

**NORTH DAKOTA VETERANS HOME
GOVERNING BOARD MEETING MINUTES**

**Conference Call held at the North Dakota Veterans Home, Lisbon, North Dakota
April 06, 2005**

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

GUESTS: 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: Discussion was held on the February 18 & 19, 2005 minutes. Larry Dakken made a motion, seconded by Orletta Kileen to approve these minutes as mailed. Motion carried.

ADMINISTRATOR'S REPORT: Neal Asper

POLICY: Drug Free Workplace

- Jake Reuter presented the drug free workplace policy. Motion was made by Darrol Schroeder, seconded by Robert Volk to approve the drug testing policy for the North Dakota Veterans Home. Motion carried (See Motion # 1).

VA SURVEY: Discussion was held on the Oct 28th & Nov 22nd surveys which meets the VA standards.

- Discussion was also held on the credential privileging to be in compliance with our policies. Chairman Maasjo signed off on the credentialing in December 2003, which is good for two years. Discussion was held on the rewriting of the credentialing policy.

ASBESTOS REMOVAL UPDATE: We received a letter from risk management regarding the asbestos issue. The letter stated that we would be assessed a fine of \$3,000, but that would be forgiven if two staff members attended training on asbestos removal.

NDVH HIGHLIGHTS CALENDAR: See the attached report for the month of March.

LANDSCAPING: Eighty-seven diseased trees have been cut down from the Veterans Home grounds in the past two years. Administrator Asper contacted NDSU Extension Service Landscaping Architect, Joshua Walter, to consider the landscaping of the veterans home grounds as a class project. He also requested the help of the National Guard.

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TRAVEL MEETINGS:

- VVA: April 9 - Fargo AmVets
- County VSO Convention: April 18, 19 & 20 – Bismarck Comfort Inn
- ACOVA: April 22 & 23 - Fargo Kelly Inn
- VVA: April 23 - Lisbon, VFW
- D.A.V. Convention: April 29 – May 1 - Fargo
- Dakota Bull Session: April 30 - Devils Lake
- Vietnam Week: April 30 – May 8th – Fargo Air Museum
- ND LTC Convention: May 4, 5 & 6th – Bismarck
- AmVets Convention: May 13 – 15 – Fargo
- Red River Valley Veterans Concert Band: May 26th – Lisbon Veterans Home
- Vacation: May – Portland, Oregon
- V.F.W. Convention: June 3 – 5th – Bismarck
- American Legion Convention: June 24 – 26th – Minot
- V.V.A. Convention: July 16 & 17th – Park River

CHAIRMAN: Daryl Beard's Report

PHARMACY AND PRIMARY CARE: Discussion was held on how the Veterans Home is handling the purchasing of drugs, lab work, and the primary care physician visits for the residents. At this time, the primary care visits are done locally and the specialty care visits are done at the Fargo VA.

Discussion was held on the hours Doctor Sheets-Olson has been available for primary care visits at the Veterans Home.

The billing for pharmacy and primary care has been a topic of discussion at the Veterans Home. Except for the co-pay of prescriptions on the 50% of non-formulary drugs, all services including x-ray and lab orders are being paid by the NDVH. These services are billed through the residents insurance first and what is not covered by insurance is paid by the Veterans Home. Residents have the right to choose a physician of their choice. The only time we pay the physicians cost is if the resident chooses our physician. The only x-ray and lab work done at Dr. Sheets office is for the residents who are being seen at her office. All other residents are taken to Lisbon Area Health Services as we have a contract with them to provide this service at a reduced rate. We have requested, but not received, a price listing from Lisbon Medical Center. Discussion was also held pertaining to the cost of providing drugs through the NDVH Pharmacy instead of purchasing them from the local pharmacy downtown.

BILLING OF MEDICAID: As of December 31, 2005 all Medicaid recipients must choose a Medicare Drug Plan. Those who do not chose one will automatically be assigned one. Discussion was held on the equalization of rates for per-diem charges for the Skilled Unit Private Pay Residents and the Medicaid Pay Residents. Under the VA Government equalization of rates you can not discount one type of payment over another. If we bill Medicaid for the pharmaceuticals, we must also bill the Private Pay Residents. Currently for the Medicaid Residents we are billing Medicaid for the pharmaceuticals, and for the Private Pay Residents we are billing the insurance company first and then the NDVH pays the

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balance due. Chairman Beard asked the Governing Board to decide if we should bill or not bill both the Medicaid and Private Pay Residents. Administrator, Neal Asper, suggested any decisions be tabled until the next meeting so we could present a cost report associated with these billings.

MEDICARE PATIENTS: For these recipients, we bill room and board charges and medications on the same bill. Medications for these patients are ordered from the downtown pharmacy and paid by NDVH. Should we decide to have Jill McRitchie, Pharmacist, set up so she could bill Medicare directly, then we can route these medications thru the Veterans Home Pharmacy.

PERFORMANCE APPRAISAL: Chairman Beard requested volunteers to gather information for Administrator, Neal Asper's performance appraisal. Larry Dakken, Robert Volk and Norris Braaten were appointed to this committee. This performance appraisal is due by June 1st.

GRIEVANCES: The grievance policy states that individuals can go up through the chain of command and then file the grievance with the Governing Board.

- Discussion was held on the supervisor's grievance which was submitted to Daryl Beard. Daryl Beard and Norris Braaten met at the home to determine the circumstances and what they believed happened. Their letter of conclusion was sent to the Governing Board members. Neither Daryl nor Norris has taken any action on this grievance, but a reply needs to be sent to this individual informing them of any board action. Motion was made by Darrol Schroeder, seconded by Norris Braaten that a letter is written to the supervisor stating that the Board has reviewed this grievance and has taken no further action and recommends that we move forward. Motion carried. (See Motion # 2)
- Discussion was held on the employee's grievance which was submitted to Daryl Beard. Norris Braaten was assigned to review this grievance. He recommended this employee be paid the \$.40 per hour requested pay increase from January 21 to the date of resignation. Discussion was held on the pay inequities listing presented by Administrator, Neal Asper, at a previous board meeting recommending this position be raised \$1.23 per hour. He was asked why he did not approve the requested increase of \$.40. Administrator Asper replied there were several recommendations on this inequity listing for employees to receive more than this \$1.23 per hour and he did not feel it was fair to give one position a raise without granting other positions an inequity raise. Discussion was held on this position vacancy due to the resignation of this employee. The NDVH Management Committee decided to advertise this position description to not include any week-end CNA duties, but to include the job duty of completing the monthly Nursing and CNA scheduling responsibilities, be the Transportation Coordinator, and filling the driver position. This position has been advertised in-house and will be advertised out-side the facility. Social Service Director, Jake Reuter, discussed the importance of providing adequate transportation for the residents and utilizing our finances as well. He estimates about two weeks per month will be used just for medical appointments drives. This does not include the shopping and banking drives.
- Daryl Beard will write a letter to the employee who sent in the grievance expressing the Governing Board's gratitude for her past work and wishing her the best in her future employment.

PERFORMANCE AUDIT: This audit has been completed and will be published the end of the week.

STRATEGIC PLAN: Daryl Beard volunteered to steer the long range planning.

ANNUAL OPERATING PLAN: Neal Asper will steer the annual operation plan. This will be discussed further at the next Board Meeting. We are to set five leadership characteristics goals that we want to develop and what the outcome will be and how are we going to demonstrate that in the facility.

PERFORMANCE MEASURERS: There needs to be updated methods of gauging our performance within the home concerning employee turnover, medical treatment, staffing, and deficiencies on inspections.

HANDBOOKS: At the last ACOVA Meeting the board approved the Basic Care and Skilled Care Handbooks. They also approved the changes to the Administrative Code, which was sent to the Attorney Generals Office for publication and changes. Motion was made by Larry Dakken, seconded by Orletta Kileen if there are any changes to be made to the Basic Care and Skilled Care Handbooks approval must be granted by the Governing Board before being implemented. Motioned carried. (See Motion # 3)

ADDICTION COUNSELOR: We are licensed as an outpatient addiction services program. The addiction counselor has completed about fifteen comprehensive evaluations. A group room has been established on the third floor. She is doing individual therapy at this time. We have purchased a new breathalyzer. We have received many treatment tapes and books. We are still working with the State Human Service Department on our licenser for our detoxification program. We are checking into what resources we can use to act upon doing the medical and social detoxifying here. Staff will need to be educated to understand what alcoholism is, the co-dependent behaviors and why residents are placed on restriction.

LETTER TO ADMINISTRATOR: Discussion was held on the letter submitted to Neal Asper from Chairman Daryl Beard concerning his oral testimony given in Bismarck. Motion was made by Robert Volk, seconded by Larry Dakken that this be tabled until we receive the oral testimony for the board to review. Motion carried. (See Motion # 4)

GOVERNING BOARD MEMBERS: Discussion was held on the ending terms of the following three Governing Board Members

1. The unexpired vacancy term of Diane Herner ends June 2005.
2. Darrol Schroeder's term ends June 2005.
3. Robert Volk's term on the Administrative Committee ends June 2005. His term on the NDVH Committee ends June 2006. He will serve this last year on the Governing Board as a member at large.

The Governing Board consists of seven members, four of these members are to also be serving on the Administrative Committee on Veterans Affairs, and three members are to be chosen as members at large. Of the three terms discussed one term needs to be filled by a member of the Administrative Committee and one term by a member at large.

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FINANCIAL UPDATE: Kristin Lunneborg reported on the following issues:

- **CENSUS DATA:** (See handout) the census on the skilled unit is presently at 38. The average from February 2004 – February 2005 is 37. Basic Care census for the month of March averages at 77. The average for the past year is 84.
- **Financial Report:** (See handout) our revenues are behind about 7%. We caught up on some of that in March as we received additional past due Medicaid payments. We still have some outstanding Medicare Bill which will hopefully be paid by the end of the biennium. The projection is that we will fall behind in revenues \$300,000.00, which is why we filed for the \$250,000.00 in deficiency funding. The high balance of unspent expenditures showing in the Capital Improvement Fund is because we have not made the bond and interest payment due this biennium. All the supervisors have reviewed their budgets and discussed what they need to purchase by the end of the biennium. A change made to the budget report is the special and federal funds are combined into special funds to reflect Century Code. Discussion was held on the (-\$137,000.00) in Federal Government Per Diem. This is due to the time lag because the per diem reports for the month of February are not turned into the VA until after the middle of the month when we received our cost reports. Discussion was held on the Health – Care & Treatment deficient of (-\$623,594.00) There is some outstanding revenue to be received from Medicare and Medicaid However, it is projected we will not be close to the dollars projected.

LEGISLATIVE UPDATE: Daryl Beard gave an update on the 2005-2007 budget. Our appropriations bill at the Governor's requested level has passed out of the Senate; it was amended in the House. The total cut projected is \$90,000; \$50,000 in operating, and \$40,000 in salary. This was sent back to the Senate and they did not concur so there is a conference committee that has been assigned to work out the differences. The budget will then go back to the House and Senate. Norris Braaten, Daryl Beard and Kristin spent Monday and Tuesday at the Capitol along with Rick Ryan and Rudy Jenson educating some legislators on our needs on the budget. OMB feels a representative from the Veterans Home should be available in Bismarck when this conference committee meets to discuss our budget. The Board agreed Kristin Lunneborg should be present to answer questions by the conference committee.

MEETING DATES: The NDVH Governing Board will meet, Friday, June 10th at 1:00 pm and continuing Saturday, June 11th at 8:30 a.m. at the NDVH in Lisbon.

Motion was made by Darrol Schroeder, seconded by Larry Dakken to adjourn this meeting.

Meeting adjourned.

Neal Asper
Administrator

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