

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

DATE/TIME: Tuesday, May 14, 2019 @ 10:30 am. LOCATION Lisbon Veterans Home-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, Administrator, Laura Balliet, Assistant Attorney General, Kristin Lunneborg, CFO, Belinda Noonan, Executive Secretary
David Olson, Nick Storhaug, Morrie Saxerud, Bill Henderson, Lynn Kaspari**

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.	
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 1) February 19, 2019	Minutes e-mailed to Board Members. Chairman will call for additions/corrections/motion to accept the minutes.	Motion by Overby, seconded by Stemen to approve minutes. All Aye.
06. Chairman's Report Gary Skarphol, Chairman	<p>A group of individuals from the Lisbon community approached the board with a desire to save the Administrator's residence from demolition and turn it into a museum. They asked if the board would give them time to research the issue to see if it is a viable option. The board requested periodic updates on their progress. The Veterans Home will still proceed with removing the boilers from the maintenance shop, leaving the house without any heat source.</p> <p>Question asked regarding funding to fix the monument at the cemetery. There was funding put into the Veterans Affairs' budget for fixing the monument. Veterans Affairs has also applied for a federal grant of \$265,000 that will cover 90% of the cost.</p> <p>Gary Skarphol completed a performance evaluation on Administrator Mark Johnson. The evaluation is on file with the Human Resources department.</p>	<p>Motion by Twete, seconded by Keogh to allow this group time to proceed with efforts to preserve the Administrator's house. All Aye.</p> <p>Motion by Overby, seconded by Twete to approve Mark's performance evaluation. All Aye. Motion by Twete, seconded by Stemen to approve the state allowed pay raise for Mark. All Aye.</p>

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AGENDA ITEM

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RECOMMENDATION/ACTION

Discussed strategic planning. The legislature included funding of \$25,000 for strategic planning in the 2019-2021 biennium budget. We will proceed with checking into the bidding requirements.

The legislature recommended that legislative council and the Government Administrative Committee consider doing a study on the Veterans' Home to look into the feasibility and desirability of developing other allowable revenue generating uses of the Veterans' Home facilities and grounds.

Discussed setting up separate committees within the board to handle situations and bring them to the full committee. Gary suggested an administrative, finance and strategic planning committee. Will discuss again at the next meeting. Supervisors will be invited to the next meeting to discuss how the board can be of more assistance.

Discussed west side of the campus and future plans. Funding was provided in the next biennium by the legislature to demolish the lower maintenance garage and the Administrator's house. We did meet with a landscape architect regarding plans for a memorial garden and master plan for the entire campus.

The concrete under the memorial that is located on the west side of the campus has some damage and needs to be repaired. Maintenance will look into cost of repairs.

The administrator did find a house off campus and will be moving in June. Per state policy the administrator is not eligible for moving expenses or use of the Veterans Home's equipment to assist in moving. Per House Bill 1007 the Administrator will begin receiving a housing stipend starting July 1, 2019.

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AGENDA ITEM

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	<p>Since Mark will be moving off campus, the snow removal policy will need to be updated to remove the section pertaining to snow removal at the Administrator's residence.</p>	
<p>07. Administrator's Report Mark B. Johnson, Administrator</p>	<p>Discussion on the size of some of the individuals applying for admission and the ability to provide quality care. Staff would like to put in our policy that we cannot accept anyone with a Body Mass Index over 45. Board was in agreement.</p> <p>With more and more individuals having service dogs we need to draft a facility policy relating to this issue. Discussed pros and cons of allowing service dogs into the facility and what the stipulations would be if we do allow them. Will discuss again at a later meeting.</p>	
<p>08. Financial Report Kristin Lunneborg, CFO</p>	<p>With 8% of the biennium remaining we have 15% of our salary budget remaining, 22% of our operating budget and 26% of our capital budget. We are in the process of purchasing a manlift that will be paid out of the capital asset line but will have to carryover the funding for the nurse call system and electronic health information exchange software as these projects will not be completed by June 30th. We will have unused appropriation authority in salaries and operating due to the lower than anticipated census. On a good note, revenues are ahead of projections.</p> <p>Reviewed census data. ND Cares has been airing commercials for us and we have been receiving positive feedback.</p> <p>Discussed the funding changes between the current biennium budget and the 2019-2021 biennium budget. We did lose the funding for 6 FTE positions and had a few</p>	

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	<p>cuts to our operating budget but we were fortunate to receiving funding for the following projects: strategic planning, demolition of the Administrator's residence and old maintenance shop, and flooring for the skilled wing.</p> <p>Presented the accounts receivable for basic and skilled. Still working with Medicaid to get a few of our skilled accounts up to date. Requesting to write off items #4, 6 & 7 on the skilled accounts receivable as these accounts are uncollectible; total write off \$2,771.80.</p>	<p>Motion by Stemen, seconded by Keogh to write off items #4, 6 & 7. All Aye.</p> <p>Motion by Overby, seconded by Stemen to approve the financial statements. All Aye.</p>
<p>09. Administrative Rules Gary Skarphol, Chairman & Mark Johnson, Administrator</p>	<p>Clarified some of the questions our attorney had on the proposed changes to Chapter 86-01 and 86-03 of the Administrative rules.</p> <p>After final board approval the Attorney General's Office and Legislative Council will review. After their review a notice must be published in the newspaper notifying the public that there will be a hearing held on the proposed changes.</p>	
<p>10. Next Governing Board Meeting:</p>	<p>Tentative Board Meetings for 2019-2020 Quarterly 2nd Tuesday October 08, 2019 January 14, 2020 April 14, 2020</p>	<p>Tentative: July 9, 2019</p>
<p>11. Motion for adjournment Chairman-Gary Skarphol</p>		<p>Motion by Keogh, seconded by Stemen to adjourn. All Aye.</p>
<p>Approved by the Governing Board & Administrator</p>		<p>/s/ Mark B. Johnson, Administrator</p>

Legal Notices Posted by Belinda Noonan