

**NORTH DAKOTA VETERANS HOME
LISBON, NORTH DAKOTA
GOVERNING BOARD MEETING**

DATE/TIME: Tuesday, January 14th, 2020 @ 10:30 am. **LOCATION:** Lisbon Veterans Home-Town Hall AM Session, Norris Braaten Conference Room PM Session
MEETING: X Special

MEETING CALLED TO ORDER: *by Chairman, Gary Skarphol*

Membership: Chairman Gary Skarphol, Vice Chairman Greg Stemen, Cathy Keogh, Curt Twete, Dean Overby, Mary Vetter, Steven Frojen
OTHERS PRESENT: Mark B. Johnson, Administrator, Laura Balliet, Assistant Attorney General, Kristin Lunneborg, CFO, Belinda Noonan, Executive Secretary, Assistant Attorney General, Courtney Titus, Danelle Hopkins, Lynn Kaspari, and some Residents of NDVH

AGENDA ITEM	PRESENTATION/DISCUSSION	RECOMMENDATION/ACTION
01. Pledge of Allegiance/Moment of silence for POW/MIA's requested by Chairman.	Chairman called for the Pledge of Allegiance, followed by a moment of silence for the POW/MIA's.	
02. Roll Call: Recording Secretary	Roll call taken by recording secretary.	A quorum was present.
03. Welcome: Chairman-Gary Skarphol	Chairman welcomed members and guests.	
04. Approval/Conflict of Interest of Agenda Items Chairman-Gary Skarphol	Chairman asked if any board members have a conflict of interest with any agenda items.	There are no conflicts of interest stated.
05. Approval of Governing Board Minutes Chairman-Gary Skarphol	Minutes e-mailed to Board Members. Chairman called for additions/corrections/motion to accept the minutes from July 30, 2019.	Motion by Stemen, seconded by Keogh to approve the minutes from July 30, 2019. All Aye.
06. Basic Council	<p>Basic Care Resident spoke about wanting more than 96 hours of leave without having to pay the per diem. The board discussed that the residents should talk to their Legislators about sponsoring a bill to help cover the cost of the leave. Coordinating Council is looking into a bill but won't happen until the 2021-2023 biennium.</p> <p>Basic Care Resident spoke about wanting to change the Century Code and Administrative Code in regards to the alcohol policy at NDVH. They want to be able to have happy hour and have alcohol in the building. The board discussed the liability issues from this; the present policy allows the resident to get a physician's order to have a drink.</p> <p>Basic Care Resident spoke on the safety concerns with the roof on the smoke shacks. He would like to see the roof</p>	<p>Motion by Overby, second by Keogh to allow the residents one 7-day pass per year without having to pay the per diem. All Aye.</p> <p>Motion by Keogh, second by Stemen to keep the present alcohol policy in place. All Aye.</p>

**NORTH DAKOTA VETERANS HOME
LISBON, NORTH DAKOTA
AGENDA-GOVERNING BOARD MEETING
Page 2 of 4**

AGENDA ITEM	PRESENTATION/DISCUSSION	RECOMMENDATION/ACTION
	replaced by pitching the roof in the opposite direction, remove the metal roof and replacing it with decking and shingles. Laura read the Public Health Code on smoking in a public area. If we change the structure, we would have to bring the smoke shack up to code which would mean elimination of some of the walls.	Motion by Stemen, second by Vetter to install gutters and downspouts on the smoke shacks to help with safety issues. All Aye.
07. Chairman's Report Gary Skarphol, Chairman	Eide Bailly has been hired to work on the strategic plan for the Veterans Home. The Governor has hired Unesco to perform energy audits of state properties; the first meeting we have with them is scheduled for January 17, 2020.	
08. Administrator's Report Mark B. Johnson, Administrator	<p>Discussed changes to the admission guidelines in relation to an individual's body mass index (BMI). Updated policy to reflect that BMI will be calculated using an individual's average BMI over a six-month period, scores above 44 will be denied. Individuals will be eligible to reapply after 12 months instead of 24.</p> <p>Discussed allowing service dogs into the facility. Will table discussion and ask a representative from Service Dogs of America to come to an upcoming meeting.</p> <p>Belinda presented drawings for a proposed memorial garden, including relocation of the monument that is located in front of where the old veterans home was and erecting a picnic shelter nearby.</p>	Motion by Stemen, seconded by Frojen to approve the admission guidelines in relation to an individual's BMI. All Aye
09. Financial Report Kristin Lunneborg, CFO	<p>With 75% of the biennium remaining we have 76% of our salaries and wages and operating expense appropriation authority remaining. We have spent 38% of our capital asset appropriation on bond and interest and the nurse call system that is currently being installed.</p> <p>We have received all of the roughly \$600,000 in federal grant funds for the resident workshop. Most other revenue lines are within budgeted amounts except for land</p>	

**NORTH DAKOTA VETERANS HOME
LISBON, NORTH DAKOTA
AGENDA-GOVERNING BOARD MEETING
Page 3 of 4**

AGENDA ITEM	PRESENTATION/DISCUSSION	RECOMMENDATION/ACTION
	<p>transfers which should be ahead of budget by roughly \$200,000 by the end of the biennium.</p> <p>Items to note regarding the operating budget include increased costs for repairs, medications and temp agency staffing. We currently have many open pm shift positions that we are unable to fill. We lost several staff to other facilities that are paying \$3 - \$4 more per hour. We have signed contracts with several temp agencies to provide staffing; hard to see as we have been fortunate enough to not have temp agency staffing for approximately 10 years. To fix the staffing shortage we are going away from the universal worker and hiring C.N.A.s and cooks; and changing from 8-hour shifts to some 12-hour shifts. We are at a point where we will have to put a hold on admissions until we are able to hire more staff.</p> <p>Current census is 49 on skilled and 57 on basic care.</p>	<p>Motion by Vetter, seconded by Keogh to accept the financial report. All Aye.</p>
<p>10. Administrative Rules Laura Balliet, Assistant Attorney General</p>	<p>Final review of proposed changes to Administrative Rules, Chapters 86-03 and 86-01. Laura will make final changes.</p>	
<p>11. Executive Session – Attorney Consultation</p>	<p>The authority for this executive session is N.D.C.C. 44-04-19.1 for attorney consultation on an employee HR matter.</p> <p>Entered into executive session at 1:05 p.m.</p> <p>Roll call taken by recording secretary. In addition, Wanda Cavett, Jada Bass, Liz Martin, and Mandy Binstock were present.</p> <p>Exited executive session at 1:45 p.m.</p> <p>Executive session was for information purposes only and no action was taken.</p>	<p>Motion by Stemen, seconded by Overby to enter into executive session. All Aye.</p> <p>Motion by Overby, seconded by Twete to exit executive session. All Aye.</p>

**NORTH DAKOTA VETERANS HOME
LISBON, NORTH DAKOTA
AGENDA-GOVERNING BOARD MEETING
Page 4 of 4**

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12. Next Governing Board Meeting:	Tentative Board Meetings for 2020 Quarterly 2nd Tuesday ➤ April 14, 2020 ➤ July 14, 2020 ➤ October 13, 2020	Tentative: April 14, 2020
13. Motion for adjournment Chairman-Gary Skarphol		Motion by Overby, seconded by Frojen to adjourn meeting. All Aye
Approved by the Governing Board & Administrator		/s/ Mark B. Johnson, Administrator

Legal Notices Posted by Belinda Noonan