

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

DATE/TIME: Tuesday, October 27th, 2020 @ 10:30 am. **LOCATION:** Lisbon Veterans Home-Gazebo **MEETING:** Special

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

Membership: Chairman Gary Skarphol, Vice Chairman Greg Stemen, Cathy Keogh, Curt Twete, Dean Overby, Steven Frojen,

OTHERS PRESENT: Mark B. Johnson - Administrator, Kristin Lunneborg - CFO, Belinda Noonan - Executive Secretary, Attorney Leo Wilkins , Wanda Cavett - DON, Christopher Ferderer – Maintenance Supervisor

OTHERS PRESENT VIA MICROSOFT TEAMS: Mary Vetter, Laura Balliet - Assistant Attorney General, Courtney Titus - Assistant Attorney General, Leo Attorney, Danial Hopkins, Gisel Thorson

AGENDA ITEM	PRESENTATION/DISCUSSION	RECOMMENDATION/ACTION
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.	
01. Roll Call: Recording Secretary	Roll call taken by recording secretary.	A quorum was present.
02. 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 (07/17/2020-6/30/2023) Mary Vetter (07/17/2020-6/30/2023)	
03. 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.
04. 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 14, 2020.	Motion by Frojen, seconded by Twete to approve the minutes from July 14, 2020. All Aye.
05. Chairman's Report Gary Skarphol, Chairman	Update on the house, tunnel and lower shop was given. Asbestos was removed and the buildings are ready for demolish. Changes on how the Governing Board will conduct future meetings was discussed. Future meetings will be held virtually on Teams. Recommendations were given by DRN making the camera system more secure. Adding cameras to more of the outdoor areas around campus.	

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AGENDA ITEM

PRESENTATION/DISCUSSION

RECOMMENDATION/ACTION

	<p>Employee #1 grievance was presented by employee. Discussion was held and each party was asked if they could work out the issues. One said yes, other said no. Board felt the issue could not be worked out.</p> <p>Employee #2 grievance was presented by employee.</p>	<p>Motion by Overby, second by Frojen to relieve employee of his position. Discussion was held as to other options and assistance available from HRMS. Roll call vote – Stemen-no, Keogh-no, Twete-no, Overby-no, Vetter-no, Frojen-yes, Skaphol-no. Majority vote-no</p> <p>Motion by Stemen, second by Twete to request HRMS assistance with fact finding. Roll call vote – all “Aye”.</p> <p>Motion by Stemen, second by Keogh to have a third party in on conversation between both parties. Liz is the first choice and Belinda will be the second choice. All “Aye”.</p> <p>Motion by Stemen, second by Twete to have Vetter be available to both parties on an as needed bases, she would communicate with the chair if needed.</p>
<p>06. Administrator’s Report Mark B. Johnson, Administrator</p>	<p>Eide Bailly has been hired to work on the strategic plan for the Veterans Home. Eide Bailly would like to have a couple of board members at the next meeting. Wondering if we would want to contract beyond the strategic plan. To have them come in and do a MDS audit and education on MDS.</p> <p>The Governor has hired Unesco to perform energy audits of state properties. Unesco will be coming back into the building to go over options for repairs. Sealing the building and replacing light fixtures will be the first steps.</p> <p>Discussed Covid-19 updates. The county turned red which means more restrictions for the residents and two times a week testing for both staff and residents. Having staffing shortage and having all departments help with different tasks.</p>	

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<p>07. Financial Report Kristin Lunneborg, CFO</p>	<p>With 38% of the biennium remaining we have 40% of our salaries and wages and operating expense appropriation authority remaining. We have 52% of our capital asset appropriation remaining.</p> <p>Looking at the current budget, the repairs line items is \$75,164 in the hole; mostly due to contracting a lot of the vehicle and building repairs. Pharmacy budget unfavorable \$69,030. This is due to increased cost of medication.</p> <p>Current census is 48 on skilled and 58 on basic care.</p> <p>Budget for new biennium decrease our general funds \$565,432. Reprioritize \$917,302 from special funds. Nursing department decided to get rid of universal workers on skilled. Went to cooks and CNA, changed hours, and took out a couple of benefits. Eliminated a position in skilled nursing, and therapy. \$221,000 out of food to meet the requirements.</p> <p>Update on Covid-19 funding.</p>	<p>Motion by Overby, seconded by Stemen to accept the financial report. All Aye.</p>
<p>08. Next Governing Board Meeting:</p>	<p>Tentative Board Meetings for 2021 Quarterly 2nd Tuesday</p> <ul style="list-style-type: none"> ➤ April 13, 2021 ➤ July 13, 2021 ➤ October 12, 2021 	<p>Tentative: January 12, 2021 Teams Meeting</p>
<p>09. Motion for adjournment Chairman-Gary Skarphol</p>		<p>Motion by Stemen, seconded by Keogh to adjourn meeting. All Aye</p>
<p>10. Approved by the Governing Board & Administrator</p>		<p>/s/ Mark B. Johnson, Administrator</p>