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Margaret LaBrecque
Commandant

New Hampshire Veterans Home

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Tilton, NH 03276



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December 20, 2021

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 119:6, the New Hampshire Veterans Home Board of Managers has appointed Ms. Kimberly MacKay to the position of Commandant. In accordance with RSA 94:1-a, Salaries Established and RSA 94:6, New Appointments, the New Hampshire Veterans Home respectfully requests authorization to place Ms. MacKay at the maximum step for the position of Commandant, (9U102, appropriation 05-43-43-0430010-53590000-500126-011) unclassified pay grade HH earning \$119,184.00 effective date: January 28, 2022. Funding is 29% General Funds; 39% Federal Funds; 32% Other Funds.

EXPLANATION

The position of Commandant serves as Executive Director and Chief Operating Officer for the New Hampshire Veterans Home, a 250-bed long-term care facility for New Hampshire's elderly and disabled veterans. Ms. MacKay will provide management and leadership functions for the facility as well as to serve as the Home's liaison and representative with State and Federal officials and other related health care facilities and programs.

Ms. MacKay possesses a Bachelor of Science Degree in Behavioral Science from Granite State College and her Master Degree in Psychology/Criminal Justice from Springfield College. She holds a New Hampshire Nursing Home Administrator's License. Ms. MacKay has over 13 years' experience as the Director of Social Services at Speare Memorial Hospital and over 15 years' experience in State government in various leadership roles. Ms. MacKay is currently the Deputy Administrator at Glencliff Home and has been in that role since November of 2018.

The Commandant will be expected to review and assess facility needs, identify future business development and revenue streams and to this end, promote and build name recognition within the community and State at-large. In addition, the Commandant will ensure that the facility and its operation is in compliance with all life safety, clinical care, and support programs to meet or exceed all standards and regulations through internal Quality Assurance programs and external audits and surveys. Ms. MacKay has key knowledge of the survey process, which the Home is subject to on an annual basis. In addition, Ms. MacKay has worked with state and federal counterparts and has established an excellent working relationship with them.

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RSA 94:6 provides that upon recommendation of the appropriate authority, in this case the Board of Managers, "the Governor and Council shall establish after due and proper investigation as to qualification, a different entrance salary within the established range." Accordingly, in order for our Veterans, their families, and the New Hampshire senior community to benefit from her years of experience in the long-term health care industry, we recommend that Ms. MacKay be granted the maximum step as her entrance salary.

Respectfully submitted,



Paul J. Lloyd, Chairman
Board of Managers
New Hampshire Veterans Home

Kimberly MacKay

Education:

Springfield College
Manchester, NH

Masters of Science – Psychology/Criminal Justice
December 2005 Summa Cum Laude

Franklin Pierce College
Concord, NH

Paralegal Certification
December 2000 with honors

Granite State College
Bow, NH

Bachelor of Science – Behavioral Science
June 1997 with honors

New Hampshire Technical Institute
Concord, NH

Associate Degree – Human Services
August 1993

Employment:

January 2007 – Present State of New Hampshire

**November 2018 – Present – Department of Health and Human Services – Glencliff Home
Deputy Administrator**

- Acted on behalf on the Administrator in his absence.
- Responsible for daily operations of the facility.
- Supervised and evaluated employees work and all personnel actions for the Maintenance, Dietary, Housekeeping, and Laundry.
- Consulted in the management of nursing, activities, and social services.
- Ensures compliance with Federal and State regulations.
- Complaint/abuse investigator.

August 2010 – November 2018 – Department of Corrections

I have been promoted multiple times during my years of service at the Department of Corrections. I have held the following positions:

Director of Community Corrections – March 2016 – November 2018

- Oversees and administers all Community Corrections programming to include case management, religious services, volunteer/internship program, Family Connection Center, Granite State High School & Career Technology Center, and four transitional facilities.
- Develops long term goals and objectives for the division.
- Oversees 112 staff members in three different Unions. This includes hiring, evaluations, progressive discipline, termination and all personnel actions for the division.
- Oversees all reclassification requests, requests to establish positions and is the appointing authority for the division.
- Oversees multiple grants within the division.
- Testifies at legislative hearings and Governor and Council meetings on the behalf of the New Hampshire Department of Corrections.
- Develops and administers the budget for the division.
- Authorizes the development of policies and procedures for the division.

Deputy Director of Community Corrections – December 2013 – March 2016

- Acted in the capacity of the Director in his absence.
- Oversaw all areas of the Division to include case management, religious services, Family Connection Center, Granite State High School & Career Technology Center, and four transitional facilities.
- Managed the divisional budget.
- Responsible for program planning within the division.

Deputy Director of Medical and Forensics – December 2012 – December 2013

- Acted in the capacity of the Director in her absence.
- Oversaw all areas of the Division to include health services, behavioral health, dental services, dietary services, medical records, the secured psychiatric unit, the residential unit and contracted services.
- Conducted progressive discipline.
- Managed the divisional budget.
- Testified in legislative hearings on behalf of the division.

Administrator II – August 2010 – December 2012

- Managed case management and chaplain staff including evaluations, offender assignments, schedules and daily work.
- Oversaw volunteer programming at the New Hampshire State Prison for Men (NHSP/M).
- Developed and administrated programming at the (NHSP/M).

Department of Health and Human Services

January 2007 – August 2010 Department of Health & Human Service – Glencliff Home

- Acted on behalf on the Administrator in his absence.

- Responsible for daily operations of the facility.
- Supervised and evaluated employees work and all personnel actions.
- Ensures compliance with Federal and State regulations.
- Complaint/abuse investigator.

June 1994 – January 2007 Speare Memorial Hospital

Director of Social Services

- Provided and coordinated all social work functions.
- Provided and coordinated assessment and interventions based upon chronological development age of the patient.
- Acted as a resource for the health care team.
- Provided and coordinated crisis interventions service throughout the hospital.
- Provided short term problem oriented therapeutic and supportive counseling.
- Coordinated the social services departmental CQI activities in cooperation with the hospital program.
- Evaluated and organized discharge requirements in conjunctions with the discharge planning committee.
- Evaluated all employees in an ongoing and timely manner.
- Managed the Prescription Assistance Program which had four hundred patients on the program.

September 1993 – June 1994 Tri County Head Start

Family Services Coordinator

- Responsible for coordinating the delivery of health, social, parent involvement and educational services with participating families.
- Coordinated and ensured students completion of all medical screenings within 45 days of enrollment.
- Identified and addressed social service needs through home visits and coordination with other agencies.
- Coordinated the development of parent groups and parental education in conjunctions with the program objectives.
- Researched and wrote a resource directory.

Related experience:

Certified by the University of Cincinnati in the Ohio Risk Assessment Screening (ORAS) tool and the Effective Practices in Community Supervision (EPICS).

Certified in Thinking for a Change

Certified Public Manager through the State of New Hampshire