

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

DATE/TIME: Thursday, July 13, 2023 @ 10:00 am.

LOCATION: Lisbon Veterans Home - Gazebo

MEETING: Regular

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

Membership Present: Gary Skarphol, Cathy Keogh, Dean Overby, Steven Frojen, Vernon Laning, Tom Ryan

Absent: Curt Twete

Others present by invitation: Mark B. Johnson, NDVH Administrator and Kristin Lunneborg, NDVH Chief Financial Officer

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	<p>Chairman welcomed Members and Guests.</p> <p>With the expiration of board member terms, the Veterans Affairs committee appointed the follow individuals:</p> <ul style="list-style-type: none"> ➤ New board member ➤ Tom Ryan (07/01/23-06/30/26) ➤ Board members reappointed: <ul style="list-style-type: none"> • Cathy Keogh (07/01/23-06/30/26) Reappointed • Dean Overby (07/01/23-06/30/24) Reappointed <p>The governing board would like to thank exiting board member Mary Vetter for her years of service on the board.</p>	
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.	Action Required There are no conflicts of interest stated
05. Approval of Governing Board Minutes Chairman-Gary Skarphol 1) January 12, 2023	Minutes e-mailed to Board Members. Chairman called for additions/corrections/motion to accept the minutes.	Motion by Overby, seconded by Keogh to approve minutes. All Aye.

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PRESENTATION/DISCUSSION

RECOMMENDATION/ACTION

<p>06. Chairman's Report Gary Skarphol, Chairman</p>	<p>Mark Johnson's evaluation has been completed and is on file with the Human Resources Director. Mark's pay raise was calculated using the guidelines set forth by the State.</p> <p>Gary Skarphol attended the recent American Legion convention in Bismarck and wanted to take time to commend Susie Schlecht, NDVH admissions/marketing coordinator on her excellent presentation regarding the veterans home. Gary also commended Lonnie Wangen, ND Department of Veterans Affairs commissioner, for his presentation.</p> <p>The board is looking at having a four-member committee do the initial interviews for the Administrator position. One member will be a governing board member, and recommending the other members be a legislator, a representative from HRMS and the Commissioner of Veterans Affairs. We will prepare a job description and send out to board members before the next meeting.</p> <p>Post 37 from Williston, ND provided the funding for the picnic being held today for residents and staff.</p> <p>With the appointment of the new board member and reappointment of several others, a reorganization of the board was done.</p>	<p>Motion by Frojen, seconded by Laning to approve Mark Johnson's evaluation and pay raise. All Aye.</p> <p>Motion by Overby, seconded by Keogh to appoint Vernon Laning as the chairman of the governing board. Roll call vote taken, all aye.</p> <p>Motion by Overby, seconded by Laning to appoint Kathy Keogh as the vice chairman of the governing board. Roll call taken, all aye.</p>
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RECOMMENDATION/ACTION

<p>07. Administrator's Report Mark B. Johnson, Administrator</p>	<p>Discussed the current animal visitation policy and the information we received from the Attorney General's office and the director of Risk Management. The North Dakota Veterans Home would be held liable if any animal injured someone at the veterans home. Discussed the current policy and whether staff should be allowed to bring their pets to work while on duty for their entire shift; should owners be required to put their animals through a canine good citizenship program, or should we have an outside party bring in animals for pet therapy.</p> <p>Currently have one resident and one staff with COVID. Staff in that pod are required to wear masks at this time.</p>	<p>Motion by Overby, seconded by Ryan to allow staff to bring their animals to the veterans home only on off-duty hours. All Aye.</p>
<p>08. Financial Report Kristin Lunneborg, CFO</p>	<p>The State legislature provided funding for equity increases that took effect on June 1, 2023. All positions were evaluated during the process, some funding was used to bring up the base C.N.A. wage so we could be competitive with the wages offered by area facilities.</p> <p>Financials reviewed are for May as the June reports were not available for this meeting.</p> <p>With 4% of the biennium remaining, we have 11% of our salaries and wages, 12% of our operating and 32% of our capital asset appropriations remaining and our revenues are currently \$1.9 million ahead of projections. We will be spending almost all of our capital asset appropriation by the end of the biennium, along with the carryover funding for the security system. There are no areas of concern.</p> <p>The census is 52 for skilled nursing and 61 for basic care and we currently have a waiting list for skilled.</p>	<p>Motion by Laning, seconded by Frojen, to approve the financial statements. All Aye.</p>
<p>09. Next Governing Board Meeting:</p>	<p>Tentative Board Meetings for 2023 Quarterly 2nd Thursday October 12, 2023</p>	<p>Meeting tentatively set for October 17th at 10:30 a.m. in Steele.</p>

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	January 11, 2024 April 11, 2024	
10. Motion for adjournment Chairman-Gary Skarphol		Motion by Frojen, seconded by Keogh to adjourn meeting. All Aye.
Approved by the Governing Board & Administrator		/s/ Mark B. Johnson, Administrator

Legal Notices Posted by Belinda Noonan