

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

**Held at North Dakota Veterans Home, Lisbon, North Dakota
AUGUST 16, 2005**

PRESENT: Norris Braaten – Chairman
Daryl Beard
Larry Dakken
Orletta Kilen
Jerry Meske
Robert Volk
Neal Asper, Administrator-NDVH

ABSENT: Darrol Schroeder

GUESTS: Kristin Lunneborg, NDVH Accounting Manager
Margie Ourenhagen, NDVH Executive Secretary
Jake Reuter, Social Services
Jill McRitchie, Pharmacist
Peg Baumgart, Director of Nursing

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

MINUTES: Daryl Beard made a motion, seconded by Bob Volk to accept the June 10, 2005 minutes as mailed out. Motion carried.

CHAIRMAN: Norris Braaten's Report

PERFORMANCE AUDIT STATUS: (See Audit Follow-up Report of the status of Recommendations from North Dakota Veterans' Home Performance, Audit No. 3019, dated February 14, 2005) Discussion was held on the Recommendations not implemented in this Performance Audit Report at this time. (See page 31 of the Audit follow-up report).

The North Dakota Legislative Audit and Fiscal Review Committee will meet Wednesday, August 31, 2005 at the Roughrider Room, State Capitol, Bismarck, ND. A representative of the State Auditor's office will give a presentation of the follow-up report on the Veterans Home performance audit at 9:00 a.m.

Administrator, Neal Asper, will contract Gordy Smith, of the State Auditors Office, to discuss the representation needed at the August 1st meeting by the North Dakota Veterans Home.

ADMINISTRATOR'S REPORT: Neal Asper

Rec Room – Smoke Free: The North Dakota Veterans Home rec room has become smoke free as of August 1st.

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Request for travel – Seattle – NASVH Conference: Motion was made by Daryl Beard, seconded by Orletta Kilen to approve Neal Asper's travel to attend the 2005 NASVH convention in Seattle August 22 – 27. Motion carried.

SOCIAL SERVICES: Jake Reuter

HUMAN RESOURCE POLICIES & PROCEDURES POLICIES (Handout) Jake Reuter presented the following four policies.

- Corrective & Disciplinary Action
- Performance Management
- Internal Grievance Procedure
- Separation & Reemployment

Discussion was held on what policy pertains to “Whistle Blowers” and how are they protected. Jake Reuter will report back to the Board on this.

Motion was made by Larry Dakken, seconded by Jerry Meske to approve the policies as presented. Motion carried.

GRIEVANCE COMMITTEE: Motion was made by Daryl Beard, seconded by Orletta Kilen to appoint Norris Braaten the designated Grievance Person. Motion carried.

FINANCIAL UPDATE: Kristin Lunneborg

- **2003-2005 Biennium Update:** Kristin Lunneborg gave an update on this biennium. Discussion was held on the \$357,710, which was given back to Legislation.

ADMINISTRATORS APPRAISAL REPORT: Bob Volk, Larry Dakken & Norris Braaten: Motion was made by Daryl Beard, seconded by Larry Dakken to accept the evaluation as presented. Motion carried.

MEETING DATES: The NDVH Governing Board will meet, Saturday, October 1st at 1:15 pm at the NDVH in Lisbon.

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

Meeting adjourned.

Neal Asper
Administrator

/mo