

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

**DATE/TIME: Tuesday, October 09, 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 Greg Stemen, Vice Chairman Cathy Keogh Curt Twete Dean Overby Mary Vetter Steven Frojen**

**OTHERS PRESENT:**

**Mark B. Johnson, NDVH Administrator Kristin Lunneborg, CFO Lynn Kaspari, Ransom County Gazette**

AGENDA ITEM	PRESENTATION/DISCUSSION	RECOMMENDATION/ACTION
<b>01.</b> 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>02.</b> Roll Call: Recording Secretary	Roll call taken by recording secretary.	A quorum was present.
<b>03.</b> Welcome: Chairman-Gary Skarphol	Chairman welcomed Members and Guests.	
<b>04.</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 were no conflicts of interest stated.
<b>05.</b> Approval of Governing Board Minutes Chairman-Gary Skarphol 1) July 10, 2018	Minutes e-mailed to Board Members. Chairman called for additions/corrections/motion to accept the minutes.	Motion by Overby, seconded by Stemen to approve minutes. All Aye.
<b>06.</b> 125 <sup>th</sup> Celebration	The Veterans Home celebrated its 125 <sup>th</sup> Anniversary on September 8 <sup>th</sup> . Estimated around 800 people in attendance. Staff are to be commended for all their hard work with putting the event together. Great to see support from service organizations and individuals across the state.	
<b>07.</b> Chairman's Report Gary Skarphol, Chairman	Discussed donation accounts and what each account is used for. Will contact Attorney General to see what can be done with the money in the funds we are not using.	
<b>08.</b> Administrator's Report Mark B. Johnson, Administrator	We recently received official notification that we are being awarded a Department of Veterans Affairs State Home Construction grant for \$670,005.05 for the resident workshop.  The Veterans Home was recently set up as a site for VA Telehealth. We are the first telehealth to be set up in a Veterans Home. Any Veterans from the southeast region of North Dakota and northern South Dakota can set up their appointments at the Veterans Home rather than traveling to the VA in Fargo.	

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**AGENDA ITEM**

**PRESENTATION/DISCUSSION**

**RECOMMENDATION/ACTION**

	<p>For the safety of the residents and staff, the Veterans Home will be locking down all doors except the main door into the facility. All entrances besides the main entrance will be locked 24/7; the main entrance will be locked from 10:00 pm to 5:30 am. Staff and residents will be given key cards to gain access into the building. Any individuals coming to the Veterans Home without a key card can use the phone in the entrances to have someone unlock the door for them.</p>	
<p><b>09. Financial Report</b> Kristin Lunneborg, CFO</p>	<p>With 42% of the biennium remaining we have roughly 47% of our appropriation authority remaining. There are no items of concern at this time.</p> <p>Census at the end of September was 61 for basic care and 51 for skilled care. We currently have 10 non-veteran residents and 15 70% or more service connected veterans.</p> <p>Discussed basic care and skilled care accounts receivable. Requested permission to write off item # 2 on the skilled care accounts receivable list as it has been determined to be uncollectible.</p> <p>Discussed the changes made to the proposed budget for the 2019-2021 biennium. Total dollar amount is the same as presented last meeting, there were just a few changes between line items. Talked about the Governor's mandated budget cuts and items that we could not fund that ended up in the optional package. Looked at comparisons between the current biennium budget and the budget submitted for the next biennium.</p> <p>The following Human Resources (HR) policies were updated:</p> <ul style="list-style-type: none"> <li>• Employee benefits – update insurance carrier and added nursing mother breaks</li> <li>• Moving expenses for new hires – per IRS are</li> </ul>	<p>Motion by Twete, seconded by Vetter to approve writing off item # 2 on the skilled accounts receivable list. Total write-off amount is \$1,060.02. All Aye.</p> <p>Motion by Overby, seconded by Keogh to approve the 2019-2021 budget as submitted. All Aye.</p> <p>Motion by Overby, seconded by Vetter to approve the financial report. All Aye.</p>

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	<p>taxable to employee</p> <ul style="list-style-type: none"> <li>• Reimbursement for job interviews - regarding internal applicants</li> <li>• Service awards – no longer hold award banquet and update to reflect change to WOW committee</li> <li>• Drug free workplace – testing can now be done in-house</li> <li>• Corrective &amp; disciplinary action – Supervisors can dismiss employees but must work with HR</li> <li>• Performance management – performance appraisal forms updated; will be moving to state appraisals in PeopleSoft when ready to go</li> <li>• Internal grievances – removed Governing Board from step in process - per Attorney General’s recommendation</li> <li>• Separation &amp; reemployment – NDVH will attempt to conduct exit interviews</li> <li>• Time clock – removed need to have badges to clock in and out of work, can just type employee id into timeclock</li> </ul> <p>The State of North Dakota is working on universal HR policies that will work for all agencies. They currently have 11 policies that are done and will continue to add more policies as they are completed.</p>	<p>Motion by Keogh, seconded by Frojen to approve the proposed changes to the Human Resource policies and to adopt and begin using the Employment Policies for the State of ND as they become available. All Aye.</p>
<p><b>10. Strategic Plan</b> Gary Skarphol, Chairman</p>	<p>Discussed the condition of the Administrator’s house and potential cost to do upgrades and repairs. Question raised as to whether the Administrator must live on the grounds. Talked about possible options and where to go from here.</p> <p>Moffit Park, which is located on the southwest side of the campus is in need of some repairs. Looking at making upgrades to make it maintenance free. Since the park is located close to the Administrator’s house we will table for now until we know what is going to happen with the</p>	<p>Motion by Stemen, seconded by Keogh to hire consultants to do air quality checks on the Administrator’s house. All Aye.</p>

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	<p>house.</p> <p>The Veterans Home has been in contact with a landscape architect with Land Elements to discuss creating a master plan for the campus.</p> <p>Money was included in the optional package of the budget to upgrade the security systems on the grounds; including additional cameras on the west side of the campus and upgrades to the security system in the building.</p>	
<p><b>11.</b> North Dakota Century Code Mark Johnson, Administrator</p>	<p>Reviewed chapters 37-15 and 37-18.1 of the North Dakota Century Code. No changes will be requested at this time.</p>	
<p><b>12.</b> Administrative Rules Mark Johnson, Administrator</p>	<p>Reviewed the changes we would like to make to North Dakota Administrative Rules Articles 86-03-01 through 86-03-10 and Article 86-01-01-01. Question raised regarding whether we could admit Other Than Honorable discharge veterans. Currently the Century Code only allows Honorably discharged veterans. Will check to see if the Department of Veterans Affairs has any rules or regulations regarding these veterans and if they would pay per diem for them.</p>	<p>Motion by Vetter, seconded by Keogh to move forward with the changes if approved by the Attorney General's office and to follow up to see if Other Than Honorable discharge veterans would be eligible for admission and per diem payments. All Aye.</p>
<p><b>13.</b> Next Governing Board Meeting:</p>	<p>Tentative Board Meetings for 2019 <b>Quarterly 2<sup>nd</sup> Tuesday</b> April 09, 2019 July 09, 2019 October 08, 2019</p>	<p>Tentative: January 08, 2019</p>
<p><b>14.</b> Motion for adjournment Chairman-Gary Skarphol</p>		<p>Motion by Overby, seconded by Frojen to adjourn meeting. All Aye.</p>
<p>Approved by the Governing Board &amp; Administrator</p>		<p>/s/ Mark B. Johnson, Administrator</p>