

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

DATE/TIME: Tuesday, July 10, 2018 @ 10:30 am. **LOCATION** Lisbon-Norris Braaten Conference Room #A11 **MEETING:** X Regular

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

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

Absent: Greg Stemen

Others present by invitation: Mark B. Johnson, Administrator Kristin Lunneborg, CFO Jann Neameyer, Director of Social Services

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.	No Action Required.
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 ➤ February 21, 2018 ➤ March 06, 2018	Minutes e-mailed to Board Members. Chairman will call for additions/corrections/motion to accept the minutes.	Motion by Overby, seconded by Frojen to approve the minutes from February 21, 2018 and March 6, 2018. All Aye.
06. Chairman's Report Gary Skarphol, Chairman	<p>Discussion regarding communications between board members outside of a board meeting. No more than two individuals can communicate on an issue; once you have three individuals open records laws apply.</p> <p>The VA will be opening a Telehealth clinic in the Veterans Home in the next few months. The VA is currently advertising for staff for the clinic. The clinic will be open to any veterans, not just resident of the Veterans Home.</p> <p>The Prairie Public segment on the Veterans Home has been a great marketing tool. Many individuals all over the state have viewed and commented on the piece. The broadcast has been instrumental in getting the word out about the services the Veterans Home provides.</p>	

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AGENDA ITEM

PRESENTATION/DISCUSSION

RECOMMENDATION/ACTION

	<p>The Veterans Home Performance Audit was one of many audits presented to the Legislative Audit and Fiscal Review committee in Bismarck on June 27th, 2018.</p> <p>Congratulations to Mark Johnson for being awarded the Eli Pick Facility Leadership award, Wanda Cavett for receiving the Director of Nursing of the Year for North Dakota and the Northwest Regional Director of Nursing of the Year and Jann Neameyer for receiving the North Dakota Social Worker of the Year award.</p> <p>The Administrative Committee on Veterans Affairs reappointed Steve Frojen and Dean Overby to the Veterans Home governing board; they also appointed Gary Skarpohl to serve as the chairman of the Governing Board.</p> <p>Discussed work that needs to be done to the Administrator's residence. A contractor was called in to take some paint samples from several areas of the house to test for lead. Since the residence is on State property we cannot paint over any lead paint; we must hire a contractor to come in and remove the paint first. Due to the safety issue, we will gather estimates to remove the lead paint and possibly replace the windows and approach the Emergency Commission to see if we can get funding authority to complete the project.</p> <p>It has been discovered that the helicopter located on the grounds has some damage. Both the helicopter and the tank on the grounds are on loan for us to display. Someone has been hired to fix the helicopter.</p>	
<p>07. Administrator's Report Mark B. Johnson, Administrator</p>	<p>The Department of Veterans Affairs has awarded the Veterans Home a state home construction grant for \$670,005 for the resident workshop. The grant will cover 65% of the cost of the workshop and equipment.</p>	

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	<p>We received one deficiency from our recent Department of Veterans Affairs survey. The deficiency was related to what form of communication to use when notifying our doctors regarding a fall.</p> <p>The Department of Health survey was recently completed and we were cited with one deficiency regarding the length of time an insulin pen needs to be inserted into the skin.</p>	
<p>08. Marketing Coordinator Jann Neameyer</p>	<p>We have received donations of food, time and money to help with the 125th Celebration on September 8th. The day will begin with a ceremony at 10:30 a.m. and many other activities throughout the day.</p>	
<p>09. Financial Report Kristin Lunneborg, CFO</p>	<p>With 54% of the biennium remaining we have roughly 57% of our appropriation authority remaining. Expenses are lower than anticipated due to the lower than expected occupancy.</p> <p>Census at the end of June was 59 for basic care and 52 for skilled care. We currently have 10 female residents and 17 70% or more service connected veterans.</p> <p>There are no issues with the accounts receivable for basic or skilled care at this time. Still working on some billing issues with Medicaid.</p> <p>The proposed budget for the 2019-2021 biennium was presented. The Governor's budget recommendations called for a reduction of 5 FTE (full time equivalents) and a 5% cut to our special funds and general funds. There is no way to cut this much money from our budget without having to close something down. Funding for various items has been reduced and additional funding needed with be put into the optional package of the budget.</p>	<p>Motion by Frojen, seconded by Twete to approve the financial statements. All Aye.</p> <p>Motion by Overby, seconded by Frojen to submit budget as presented. All Aye.</p>

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	<p>Discussed the Strategic plan for the Veterans Home and whether to hire an outside consultant. It was decided to request funding in the budget for next biennium.</p> <p>The Human Resource policies will be tabled until the next meeting; this will give us time to follow up with the Attorney General's Office.</p>	<p>Motion amended by Overby to add \$25,000 to the optional package of the budget to hire a consultant to help with a Strategic Plan, seconded by Frojen. All Aye.</p>
<p>10. Next Governing Board Meeting:</p>	<p>Tentative Board Meetings for 2018-2019 Quarterly 2nd Tuesday January 08, 2019 April 09, 2019 July 09, 2019 October 08, 2019</p>	<p>Tentative: ➤ October 09, 2018 @ 10:30 a.m.</p>
<p>11. Motion for adjournment Chairman-Gary Skarphol</p>		<p>Motion by Overby, seconded by Keogh to adjourn the 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