

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

DATE/TIME: Wednesday, February 21, 2018 @ 10:00 am. **LOCATION** Lisbon-Norris Braaten Conference Room #A11 **MEETING:** X Regular

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

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

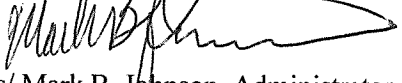
Others present by invitation: Mark B. Johnson, NDVH Administrator Kristin Lunneborg, CFO Wanda Cavett, Director of Nursing
Kelly Lyons, Clinical Care Partner Jann Neameyer, Director of Social Services and Activities
Kristi Bratvold, Director of Dietary Rich Fuher, State Auditors Office Don LaFleur, State Auditors Office

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	Chairman welcomed Members and Guests. Welcomed Mary Vetter as the new board member to replace Connie Ebach. Since Connie Ebach was the Vice Chairman of the board, nominations were taken for a new Vice Chairman.	Overby nominated Greg Stemen to be Vice Chairman, seconded by Frojen. All Aye.
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.	There are no conflicts of interest stated.
05. Approval of Governing Board Minutes Chairman-Gary Skarphol ➤ August 03, 2017	Minutes e-mailed to Board Members. Chairman called for additions/corrections/motion to accept the minutes.	Motion by Frojen, seconded by Overby to approve the minutes from August. All Aye.
06. Chairman's Report Gary Skarphol, Chairman	The evaluation of the Administrator was completed and is on file with Human Resources.	Motion by Overby, seconded by Stemen to approve the evaluation. All Aye.
07. Financial Report Kristin Lunneborg, CFO	With 71% of the biennium remaining we are sitting well. As of January 31, 2018, our revenues are ahead of projections by 1% or \$172,250. The salaries and wages line has 72% of its appropriation remaining. Our salaries and wages are lower than budgeted since we have kept some of our RLS positions vacant due to the lower census. Our operating line has 77% of its appropriation remaining; this is also due to not spending as much due to the lower census. Current census is 64 on basic care and 52 on skilled care.	

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	<p>Reviewed accounts receivable for basic care and skilled care. Request to write off item #9 on the skilled accounts receivable list.</p> <p>Discussed the 2019-2021 Budget. The Governor's recommendations have not been released yet. The budget will be prepared asking for no additional items beyond the funding needed to operate the facility. Main focus will be to get some of the General Funds reinstated.</p>	<p>Motion by Stemen, seconded by Frojen to write off item #9 on the skilled accounts receivable for \$1,824.00. All Aye.</p> <p>Motion by Frojen, seconded by Keogh to approve the financial reports. All Aye.</p>
<p>08. Performance Audit @ 10:30 am State Auditor's Office</p>	<p>Under NDCC 54-10-26 The Governing Board will go into executive session to review the draft performance audit report from the State Auditor.</p> <p>Entered into executive session at 10:32 a.m. with the following individuals in attendance: Steven Frojen, Cathy Keogh, Dean Overby, Gary Skarphol, Greg Stemen, Curt Twete, Mary Vetter, Mark Johnson, Kristin Lunneborg, Jann Neameyer, Wanda Cavett, Kelly Lyons, Kristi Bratvold, Rich Fuher and Don LaFleur. Present by phone were Laura Balliet, Josh Gallion, Ed Nagel, Amanda Pierce.</p> <p>Executive session was adjourned at 11:57 a.m. and we are now back in open session.</p> <p>Veterans Home staff will prepare Management's response to the recommendations in the report. The board will hold a special meeting via conference call to review the information prior to submitting it to the State Auditor's Office.</p> <p>Discussion on the mineral royalty income the Veterans Home receives. Whiting Oil is currently withholding taxes, which the State does not pay as we are tax-exempt, and other deductions from our checks. The Attorney General's Office will be contacting them to stop withholding these</p>	<p>Motion by Stemen, seconded by Overby to enter into executive session. All Aye.</p> <p>Motion by Keogh, seconded by Twete to exit executive session. All Aye.</p> <p>Motion by Overby, seconded by Stemen to accept the Performance Audit report from the State Auditor's Office. Replies to the recommendations will be submitted to the State Auditor's Office by the end of March. All Aye.</p>

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<p>09. Administrator's Report Mark B. Johnson, Administrator</p>	<p>deductions and to pay us back for all deductions they have made from our checks.</p> <p>Workshop is up and running. We have been fortunate to have several individuals come in and work with residents on paintings, leather crafts and woodworking. Some resident items created in the workshop are for sale to the general public.</p> <p>Discussion on the performance audit report. Talked about the strategic plan and the need to hire a Consultant to complete a study on what is best for the future of the Veterans Home.</p>	<p>Motion by Stemen, seconded by Overby to issue a Request for Proposal (RFP) to hire a consultant to perform a study. All Aye.</p>
<p>10. Next Governing Board Meeting:</p>	<p>Tentative Board Meetings for 2018-2019 Quarterly 2nd Tuesday July 10, 2018 October 09, 2018 January 08, 2019 April 09, 2019</p>	<p>Tentative: ➤ Tuesday, July 10, 2018</p>
<p>11. Motion for adjournment Chairman-Gary Skarphol</p>		<p>Motion by Frojen, seconded by Stemen to adjourn meeting. All Aye.</p>
<p>Approved by the Governing Board & Administrator</p>		<p> /s/ Mark B. Johnson, Administrator</p>

Legal Notices Posted by Margie Ourenhagen