

**NORTH DAKOTA VETERANS HOME
GOVERNING BOARD MEETING MINUTES
Held at NORTH DAKOTA VETERANS HOME, LISBON, NORTH DAKOTA
FEBRUARY 18 & 19, 2005**

PRESENT: Daryl Beard - Chairman
Larry Dakken
Orletta Kilen
Darrol Schroeder
Robert Volk
Neal Asper, Administrator-NDVH

ABSENT: Norris Braaten
Diana Herner

GUESTS: Rudy Jenson, Chairman, Administrative Committee
Jake Reuter, NDVH Social Service Director
Kristin Lunneborg, NDVH Accounting Manager
Margie Ourenhagen, NDVH Executive Secretary

Meeting called to order by Chairman, Daryl Beard. The Pledge of Allegiance was recited, followed by a moment of silence for the POW/MIA's.

MINUTES: Larry Dakken made a motion, seconded by Darrol Schroeder to accept the October 15, 2004 minutes as sent out. Motion carried.

ADMINISTRATOR'S REPORT: Neal Asper

PHARMACY REPORT: Jill McRitchie, R.Ph gave the following report.

- Survey Response Dec. 8, 2004 to Deficiency L1810 which pertained to the outdated medications in the emergency medications kit. The outdated emergency medication kit was removed from the medication room. Due to recent pharmacy changes, the pharmacist had put a new, more inclusive emergency medication kit in the medication room to replace the old kit.
- An open house for residents and staff was held February 9, 2005.
- The pharmacy license is issued for a closed door pharmacy which means it will be a very restricted area.
- All licenses are in place, including the North Dakota State license and DEA license.
- Hired a Pharmacy Technician in Training, Jackie Printz, who is a CNA on the Skilled Unit. Jackie will be doing the Wahpeton correspondence program, which is a two year off site program.
- VAMC representatives were here, Monday, February 14 for inspection, which included a life safety and environmental check. They were very pleased with our pharmacy.
- We have started repackaging/dispensing medications for Basic Care residents. The good part of using this new dispenser for medications is that some medications can be returned when they are discontinued or if a resident dies. This packaging is more costly; however it will cut down on medication errors and save time in passing of the medication.

NDVH GOVERNING BOARD MEETING MINUTES

FEBRUARY 18 & 19, 2005

Page 2 of 11

- The bulk of drugs will start arriving next week.
- Pharmacy Policy & Procedure.

The following discussion was held on the Prescription Coverage Guidelines Policy. Motion was made by Darrol Schroeder, seconded by Larry Dakken to approve the Prescription Coverage Guidelines. Motion carried.

- Because of the sharing agreement we have with the Fargo VA, allowing us to purchase from the government contract, we still have to follow their policies and procedures. The list of formulary drugs can be obtained from the pharmacy. We don't have any control over this list, but we do need to follow it. Many factories go into making a Formulary list. For each category of drug you look at all the drugs that are in that category, you review all the research to see if there is one that is definitely better than the other. If all these factories equal which in many categories they do, then you look at what is on contract and price them.
- The VA at this time does not provide any Non-Formulary Medications to veterans. If the veteran wants to continue to use that medication the veteran will need to purchase it from somewhere else. Over the counter drugs are cheaper to buy elsewhere as the VA charges the \$7.00 co pay. Social Services is working with the drug companies to see if residents with low income can have the option of receiving some of the medications free of charge. The North Dakota Veterans Home is proposing to pay 50% of some of the drug charges.

The Governing Board toured the pharmacy. Daryl Beard requested it to be recorded on record that Jill McRitchie and Neal Asper have done a fantastic job on the pharmacy. The maintenance department did a remarkable job of construction.

EMERGENCY DRUG SUPPLY: The attached policy was read. Motion was made by Orletta Kilen, seconded by Darrol Schroeder to approve this policy. Motion carried.

REVIEW POLICIES: The Board reviewed the following policies

- **GRIEVANCE PROCEDURE:** This policy is a guide to use, but does not have to be followed step by step. Daryl Beard is the North Dakota Veterans Home Governing Board designee at this time. No changes were made in the present policy.
- **RECRUITMENT PROGRAM POLICY:** Discussion was held on changing step 3 to the same dollar amount for all employees. Motion was made by Darrol Schroeder, seconded by Orletta Kilen to approve this policy as written contingent that it is approved by the Attorney Generals office. Motion carried.
- **TUITION REIMBURSEMENT:** Motion was made by Orletta Kilen, seconded by Darrol Schroeder to change the word will to may in paragraph 2. The line will read "Failure to obtain prior approval may result in the denial of any reimbursement of tuition expense. Motion carried.

POST WAR TRUST FUNDS REQUEST: Neal Asper submitted the attached letter to Chairman, Rudy Jenson, to be placed on the March agenda of the ACOVA meeting requesting \$10,000 from the Post War Trust Funds.

NDVH GOVERNING BOARD MEETING MINUTES

FEBRUARY 18 & 19, 2005

Page 3 of 11

CONTRACTS: The Governing Board reviewed the following contracts which have been signed by Neal Asper, Administrator.

- Hospice
- Mobility Plus – Occupational Therapy
- Mobility Plus – Physical Therapy
- Mobility Plus – Speech-Language Pathology

Discussion was held on the following contracts:

- Medical Director Contract: The Medical Director bill is \$600.00 per month, which is billed quarterly.
- Medical Services Contract: In the past we were charged \$150.00 per hour for services rendered by the Medical Director or her staff to our skilled care residents. In this new contract that has been changed so Lisbon Area Health Services will bill these services directly to Medicare/Medicaid or the Private pay. For the basic care services the charge will be \$450.00 per week for office calls with Doctor Visits on Tuesday for a few hours. This will be re-evaluated after six months. We will be billed for primary care labs and x-rays which will no longer be provided at the VA.

Motion was made by Darrol Schroeder, seconded by Larry Dakken to approve the Medical Director and Medical Services contracts. Motion carried. These contracts have been approved by the Attorney Generals office and will be submitted to Dr Barbara-Sheets Olson for approval.

EQUITY WAGE ADJUSTMENTS: Discussion was held on the proposed equity increases, which do not suggest any pay reductions. Shift differentials were also discussed. Kristin has discussed this with O.M.B. who will be conducting a salary survey in a few months. The nursing and shift differentials will be studied closer in May. Other adjustments could not be instituted into the budget until July 2006. No action was taken at this time.

TRAVEL MEETINGS:

- National Association of State Veterans Homes will be meeting in Washington, DC. Feb. 26th – March 3rd. A meeting has also been schedule with our congressmen March 2nd. Some of the key issues to be discussed will be the co-payment for meds being raised from \$7.00 to \$15.00 and the reduction of per diem payments to certain classes of veterans. Chairman, Daryl Beard, encouraged Neal be sent to lobby the proposed FY 2006 cuts that will affect State Veterans Homes.
- North Dakota Department of Long Term Care Association Conference will be held in Bismarck – May 4th, 5th & 6th.

RANSOM COUNTY VETERAN SERVICE OFFICER: Tom McKinnon is the V.S.O. officer for Ransom County. He is working 2 days per week.

FINANCIAL UPDATE: Kristin Lunneborg reported on the following issues:

- **Financial Report:** (See handout) our revenues are behind about 5% at the present time. Some of this is due to the skilled bed vacancies and the timing of when our revenues come

in. We have been very conservative of our expenditures partially because of the revenue deficit, the not knowing the exact cost of building the new pharmacy, and not knowing the cost of the change in primary care. We are at 50 % of our capitol asset due to a principal & interest pay. The pharmacy numbers are coming great. \$25,000 was budgeted for computer software that will cost us approximately \$7,000. The actual set up of the pharmacy and fixtures was budgeted at \$60,000 with the actual cost approximately \$12,000. Hopefully, we will be able to turn back some of the \$208,000 we requested from the contingency fund. We will be starting some of the energy audit suggestions. Discussion was held on the Per Diem line item -\$225,551, which is mostly due to the time of the month we receive our financial report. We can not request our per diem reimbursements until we receive our financial reports, as we have to submit the financial report with the request and it takes approximately another 6 weeks to process the payment. Overall the revenue is \$-532,320

- **CENSUS DATE:** (See handout) the census on the skilled unit is presently at 37. Discussion was held on what types of marketing we can do as most facilities do not call the NDVH as they think our skilled unit is always full. The Basic Care census is partially down due to the new facilities that opened up in Fargo through the VA, which are targeting the same cliental that we are. Also discussed was compiling a CD similar to the one used by the Minnesota Veterans Home to distribute to organizations marketing the North Dakota Veterans Home.

PAST DUE ACCOUNTS: (See handout) we are in the process of submitting small claims court papers on the vast majority of the basis rent accounts past due. An explanation has been submitted with the skilled account handout explaining the types of arrangements that have been made. With the assistance of the Attorney Generals Office we have collected \$32,000 on one of these accounts. Some of the other family members are making small payments. Kristin is requesting the following accounts be written off.

1. The basic care account in the amount of \$154.22, as no money left in the estate to pay the account.
2. The skilled care account in the amount of \$9,152.49 was a resident that moved into the skilled unit and was not screened for Medicaid at the correct time.
3. The skilled care account in the amount of \$1,207.07 is a deceased resident with no money in the estate to pay this bill.

Motion was made by Darrol Schroeder, seconded by Robert Volk to write off these three accounts. Motion carried.

Rudy Jenson, Chairman of ACOVA, praised Kristin Lunneborg for her efforts and hard work trying to collect the money owed on these accounts.

BUDGET HEARING: The budget hearing on the Senate side went very smoothly. Wednesday, February 23rd a deficiency hearing is scheduled in Bismarck at 9:15. Neal and Kristin will give an overview of our budget to the House of Appropriations Committee at 11:15. At this hearing a Budget sub-committee will be assigned to whom Kristin and Neal will have to provide a complete budget presentation to the following week.

NDVH GOVERNING BOARD MEETING MINUTES

FEBRUARY 18 & 19, 2005

Page 5 of 11

POLICY: The attached Family Medical Leave was discussed which is used by the Department of Human Services. This policy follows the federal policy and is approved by Central Personnel.

Motion was made by Darrol Schroeder, seconded by Orletta Kilen to approve this policy. Motion carried.

ASBESTOS REMOVAL UPDATE: Liz Martin gave a report on the Administrative Consent Agreement received from the State of North Dakota Department of Health pertaining to the violations received from the asbestos removal. A fine of \$3,000.00 was imposed for violations which shall be suspended if the following conditions and terms are met.

1. That \$2,000.00 shall be suspended and ultimately dismissed upon two employees of NDVH completing training in either the initial Asbestos Contractor/Supervisor or initial Asbestos Inspector course within one year from the execution of this Agreement.
2. That \$1,000.00 shall be suspended and ultimately dismissed within one year from the execution of this Agreement pending NDVH's compliance with the North Dakota Air Pollution Control and Solid Waste Management rules during that period.

These courses are offered at both UND and Bismarck State College. The Contractor Supervisor course which is a five day training session cost \$625.00 and the Inspector course which is a three day training session cost \$600.00. The Bob Nelson, Maintenance Supervisor and Darla Seelye, Custodial Supervisor has volunteered to attend these sessions. Administrator, Neal Asper, will sign the Agreement and send some employees to the training sessions.

The Veterans Home needs to procure the receipt from the land fill where this asbestos was dumped.

RESIDENT COUNCIL PETITION: At the NDVH Governing Board meeting, June 16, 2004, the board approved charging the NDVH residents \$1.00 per month for parking vehicles at the home and \$3.00 per month to have a refrigerator in the room. The Basic Care Residents objected to these charges so Administrator Neal Asper postponed the charges.

Gary T, Chairman, of the NDVH Resident Council & Liz King, NDVH Case Manager met with the board to discuss the letter and the petition which was sent to Chairman Daryl Beard with 90 some signatures expressing residents wanted these charges to be a part of the rent charge and not an additional charge added to the rent charge.

Discussion was held on the deficiency received on the last ND Department of Health survey concerning the cleanliness of the refrigerators. It was discussed if charges for monitoring these refrigerators should be assessed to the residents who have refrigerators in their rooms. It will be a requirement that the housekeeping department inspect these refrigerators on a weekly basis to insure there is no food spoilage.

Discussion was held on the fact that not all residents have the ability or opportunity to park a car in the resident parking lot as they do not have the required valid driver's license to park a vehicle at the home. Also discussed was the limit amount of spacing for parking vehicles. If the resident rent is increased to pay for this parking even the resident who does not have the ability to have a car in

NDVH GOVERNING BOARD MEETING MINUTES

FEBRUARY 18 & 19, 2005

Page 6 of 11

this parking lot will have to pay the rent. Also discussed was the insufficient amount that would be collected if this charge was implemented, but that this would help administration keep track of the vehicles, trailers, and campers parked at the Veterans Home.

Motion was made by Darrol Schroeder, seconded by Robert Volk to rescind the NDVH Governing Boards motion to assess NDVH residents \$1.00 per month for parking vehicles at the home and \$3.00 per month to have a refrigerator in the room. Motion carried.

An administrative policy will be written pertaining to the cars and refrigerators.

SURVEYS: Peggy Baumgart, Director of Nursing, and Neal Asper, Administrator, reported the following surveys, which most of the deficiencies have been satisfied at this time.

- ND Dept. of Health – Skilled Care Survey - December 08, 2004:
- VA Survey: Sept. 28 & 29, 2004
- ND Dept of Health: Basic Care Survey February 3, 2005
- State Fire Marshall Inspection - Sept 27, 2004
- Life Safety Code - Skilled Care Survey - November 2, 2004

PERFORMANCE AUDIT: Discussion was held on the attached preliminary status of recommendations.

- 2-6: The strategic plan and downsizing of the Committee are not in compliance. The auditors are still processing the work data they accumulated
- 2-8: Ensure that individuals employed, promoted, reinstated, or transferred into a classified position possess qualifications that at least meet the minimum qualifications of that position. It was discussed to add to our minimum qualifications that the applicant has to provide us with an official transcript.
- 2-15: Noncompliance with NDCC 37-19.1-02 (proof that certified mail was used to notify veterans of non-selection) and one applicant was given veterans' preference when he/she was not qualified. The green card needed for certified mail was not attached to the letter. Liz Martin, Human Services, also stated she now has contacts she can use when she has a question on veterans preference.
- 2-17: We recommend the personnel officer of the Veterans' Home has sufficient time and resources to become actively involved in the hiring and performance review processes to enhance consistency and ensure compliance with laws, rules and policies. The personnel officers work has been revised.
- The recommendations that are marked "Partial" were marked this because the Auditor's are still working on their response. On some of these we are waiting for the ND Administrative Code to be finalized which has been submitted to the Attorney General.
- 3-1: The use of federal and special funds before general funds and the fact that all federal money is to be placed into the operating fund. This is being implemented.
- 3-15: Implement the administration portion of the new software to use for billing and receipting. We are in the process of getting this implemented. It was to be implemented January 1st. however the first company, Horizon, went bankrupt. We purchased a conversion program from MDI for \$5,000 and we are now working with them to figure out

NDVH GOVERNING BOARD MEETING MINUTES

FEBRUARY 18 & 19, 2005

Page 7 of 11

how we can use the module we have for the information we need. The other option is to purchase another module for \$6500. We anticipate resolving this within the next few weeks and we will enter all the data back to January 1st.

- 4-6: This recommendation has to do with the bath aid, charge nurse and medication nurse. Due to the hiring of a new Director of Nursing no action has been taken on this recommendation. Peg Baumgart, Director of Nursing, is assessing these areas.
- 4-8: It was recommended the Veterans' Home do an in-depth review of the nursing division and structure and determine where in hours or structure, staffing or job duties could be modified to find possible care savings. We disagree on this recommendation.
- 4-9: It was recommended the Veterans' home restructure the Nursing Division so that the nursing staff in the Skilled Care unit report directly to the Skilled Care Unit Manager and the Basic Care staff report to the Basic Care Unit Manager. The Registered Nurses/Licensed Practical Nurses on the evening and night shifts would be responsible for the supervision on their shifts and provide immediate feedback to staff and provide information to the Unit Managers as needed. Basic Care side done, Skilled Care side not done yet.
- 4-10: It was recommended the Veterans' Home improve employee satisfaction by:
 - a) Creating a clear, positive direction for the facility that staff can understand and support;
 - b) Implement a strong program of supervisor enhancement for all supervisors at all levels which should include effective monitoring and measuring, training, coaching, and supervisory role confirmation; and
 - c) Developing survey questionnaires to focus on targeted quality areas.The Management Committee, which consists of the supervisors, holds a weekly meeting. They are in the process of developing a Mission Statement and are continually working on the other issues.

SOCIAL SERVICES: Jake Reuter, Director of Social Services reported on the following:

ADDICTION COUNSELOR: Connie Longie, the newly hired Addiction Counselor at the home, was introduced to the board. Jake Reuter, Social Service Director and Connie have developed a policy and procedure manual which was required before we could began the functions of out patient treatment. We are also awaiting the license from the ND Department of Human Services, Division of Mental Health and Substance Abuse Services allowing the North Dakota Veterans Home to have an Outpatient Services Program in place. Connie had a phone conversation today which implied we would receive the license by next week.

Connie Longie also reviewed some of the forms she would be using in doing the evaluations and assessments of the residents. Should residents need to be sent to a treatment center she will be using Fargo VA or St Cloud.

Chairman, Daryl Beard, welcomed Connie on board as we have been contracting our addiction counselors in the past and the board agreed the NDVH needed a full time addiction counselor.

NDVH GOVERNING BOARD MEETING MINUTES

FEBRUARY 18 & 19, 2005

Page 8 of 11

DRUG FREE WORKPLACE: (See handout) Jake Reuter discussed the workplace drug testing and cost. The NDVH can only test individuals in Safety Sensitive positions. Non-Safety sensitive positions can be enforced through Performance Management, documentation, and referral to the Employee Assistance Program. We can not do random or pre-employment testing but we can do reasonable suspicion testing. A policy has been written.

If an employee's testing comes back positive, they can request a second test. The testing is first reviewed by a Medical Review Officer and that officer will contact that employee as that employee could be on a prescription drug that is causing the positive testing. The Medical Review Officer would verify if this testing should be reported as negative. After the Medical Review if an employee does test positive they would be referred to the EAP program

EMPLOYEE SURVEY RESULTS: (See handout) Jake Reuter reviewed with the board the employee survey which was contracted with the company MyInnerview. There were 72 responses received back from the 107 that were sent out. Responses rated some areas high and some areas low. Comparison of pay, communication and assistance with stress were areas that were rated poor. Also attached is the sheet which lists the concerned areas in priority. The NDVH Management Team is addressing this survey.

RESIDENT SURVEY & FAMILY SURVEY: (See handout) Jake Reuter reviewed with the resident and family survey with the Governing Board.

ND LEGISLATIVE UPDATE: Chairman, Daryl Beard briefed the board on the Federal HB 3936 signed by President Bush which changes the per diem payments for state homes for veterans. We are awaiting an opinion from the Attorney General's Office.

SATURDAY, FEBRUARY 19TH

PRESENT: Daryl Beard - Chairman
Larry Dakken
Orletta Kilen
Robert Volk
Neal Asper, Administrator-NDVH

ABSENT: Norris Braaten
Diana Herner
Darrol Schroeder

GUESTS: Jake Reuter, NDVH Social Service Director
Liz King, Social Services
Margie Ourenhagen, NDVH Executive Secretary

SOCIAL SERVICES: Jake Reuter, Social Service Director and Liz King, Admissions & Case Manager met with the board.

WORKSHOP: Jake Reuter briefed the board on the Ann Dolence workshop; Attitudes are Contagious, which was presented at the Eagles Club February 1, 2005. The North Dakota Veterans Home, Maryhill Manor, Parkside Nursing Home and the Lisbon Area Health Services contributed to the cost of this workshop. About 200 people attended this workshop, which was very outstanding. There were approximately 50 from the NDVH. This was not a mandatory workshop; however staff was paid to attend. A portion of the workshop pertained to a management team workshop.

HANDBOOK FOR BASIC CARE & SKILLED CARE: (See handout) Jake Reuter and Liz King discussed these handbooks with the Governing Board at length.

- The following items were discussed to change.
- **Financial Services:** Should say there is a “mini-bank” available Monday through Friday, except holidays.
- Discussion was held on if residents not having a trust account were allowed to cash checks.
- Fiduciary services are provided to the resident at no cost
- **Pharmacy Services:** Change this to read: The cost of medications will be determined by the North Dakota Veterans Home Governing Board. A cost sheet will be attached to the handbook. Discussion was held on the cost of formulary and non-formulary drugs. What meds were to be provided by the NDVH was discussed.
- **Psychiatrist:** Discussion was held on the cost of the psychiatrist visiting the facility two times per month.
- **Laundry** – the policy will be rewritten concerning residents who wish to launder their own clothing.
- **Housekeeping** will monitor the cleaning of the residents room weekly on the Basic Care unit
- **Telephone:** Discussion was held on the cost of the phone system. On the skilled side change the wording to read “The Veterans Home will assure reasonable telephone access and privacy to all residents” and take out that each resident room will be provided a telephone. Add that calling cards are available for purchase and the NDVH cell phones may be used at free calling times.
- **Addiction Counseling Services:** This portion has been added to the handbook.
- **Specialized Services:** The cost for transportation to Fargo is the same as the VA travel pay.
- **Resident Council:** Add in another heading to read Monthly Meeting: All resident monthly meetings will be held and conducted by the Administrator.
- **Visitation:** In the skilled unit handbook omit the wording a resident shall remain with their guests.
- **Discharge/Transfers:** Jake will check how this should be worded.
- **Firearms:** Discussion was held on checking into having lockbox storage off site. Also discussed was an employee not being allowed to have firearms in their vehicles on the grounds. Also add or other dangerous weapons as determined by the Administrator.
- **Automobiles/Parking:** Discussion was held on the residents of the skilled unit who do not have a driver’s license. Exceptions to this may be approved by the Administrator. The sentence will be omitted there will be monthly charge of \$1.00 for storage.
- **Borrowing Money:** Add this to the skilled side handbook

- **Loans/Gifts/Sale of Property:** Add this to the skilled side handbook.
- **How Rent is Calculated:** In line 4 change \$200 to \$1200 of annual rent.
- **Death of a Resident:** Discussion was held on holding a resident's bed for 24 hours. Also change the local funeral director to "A funeral director".
- **Disposition of Estates Without Wills:** Have the skilled care handbook read the same as the basic care handbook

The basic and skilled care handbooks will be posted on each unit where the surveys are posted and Jake will check what the cost would be to put these handbooks on the web site.

Motion was made by Larry Dakken, seconded by Robert Volk to accept the Basic Care Handbook with the proposed changes. Motion carried.

Motion was made by Orletta Kilen, seconded by Larry Dakken to accept the Skilled Care Handbook with the proposed changes. Motion carried.

NORTH DAKOTA VETERANS HOME HANDBOOK: Liz King presented the handbook she has been working on which she plans to give to the County Veteran Service Officers and discharge planning individuals at hospitals and other facilities.

- There is a bill in legislative at the present time that will change the spouse age limit.

ADMINISTRATIVE CODE: (See handout) Jake Reuter reviewed the proposed changes at length. Articles 86-03-01-01, 02, 03 & 04 have been approved by the Governing Board and have been submitted to the Attorney General Office.

The Governing Board requested the Administrative Committee to rescind many of the other articles from the Administrative Code and address them in the Basic and Skilled Care Policy Handbooks.

Motion was made by Larry Dakken, seconded by Robert Volk to accept the Administrative Code as amended and submit it to the Administrative Committee on Veterans Affairs for approval. Motion carried.

GUIDELINE TO DETERMINE ADMISSION AND DISCHARGE CRITERIA: (See handout) Jake Reuter presented a draft of the admission and discharge criteria. To screen if a Basic Care Resident needs to be discharged from basic care various categories are addressed to assess how the resident handles his/her ADL's on a scale of one to five. This assessment would be completed at the time of admission and would be updated from time to time. The discharge planning would be assessed by the care team. At the present time no policy has been developed.

RESIGNATION: Chairman, Daryl Beard, presented the letter of resignation received from Diana Herner. This vacancy on the Governing Board needs to be filled by a member of the Administrative Committee on Veterans Affairs.

NDVH GOVERNING BOARD MEETING MINUTES

FEBRUARY 18 & 19, 2005

Page 11 of 11

Motion was made by Larry Dakken, seconded by Orletta Kilen to accept the resignation of Diana Herner. Motion carried.

RESIDENT AUTOMOBILES: Discussion was held on skilled care residents having their car keys. This will be monitored by the Administrator.

TELEPHONES: Discussion was held on the charges for resident telephones. Motion was made by Robert Volk, seconded by Orletta Kilen to assess skilled residents \$1.00 per month for phone usage. A roll call vote was taken. Daryl Beard-No, Larry Dakken-No, Orletta Kilen –Yes, Robert Volk-Yes. With a tie vote motion failed.

The office phones have to be on ITD, however the Administrator will request a cost estimate to replace the resident telephones with a different system.

LEGISLATIVE UPDATE: Neal Asper discussed the hearings for Wednesday, Feb 23 and Thursday, Feb 24th relating to the Home and the Department of Veterans Affairs.

NASVH MEETING: Motion was made by Orletta Kilen, seconded by Larry Dakken to permit Neal Asper to attend the National Association of State Veterans Home meeting in Washington, DC from February 26th through March 3rd. Motion carried.

DATE, LOCATION & TIME OF NEXT MEETING:

- NDVH Governing Board telephone conference Wednesday, April 06, 2005 at 7:00 p.m. at the Veterans Home, Lisbon, ND.

Motion was made by Orletta Kilen, seconded by Robert Volk to adjourn this meeting.

Meeting adjourned.

Neal Asper,
Administrator

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