

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

DATE/TIME: Tuesday, July 14th, 2020 @ 10:30 am. **LOCATION:** Lisbon Veterans Home-Gazebo **MEETING:** Regular

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

Membership: Chairman Gary Skarphol, Cathy Keogh, Curt Twete, Dean Overby, Mary Vetter, Steven Frojen

OTHERS PRESENT: Mark B. Johnson, Administrator, Kristin Lunneborg, CFO, Belinda Noonan, Executive Secretary, and Lynn Kaspari

OTHERS PRESENT VIA MICROSOFT TEAMS: Laura Balliet, Assistant Attorney General, and Vice Chairman Greg Stemen

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. The Administrative Committee of Veterans Affairs (ACOVA) will meet on July 16 and 17 to vote on the following board members to the Veterans Home governing board: Cathy Keogh (07/01/17-06/30/2020) Mary Vetter (02/15/18-06/30/2020) They both volunteer to be board members for another term.	
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 January 14, 2020.	Motion by Twete, seconded by Keogh to approve the minutes from January 14, 2020. All Aye.
06. Chairman's Report Gary Skarphol, Chairman	Gary Skarphol completed a performance evaluation on Administrator Mark Johnson. The evaluation is on file with the Human Resources department.	Motion by Overby, seconded by Twete to approve Mark's performance evaluation and pay raise. All Aye.
07. Administrator's Report Mark B. Johnson, Administrator	Eide Bailly has been hired to work on the strategic plan for the Veterans Home. Had a couple of meetings with them but due to Covid-19 the company hasn't been able to come back to the building. The Governor has hired Unesco to perform energy audits	

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AGENDA ITEM

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RECOMMENDATION/ACTION

	<p>of state properties. Unesco came into the building before Covid-19, to do their assessment. They have a list of repairs that would save money. The state now has a list of all state properties and what will need to be repaired. Unesco will be coming back into the building to go over options for repairs.</p> <p>Discussed allowing service dogs into the facility. Look into writing a policy and what we can do when we have an applicant that already owns a Service Dog.</p> <p>Discussed the 3 phases to open the facility due to Covid-19. Discussed how we are looking into different software to help with in-services and scheduling.</p> <p>Governor’s budget cuts to the North Dakota Veterans Home is \$1.4 million for next biennium. Discussed restructuring positions and eliminated a number of benefit positions. A Special Meeting will be scheduled for the beginning of August to go over the proposed budget.</p> <p>Discussed options on contracting services out. RIF positions to help with budget. Having a Lawncare service contract to help cut costs and provide a better-looking grounds.</p>	<p>Motion by Overby, seconded by Frojen to approve the contracting services for the ground lawncare. All Aye</p>
<p>08. Financial Report Kristin Lunneborg, CFO</p>	<p>With 48% of the biennium remaining we have 52% of our salaries and wages and operating expense appropriation authority remaining. We have 54% of our capital asset appropriation remaining.</p> <p>Overtime expense is over budget with the 7 open positions and dealing with Covid-19. Covid-19 related expenses will get paid with Cares Act or Federal Funding. To date, Covid-19 expenses are over \$100,000.</p> <p>Discussed budget cuts for next biennium. Some state</p>	

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	<p>agencies are not giving out the state approved pay raises, but the state has pushed to go ahead with the raises.</p> <p>Looking at the current budget, the repairs line items is \$69,000 in the hole; mostly due to contracting a lot of the vehicle and building repairs. We have designated C-Pod as the Covid-19 isolation unit since it is currently closed; access points had to be installed in C-Pod for the nurse call system to work. This was not completed when we did the rest of the building since this part of C-Pod was closed.</p> <p>Presented the accounts receivable for basic and skilled care. Still working with Medicaid to get a few of our skilled accounts up to date. Requesting to write off items #2, 3, 4, 6, 7 & 13 on the skilled accounts receivable as these accounts are uncollectible; total write off \$15,028.81.</p> <p>Discussion on projects for the upcoming budget that we could fund with the Melvin Norgard Fund. It was decided to request \$200,000 to be used for the memorial garden in the optional package of the budget.</p> <p>Current census is 47 on skilled and 50 on basic care.</p>	<p>Motion by Overby, seconded by Vetter to accept the accounts receivable write off's. All Aye.</p> <p>Motion by Vetter, seconded by Keogh to accept the financial report. All Aye.</p>
<p>09. Next Governing Board Meeting:</p>	<p>Tentative Board Meetings for 2021 Quarterly 2nd Tuesday ➤</p>	<p>Tentative: October 13, 2020</p>
<p>10. Motion for adjournment Chairman-Gary Skarphol</p>		<p>Motion by Overby, seconded by Keogh to adjourn meeting. All Aye</p>
<p>11. Approved by the Governing Board & Administrator</p>		<p>/s/ Mark B. Johnson, Administrator</p>