

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

DATE/TIME: Tuesday, June 14th, 2022 @ 10:30 am.

LOCATION: Steele, ND at the Vets Club

MEETING: Regular

MEETING CALLED TO ORDER: by Chairman, Gary Skarphol

Membership PRESENT: Chairman Gary Skarphol, Cathy Keogh, Curt Twete, Steven Frojen

Membership PRESENT by Teams: Mary Vetter, Roy Fillion

Membership NOT PRESENT: Dean Overby

OTHERS PRESENT: Mark B. Johnson - Administrator

**OTHERS PRESENT by Teams: Kristin Lunneborg - CFO, Belinda Noonan - Executive Secretary, Lynn Kaspari – Gazette, Danelle Hopkins –
Governors Office**

AGENDA ITEM

PRESENTATION/DISCUSSION

RECOMMENDATION/ACTION

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) meet in July and vote on the following board members to the Veterans Home governing board: <ul style="list-style-type: none"> • Terms that expire: • Dean Overby 07/01/2021 to 06/30/2022 • Gary Skarphol 07/01/2019 to 06/30/2022 • Curt Twete 07/01/2019 to 06/30/2022 • Roy Fillion 05/05/2021 to 06/30/2022 	
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 October 12, 2021.	Motion by Frojen, seconded by Fillion to approve the minutes from October 12, 2021. All Aye.
05. Chairman's Report Gary Skarphol, Chairman	Gary Skarphol completed a performance evaluation on Administrator Mark Johnson. The evaluation will be on file with the Human Resources department. Vetter brought up questions on how the evaluation is done and can be done differently. Evaluation will be emailed out to the governing board members.	Motion by Fillion, second by Twete to use formula that Kristin uses for all employees based on their eval for Mark Johnson pay raise. Discussion was held. Fillion and Twete withdrew their motion for pay raise.

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	<p>Lisbon Cemetery discussion held about the land that is designated for veterans. The Oakwood Cemetery Board is the one to ask for clarification on who and where someone can be buried on that designated land.</p> <p>Discussion held to make sure we have our scheduled meetings.</p>	<p>Motion by Keogh, second by Twete to have board members look over Marks evaluation and have discussion at next board meeting on Mark's pay raise. Roll call vote Twete-Aye, Keogh-Aye, Overby-Not Present, Frojen-Aye, Vetter-Aye, Fillion-Aye, and Skarphol-Aye. Majority - Aye.</p>
<p>06. Administrator's Report Mark B. Johnson, Administrator</p>	<p>Eide Bailly set out a report, Mark to email it to the board members.</p> <p>Update given on the current Covid-19. County is in orange, so we are testing non-vaccinated staff twice a week. 168 staff and 30 residents that have come down with Covid. 4 residents and 1 staff member that have passed away from covid.</p> <p>Memorial Garden we got two bids that were around 1 million dollars. The Veterans Home has decided to hold off on that project due to the cost.</p> <p>Hired a new HR person, Sarah O'Neill.</p>	
<p>07. Financial Report Kristin Lunneborg, CFO</p>	<p>With 54% of the biennium remaining, we have 59% of our salaries and wages and 62% of operating expense appropriation authority remaining. We have 57% of our capital asset appropriation remaining.</p>	

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PRESENTATION/DISCUSSION

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	<p>Looking at the current budget, revenues is the concern, due to the low census and low staffing. Looking at expenditures are favorable due to all the open positions on skilled. Operating expense is favorable due to low cense and medication costs.</p> <p>Accounts Receivable write offs basic and skilled. Presented the accounts receivable for basic and skilled care. Requesting to write off items on basic #2, and skilled 2, 3, and 10 on the accounts receivable as these accounts are uncollectible; total write off \$6,068.89.</p> <p>Current census is 44 on skilled and 58 on basic care.</p> <p>Retention Bonus - We are in a critical staffing shortage and things don't seem to be getting any better, in fact, almost every business in Lisbon and the surrounding areas are looking for staff. We are proposing to give one month salary in exchange for a one-year contract. These bonuses can only be given to FTE staff that have been employed for at least a year; temporary staff are not eligible. If the employee leaves employment before the year is up, they would have to repay the Veterans Home a proportionate amount. Employees that have not completed one year of work will be eligible upon completion of their year. This funding would come from federal funds from the Department of Veterans Affairs.</p> <p>Budget will be ready by September 1, 2022. Discussion held on if the board has ideas for projects for the Veterans Home. Will put out a survey to the residents for ideas.</p> <p>Basic Care Rent was last changed in 2016, discussion was held on changing the policy on basic care rent cap. Change the policy to, "Rent will change yearly by social services cost of living adjustment." The same increase that goes into your social security check will be the same</p>	<p>Motion by Twete, seconded by Frojen to accept the accounts receivable write off's and accept the financial report. All Aye. Roll call vote Twete-Aye, Keogh-Aye, Overby-Not Present, Frojen-Aye, Vetter-Aye, Fillion-Aye, and Skarphol-Aye. Majority - Aye.</p> <p>Discussion was held over retention bonus given to FTE employees. Motion by Twete, seconded by Fillion to give one month salary in exchange for a one-year contract with an enhancement to a total of \$373,000 total. Roll call vote – Twete-Yes, Keogh- Yes, Overby- Not Present, Vetter- Yes, Frojen- Yes, Skaphol- Yes. Majority vote- Aye</p> <p>Motion by Vetter, seconded by Twete to change basic care rent policy "rent will change yearly based on social services cost of living adjustment." Roll call vote – Twete-Yes, Keogh- Yes,</p>
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	amount that goes to the rent cap of \$1850.	Overby- Not Present, Vetter- Yes, Frojen- Yes, Skaphol- Yes. Majority vote- Aye Motion by Fillion, seconded by Twete to accept the financial report. All Aye.
08. Next Governing Board Meeting:	Tentative Board Meetings for 2022 Quarterly 2nd Tuesday ➤ October 11, 2022	Tentative: August 11, 2022
09. Motion for adjournment Chairman-Gary Skarphol		Motion by Frojen, 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