

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

DATE/TIME: Tuesday, July 13th, 2021 @ 10:30 am. **LOCATION:** Art Studio

MEETING: Regular

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

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

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

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	<p>Chairman welcomed members and guests.</p> <p>Welcome Roy Fillion on to the board, he was appointed to take over Greg Stemen term.</p> <p>The Administrative Committee of Veterans Affairs (ACOVA) will meet in August to vote on the following board members to the Veterans Home governing board:</p> <ul style="list-style-type: none"> • Steve Frojen (07/01/18-06/30/21) • Dean Overby (07/01/18-06/30/21) <p>Frojen volunteer to be a board member for another term. Overby will let the new ACOVA Chairman decide who will be taking Overby term in August.</p>	
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 January 12, 2021 and June 10, 2021.	Motion by Overby, seconded by Keogh to approve the minutes from January 12, 2021 and June 10, 2021. All Aye.
05. Chairman's Report Gary Skarphol, Chairman	<p>Gary Skarphol completed a performance evaluation on Administrator Mark Johnson. The evaluation will be on file with the Human Resources department.</p> <p>Shawn Mcleod, Pat Rostock, and Ed Pergotski were introduced and gave their background. Shawn explained</p>	Motion by Fillion, seconded by Keogh to give Mark Johnson a 3% raise. Roll call vote Twete-Aye, Keogh-Aye, Overby-Aye, Frojen-Aye, Vetter-Aye, Fillion-Aye, and Skarphol-Aye. Majority - Aye.

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	<p>the problems that he has found, what we have done since he has started and what the future plans are for the building and grounds.</p> <p>Ground projects include the Memorial Garden contract to be signed in the next month, and a plane propellor to be installed over on the D-Pod side. With ongoing plan to update Moffit Park.</p> <p>The board will sponsor a picnic this summer for staff and residents. The foundation board will also be sponsoring a picnic.</p>	
<p>06. Administrator's Report Mark B. Johnson, Administrator</p>	<p>Eide Bailly wants to have a meeting with legislatures to see what the state will help with funding. Care Giver Assist Program – for at home programs. Admissions looks like it will continue to decline with all the state programs.</p> <p>Update given on the current Covid-19. We are out of the outbreak stage and testing once a month. Visitations in the resident's rooms, or outside with scheduled visits only. Our staff have been doing an amazing job.</p> <p>Discussion held allowing Service Dog into the Veterans Home.</p> <p>Discussion held with Susie Schlecht in Admission on changing a few things to get more veterans into the NDVH. Admission Criteria Changes discussion held on the wording on the sobriety piece and make it on a case-by-case bases. Services that would help with residents sobriety and mental health is the Range program. This follows veterans to make sure they are ready to discharge from their program to keep their sobriety. Discussion held on changing the 30 day resident of ND would be made to the policy. Discussion held on changing the definition of a veterans. This would need to be changed in the Century</p>	<p>Motion by Twete, second by Frojen to not allow residents to bring their service dogs in the facility to live with them. All Aye.</p>

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	<p>Code.</p> <p>Discussion held on the advertising and marketing campaign plans we are going to be doing with KAT and Company. We are looking at drone footage, website changes, TV ads, radio ads, and new branding. We are looking at having billboards on the interstate and around the state advertising the NDVH.</p>	
<p>07. Financial Report Kristin Lunneborg, CFO</p>	<p>Discussion held on Rent Policy and LOA days.</p> <p>Retention Bonus got paid out this month and staff was appreciated with this. 90 retention bonus and only 7 that did not sign them, 13 that are on probation.</p> <p>Update on Covid-19 funding.</p> <p>General funds will be spent by the end of the biennium. Capital asset money will be carried over to this biennium. Biennium end financial reports were presented to the board. We have 7% of our operating expense and 28% capital asset appropriation remaining. The Contributions and Private Grants is unfavorable \$4,656.64 due to not having church service or providing family members to have purchase meals this year because of Covid-19. The repairs line items are \$143,932.75 in the hole; mostly due to contracting a lot of the vehicle and building repairs.</p> <p>Accounts Receivable write offs basic and skilled. Presented the accounts receivable for basic and skilled care. Requesting to write off items #3, 4, 6, 7, 9, 11, and 13 on the skilled accounts receivable as these accounts are uncollectible; total write off \$101,561.53.</p> <p>Discussion held on the write offs from this year to last, significant difference. Discussion held on how the AG office helps.</p>	<p>Motion by Overby, seconded by Twete to change the rent policy for residents to take 2 separate weeks of LOA. A total of 2 weeks a year.</p> <p>Motion by Overby, seconded by Frojen to accept the accounts receivable write off's and accept the financial report. All Aye.</p> <p>Motion by Keogh, seconded by Vetter to gather information regarding the collection process. All Aye.</p>

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	Current census is 44 on skilled and 52 on basic care.	
08. Next Governing Board Meeting:	Tentative Board Meetings for 2021 Quarterly 2nd Tuesday ➤ January 11, 2022 ➤	Tentative: October 12, 2021
09. Motion for adjournment Chairman-Gary Skarphol		Motion by Fillion, seconded by Keogh to adjourn meeting. All Aye
10. Approved by the Governing Board & Administrator		/s/ Mark B. Johnson, Administrator

Legal Notices Posted by Belinda Noonan