then the catheter supplies would be up on one unit then another unit so we are able to work with this data and use it to our advantage not only to see trends of what we are supplying within the building but to forecast the needs of those. He continued saying if over FY22 we used x amount of briefs that may be our higher amount because our census has gone up gradually over the last year and will continue to go up gradually this year and now we are at capacity so we can forecast the needs for this type of supply so we have them in a timely manner. Mr. Lynch shared that we are still dealing with some supply chain issues for certain products that vendors cannot get to you as fast as they used to, so we always try to have reserves on our shelves in case something happens such as a product is broken or needs to be serviced. He continued that in terms of the majority of our supplies we order in large quantities so that we are not placing an order every day for an item, we are placing an order every few weeks. He went back to the idea of that it is the end of the year let's spend, spend, spend we have an internal and an external procurement deadline for orders over a certain dollar amount. The dollar amount used to be to \$25,000 now it has increased this year to \$75,000 that is a considerable order of inventory. So we looked at it the same way where internally we have a similar deadline a little bit earlier than theirs so that we protect ourselves and place orders in advance of the controllers deadline if we get additional supplies that lasts us through the summer months, so we are not scrambling to get products in by June 30. Mr. Lynch

stated that one of the finance rules we have is you cannot pay for a current fiscal year's supply or service that you received with next year's fiscal funds so we have to receive everything by June 30th in order to use that year's funds, so we make a big push in the spring to procure additional supplies and it is the types of supplies that we use most frequently, we have ample room to store, it is a benefit that we have to be able to plan ahead and strategize to do that. That is the overview of what we are doing and I am proud of our team we have made a lot of improvement. Some of these things we have never done before as far as tracking our usage, this is powerful to follow the numbers and to see those trends and to see if there is anyway we can make improvements, use products more products efficiently and if you identify things we can bring it to supervisors or department heads and say can you look into this issue and let us know if there is a change in care or supplies you might need so we can prepare for it and order ahead of time and we can plan ahead. Trustee Jourdain asked if all of that is reduced into writing anywhere, this is the policy, this is what we do everything you said there, is somewhere in writing that this is something management has approved, we have guidelines and that there is a level of uniformity for best practices. Mr. Lynch replied that we have an internal control manual but what I just gave an overview is more of a procedures and we try to stay away from including a procedure in a policy because if you change the procedure at all it has to go through the whole policy process again so this is what we have and as we adjust it, it is going to get much better once the EMR is here. He continued that the EMR has the capability so we can scan supplies as we drop them off on a floor as an order comes in from the loading dock it is really going to enhanced our inventory management and take it to a higher level. Mr. Lynch said the procurement team and the central supply team are very excited about that. He shared that in terms of writing it is mentioned in our internal control manual but to this level of detail no. Trustee Jourdain asked if Mr. Lynch could send me a copy of that manual, Mr. Lynch yes. Trustee Mass added that it seems that it will have an impact on care not just saving dollars and cents but on care where maybe the issue isn't that they are ordering too much on one floor, maybe the issue is they are not using enough on one floor for best practices, he loves that you are drilling it down to ask why if there is a problem. Trustee Mass asked within the overview of this it is about assets and he suspects that these items are there are assets that we have that we need to be used but that we use infrequently and he is wondering is there a system that we account for those things, serviceable, that may need to be repaired or reordered. Mr. Lynch reported that the Soldiers' Home is looking into hosting Safety Skills Fair in March of this year we are going to create a new station for central supply where we are going to showcase different types of supplies that we have and different types of equipment we have, and bring in a technician that oversees the equipment so he can show staff how to properly take it out of service if it needs repair. Mr. Lynch added referring to question about our assets we are required to report on every asset we have annually it is an exercise we have due at the end of July. He continued that we have inventory tags that are put on items that are valued over \$1,000 for example last year we bought a lawnmower and so we put an inventory tag on it so they are tracked and reported on. We also look at all of our inventory items and if something has gone down to the point where it is at the end of its useful life or damaged beyond repair, because it has these inventory tags on them OSD they control and have a unit that handles with inventory and either the listing of

surplus property or the removing of inventory tags. He gave an example that there was an event where we were going to dispose or intended to dispose of an asset with an inventory tag then we need to fill out a spreadsheet and submit that to OSD for review and we cannot do anything with that item until that is approved. He continued that there are processes in place regarding assets, the reporting of them and either the control or disposal or listing of surplus property which is common throughout, not just state organizations, but local organizations can review those lists as well. Trustee Mass asked more about serviceability than control and gave the example that the board of trustees advocated for the purchase of these units that went around and had an ultraviolet sensitivity and were advocated for by the outside veterans groups that were used in other hospitals, he is not even sure if we are using those any more or if they are in service and he does not know what they need for maintenance and upkeep. He continued that something like that we used for a period of time and we might save and keep because we might need to reuse it in the future but don't use it regularly. He continued by asking if anyone going to see if it is still working properly and is once a year or more often. Mr. Lynch replied that we have vendors that come in and provide servicing to our equipment he mentioned clinical equipment that we have on the floors if those are damaged or required servicing and even if they are not damaged we have a vendor come in and they review every piece of equipment we have on the clinical side. Mr. Lynch shared that there is a lot of building maintenance types of assets and equipment various types of maintenance equipment they will prepare an annual report and quote us on that and they repair and series all of our equipment timeline is once year, some are quarterly, like the wheel chair scale is calibrated quarterly.

Inventory of all HSH Vehicles including make, model, year, mileage, grade of condition, purpose of vehicle, gas/electric fuel use, projected replacement year, and projected cost of replacement. Discussion and review of new state policy relative to electric vehicles

Trustee Jourdain said that it got his interest last month about if Mr. Lynch could send the committee a copy of the new state policy received the copy of the new state policy to understand it more, and if we begin to cultivate a list of what we have for vehicles with these parameters what we have out there, Mr. Lynch clarified that we have 7 vehicles, is that something then that you can send with the policy so we can see where we are at with vehicle. Mr. Lynch was hoping to have this in advance of this meeting. He continued that they have an existing spreadsheet that details each vehicle within our fleet with year, mileage. We have a binder we are required to keep within each vehicle that details the trips and the mileage that was taken. He continued that we have 7 vehicles with two of them being large capacity transit vans that we use in the parade and events to transport the veterans in. We have one SUV for staff to travel that has not been used much because we are on virtual meetings and this is one of the vehicles we are looking replace. We have two maintenance trucks those are quite old and we are looking to replace those. We have one minivan that is near the end of its life. So we will be looking to replace four vehicles this year. He continued that they have had preliminary discussions with the Office of Vehicle Management on what types of options we have, they too are seeing supply chain issues in getting inventory vehicles.

Mr. Lynch stated that the second part of this topic is the Electric Vehicle Policy and the push to have electric or hybrid vehicles by 2025 and so we do have the option to purchase these vehicles with either fully electric or hybrid models. Mr. Lynch reported that we are looking at makes and models that are available to us but I think that at a minimum we would commit to a hybrid type model. He continued that we would be looking to replace the standard wheelchair van and one nonclinical transit type SUV and replace the two maintenance trucks. Mr. Lynch stated that the maintenance trucks would require a little bit more review because we use those to plow in the winter and so he is not sure how much power is in an electric truck, I would defer to OVM and maintenance team as to what their needs are regarding the ordering of new trucks.

Mr. Lynch reported that we may have to install an electric charging station on campus but he knows it is part of the future building. He continued that this is something he is excited to move forward on doing and we can achieve the replacement of these four vehicles this fiscal year and we intend to utilize grant funding from the VA to do so. Trustee Jourdain what is the prognosis getting these replaced so you are saying you think one of them will be from the VA funding. Mr. Lynch replied that we will pay for all 4 with the VA grant. Trustee Jourdain asked Mr. Lynch to explain a little more about the VA grant. Mr. Lynch replied that Holyoke and Chelsea and all other state VA homes across the country received two grants related to COVID19, one came from ARPA and one came from the Consolidated Appropriations Act and Holyoke currently has \$2.4 million in VA grants. One is \$700,000 that is specifically to respond to COVID19, and the \$1.7 million is to support operational needs of the Home which vehicle replacement does not relate to COVID19 so we would use the other grant that supports operational needs for that funding.

Report from CFO on potential audio equipment replacement for events at HSH

Mr. Lynch shared that we do not need to replace the audio. He continued that there are two interesting points we learned today, and we want to investigate a little further and that a veteran that has a hearing aid that blue tooth can be used to tie into look into to see how many other veterans have hearing aids and the capabilities. He continued when streaming from the Canteen or the Pavilion in the veterans bedroom TV's and the connection is fuzzy We can bring in a technician to look at but the current system is older and we have been told it was proprietary so we would have to replace the system and depending on the cost of that and knowing we are moving into the new building with new technology so we are looking at this.

Motion to adjourn was made by Trustee Mass and seconded Trustee Jourdain. It was unanimously voted to adjourn the meeting at 7:01 pm.

Respectfully submitted,

Kathleen Denner
Acting Secretary for the Board of Trustees

Attachments:



Holyoke Soldiers
Home
September 21
2022