

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

**DATE/TIME: Friday, September 30<sup>th</sup>, 2022 @ 10:00 am.**

**LOCATION: North Dakota Veterans Home - Gazebo**

**MEETING: Regular**

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

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

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

**OTHERS PRESENT by Teams: Dean DePountis – Attorney General**

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.	
<b>01.</b> Roll Call: Recording Secretary	Roll call taken by recording secretary.	A quorum was present.
<b>02.</b> Welcome: Chairman-Gary Skarphol	<p>Chairman welcomed members and guests.</p> <p>Welcome Vernon Laning on to the board, he was appointed to take over Roy Fillion term.</p> <p>The Administrative Committee of Veterans Affairs (ACOVA) met in July and voted on the following board members to the Veterans Home governing board:</p> <ul style="list-style-type: none"> <li>• Terms that expire:</li> <li>• Dean Overby 07/01/2022 to 06/30/2023</li> <li>• Gary Skarphol 07/01/2022 to 06/30/2025</li> <li>• Curt Twete 07/01/2022 to 06/30/2025</li> <li>• Vernon Laning 07/01/2022 to 06/30/2025</li> </ul> <p>Discussion held on reappointing a new chairman and vice chairman.</p>	<p>Motion by Twete, seconded by Overby to appoint Gary Skarphol as Chairman. Roll call vote Twete-Aye, Keogh-Aye, Overby-Aye, Frojen-Aye, Vetter-Aye, and Laning-Aye. Majority - Aye.</p> <p>Motion by Vetter, seconded by Frojen to appoint Curt Twete as Vice-Chairman. Roll call vote Keogh-Aye, Overby-Aye, Frojen-Aye, Vetter-Aye, Laning-Aye and Skarphol - Aye. Majority - Aye.</p>
<b>03.</b> 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.
<b>04.</b> 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 June 14, 2022.	Motion by Vetter, seconded by Keogh to approve the minutes from June 14, 2022. All Aye.
<b>05.</b> Executive Session – Appeals Hearing @ 10:17 am	The Board entered into executive session to hear an appeal on a denial for admission. The legal authority for closing this portion of the meeting is N.D.C.C. 25-01.3.	Motion by Overby, seconded by Frojen to affirm the Veterans Home's denial. The board suggested other options for placement, due to our low staffing rate and waiting list is long.

**NORTH DAKOTA VETERANS HOME  
LISBON, NORTH DAKOTA  
AGENDA-GOVERNING BOARD MEETING  
Page 2 of 5**

**AGENDA ITEM**

**PRESENTATION/DISCUSSION**

**RECOMMENDATION/ACTION**

	<p>Entered into executive session at 10:17 am</p> <p>Exited executive session at 11:41 am</p>	<p>All Aye.</p>
<p><b>06.</b> Chairman's Report Gary Skarphol, Chairman</p>	<p>Discussion was help regarding the evaluation process on Administrator Mark Johnson. Gary Skarphol completed a performance evaluation on Administrator Mark Johnson. The evaluation is filed with the Human Resources department. Having Sara Hegseth, HR to look into how Mark Johnson evaluation should be done.</p> <p>Discussion was held about keeping governing board meetings on track. Will have four a year, starting in January, April, July, and October to be held in person.</p> <p>Discussion held about getting meeting minutes done the day of the meeting and sent out to all the board members. Discussion also held about seeing if the board should hire a recorder to take the meeting minutes. Would like the financials sent out 10 days before meeting to the board members. Having the meeting minutes written out more in detail.</p> <p>Chairman brought up the topic on Mark Johnson attorney fees that he acquired 2 years ago during an employee grievance. Discussion held about who should be responsible for paying the attorney fees for Mark Johnson. Topic was discussed at a prior meeting on July 13, 2021. Look back at the prior meeting and get the States Attorney advise on who is responsible and if the proper steps were followed to obtain the attorney.</p> <p>Discussion held on the admission process and what can be done to get residents in with more of the behavior health issues. How the VA reimbursement rate is compared to contracted nursing facilities verse at the Veterans Home</p>	<p>Motion by Overby, seconded by Twete to give Mark Johnson a pay raise retroactive going back to July 2023. All Aye.</p>

**NORTH DAKOTA VETERANS HOME  
LISBON, NORTH DAKOTA  
AGENDA-GOVERNING BOARD MEETING  
Page 3 of 5**

**AGENDA ITEM**

**PRESENTATION/DISCUSSION**

**RECOMMENDATION/ACTION**

	<p>and what we can do to change this. Would have to go to congress to make changes.</p> <p>Discussion held about governing board going to legislative session to support the North Dakota Veterans Home budget.</p>	
<p><b>07. Administrator's Report</b> Mark B. Johnson, Administrator</p>	<p>County commissioner Joe Mathern and Engineer from KLJ here to talk about the Fox bridge to be replaced and asking to have an easement onto the North Dakota Veterans Home property. This will give access for ambulance, fire trucks and propane trucks to reach the families. The families would still use the bridge, and the road would just be for emergency use only. The county will keep the road open and maintain it. The bridge should start being built in 2023 and finish in 2024.</p> <p>Eide Bailly set out a report, Mark talked to Brad at Long Term Care and Brad is going to rewrite the recommendation for the Eide Bailly report.</p> <p>Update given on the current Covid-19. We are testing twice a week. To date we have had 230 staff and 43 residents that have come down with Covid or have been reinfected.</p> <p>Discussion held on animal visitation policy making sure that animals coming into the facility are on a leash.</p> <p>Discussion held on the Service Dog policy. This policy has been voted on in the July 13, 2021, meeting and the board made a motion at that time to not allow residents to bring their service dogs in the facility to live with them. With regulations changing the board might have to look at this policy again to change some of the wording. The North Dakota Veterans Home is not implementing the Service Dog Policy at this time.</p>	<p>Motion by Overby, seconded by Vetter to do an easement for a temporary road for access for emergency vehicles. Discussion held about where the road location would be on the property. Mark Johnson and State Attorney to start the easement process. All Aye.</p>

**NORTH DAKOTA VETERANS HOME  
LISBON, NORTH DAKOTA  
AGENDA-GOVERNING BOARD MEETING  
Page 4 of 5**

**AGENDA ITEM**

**PRESENTATION/DISCUSSION**

**RECOMMENDATION/ACTION**

**08. Financial Report**  
Kristin Lunneborg, CFO

Budget for the new biennium is a hold even budget. Allowed to have \$5,780,643 towards the general funds and a limit on special funds of \$19,479,472, for a total budget of \$25,260,115.

With a hold even budget and the prices the way they are we had to put it in the optional package. We have \$1,740,250 in the optional package that we are submitting. There is \$35,000 in optional package for dietary shift differential due to the increase in FTE's. Nursing asked for \$15,000 to hire RN's for an LPN position. Maintenance needs more money for repair work. \$26,000 is for food cost going up. Equipment over \$5,000 went into the optional package which includes Toro, Bobcat, and blanket warmer. Looking at building garage/storage units and redoing the asphalt/ chip seal to the road and parking lot. Took away 2 FTE positions to give equity to nursing.

With 42% of the biennium remaining, we have 47% of our salaries and wages and 51% of operating expense appropriation authority remaining. We have 60% of our capital asset appropriation remaining.

Paid out the retention bonus in July and this has helped the Veterans Home immensely.

Looking at the current budget, revenues we are sitting ok. Looking at expenditures are favorable due all the overtime hours and contract staff is going to covid fund. Operating expense is favorable due to medication costs. Capital projects we haven't done wireless thermostat project. Overall, the budget is sitting good.

Current census is 47 on skilled and 58 on basic care.

Performance Bonus legislature allows up to \$1,500 a year.

Motion by Keogh, seconded by Overby to accept the financial report. All Aye.

Motion by Vetter, seconded by Twete to give

**NORTH DAKOTA VETERANS HOME  
LISBON, NORTH DAKOTA  
AGENDA-GOVERNING BOARD MEETING  
Page 5 of 5**

<b>AGENDA ITEM</b>	<b>PRESENTATION/DISCUSSION</b>	<b>RECOMMENDATION/ACTION</b>
	Last year gave a base amount of \$500 up to \$1,500.	out the performance bonus. Discussion held about the formula that is used to calculate the performance bonus. All Aye.
<b>09.</b> Next Governing Board Meeting:	Tentative Board Meetings for 2022 <b>Quarterly 2<sup>nd</sup> Tuesday</b> ➤ January 10, 2023 ➤ April 11, 2023 ➤ July 11, 2023 ➤ October 10, 2023	Tentative: January 10, 2023
<b>10.</b> Motion for adjournment Chairman-Gary Skarphol		Motion by Frojen, seconded by Keogh to adjourn meeting. All Aye
<b>11.</b> Approved by the Governing Board & Administrator		/s/ Mark B. Johnson, Administrator

Legal Notices Posted by Belinda Noonan