

NORTH DAKOTA VETERANS HOME  
GOVERNING BOARD MEETING  
North Dakota Veterans Home, Lisbon North Dakota  
December 06, 2005  
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**CHAIRMAN'S CALL TO ORDER**

- Pledge of Allegiance
- Moment of Silence for POW's missing in action
- ROLL CALL
  - Norris Braaten – Chairman
  - Daryl Beard
  - Larry Dakken
  - Jerry Meske
  - Darrol Schroeder
  - Robert Volk
  - Neal Asper, Administrator-NDVH

Absent: Orletta Kilen

Guests: Rudy Jenson, Chairman ACOVA  
Lyle Schuchard, ACOVA Member  
Rick Ryan, ACOVA Member  
Arnold Maier, ACOVA Member  
Kristin Lunneborg, Accounting Manager  
Margie Ourenhagen, Executive Secretary  
Lisa Bergmann, Dietary Supervisor  
Kristi Lere, Dietary Manager  
Cheryl Holmstrom, Activities Director  
Peg Baumgart, Director of Nursing  
Jake Reuter, Director of Social Services

**CHAIRMAN: Norris Braaten**

Discussion was held to clarify what meetings the NDVH Governing Board will be held accountable to pay. Correction to the October 1<sup>st</sup> minutes page 3 “the ACOVA does not receive General fund dollars, therefore the money is taken from the post war trust funds”. “The NDVH Governing Board does receive general fund monies”. The motion will stand as it was stated in the October 1<sup>st</sup> minutes which states:

“Motion was made by Jerry Meske, seconded by Orletta Kilen to deny any further authorization of travel reimbursement for the ACOVA meetings when the Governing Board members attend who are members of the ACOVA for the sole purpose of attending an ACOVA meeting. A roll call vote was taken Daryl Beard – No; Larry Dakken & Robert Volk – abstain, Orletta Kilen, Jerry Meske & Darrol Schroeder – yes. Motion carried.

When the ACOVA meeting is held in conjunction with a Governing Board meeting the reimbursements will be billed to the veterans' home.

Two grammar errors were also corrected on page 2 & 5 of the Governing Board Minutes.

Motion was made by Larry Dakken, seconded by Darrol Schroeder to approve the October 01, 2005 minutes as corrected. Motion carried.

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Chairman ACOVA, Rudy Jenson, requested the Governing Board minutes be e-mailed to the ACOVA members. The heading will read “non approved minutes”.

**ADMINISTRATOR’S REPORT: Neal Asper**

- The Governing Board telephone conference was cancelled due to the ACOVA meeting being postponed in Dec.
1. Marketing disks: Similar to Minnesota Veteran Homes.
    - Discussion was held on the intent of producing marketing disc for the Veterans organizations to show during gatherings or conventions. The cost to manufacture this tape is not known at this time. Administrator Asper will accumulate the cost and report back to the board at a latter date.
  2. Resident Transportation
    - Little Bub was replaced by a lowered floor van with a manual lift that holds two wheel chairs. The front passenger seat is also removable to allow room for wheelchairs. This van is very assessable transferring residents to the local hospital. The driver can enter into the garage allowing residents to transport out of the van without fighting unfavorable climate conditions. The Social Service Driver and residents are very delighted with this new van.
  3. VA Medications: (Handout)
    - Discussion was held concerning the September 29<sup>th</sup> NDVH meeting with the Fargo VA. concerning clarifying primary care and specialty care. At this meeting it was stated the NDVH is responsible for all the medications administered for specialty care whether they are administered at the Fargo VA or locally. Daryl Beard sent a letter to David Garland requesting these policies be provided in writing. Daryl Beard has also scheduled a meeting with Mike Jenkins at the Fargo VA tomorrow at 11:00 AM. to clarify what the Veterans Home is responsible for in specialty and primary care. The Governing Board has authorized Daryl Beard to pursue the meeting with Mike Jenkins. If Mr. Jenkins can not provide these policies in writing, the Governing Board will pursue Congressional assistance to clarify this issue. Also discussed was what veterans would qualify for SSI/Medicaid.
  4. Case Mix Billing Rates for facility increase effective January 1, 2006 (Handout)
    - The 2003 MDS cost basis was used to develop these rates. The rate increase ranges from \$14.65 -\$18.00 per day effective January 1. This established rate will be reduced by \$20.00 as passed at the June 10, 2005 NDVH Governing board meeting & the July 29<sup>th</sup> ACOVA meeting. Clarification of the motion was discussed. The ACOVA motion reads “Motion by Ryan to reduce the maximum allowed rate by \$20 at the Veterans Home due to changes in federal law relating to VA per diem, second by Skarphol. Passed unanimously.” There was no mention of the length of time this motion would be in effect. These rate changes will be discussed further at the January ACOVA meeting.

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- Discussion was held on the skilled private pay residents. At the present time we have 8 private pay residents.
  - Discussion was held on the possibility of the NDVH becoming exempt from Medicaid rate caps. To benefit from this exemption we would also need to be exempt from equalization of rates.
  - Recommendation 3-2 in the 2002 Performance Audit Report addresses this issue. This will be discussed further at the January Governing Board Meeting.
5. Discussion was held on developing an absentee policy for the NDVH employees. Staffing is very difficult for the nursing department. Administrator, Neal Asper, will draft a policy that will be approved by the Attorney General Office and submitted to the NDVH Governing board. Kristin Lunneborg will also check with State Human Resources to see if an absentee policy has been addressed. Discussion was held on the sick leave benefit which is approved by the State. Also discussed was offering an employee the option to buy back a certain amount of sick leave days each year. This would need to be addressed legislatively.

**LIFE SAFETY CODE:**

- Sherwod Nelson, who is conducting the Life Safety Code inspection, and Bob Nelson, Safety Officer met with the Board. The Life Safety inspection is completed annually to be compliance with Medicaid-Medicare. The level of care of the residents is also addressed within the Life Safety Inspection.
- What to do in emergency situations was discussed. There are emergency manuals at each of the nursing stations.
- Discussion was held on developing a plan in case a deer running at large would get into the building. Safety Bob replied most of our window levels are above the height to allow a deer to enter the building through a window.

**FINANCIAL UPDATE:** Kristin Lunenburg:

- Financial Statement (Handout) Kristin gave an update of the biennium budget. She will e-mail these reports to Chairman Braaten monthly and Chairman Jenson quarterly.
- We have 83 % of the biennium left. Income is behind, however, most of that is due to the per-diem dollars we receive. There is usually a two month turnaround, so we will catch up on that at then end of the biennium. We also are short in the Pharmacy co-pay category. We had projected \$279,000 for the biennium and at this point we only have taken in \$5500. Most of this is because the Medicaid co-pays have not yet been filed and the VA had not paid us for the aid and attendance and housebound resident medications. The VA recently paid us for five months of aid and attendance and housebound pharmacy bills. Expenses are on track except for the Professional services line item. To date, we have not spent much of our capital asset money.
- Special funds are to be spent before our General funds. O.M.B. oversees how much money we have in these funds, and they key in what goes to special funds and what goes to general funds.

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- Our line item for equipment has mostly been spent as all the new computers requested for the biennium have been purchased.
- The line item for professional services is over budget by \$34,000. This is partially because of the impact of primary care labs, doctor appointments and all the Medicare patients we have had lately. There is a lot of cost in physical therapy and occupational therapy for Medicare patients, which is reimbursed only through the rug level that the resident is in. Residents receiving physical and occupational therapy are in higher rug levels and are reimbursed at a higher level. Basic Care residents use some of these services also. Restorative Care will be requested to meet with the Board to discuss what physical therapy is being done at the veteran's home.
- Discussion was held on what the requirements are for residents to be eligible for SSI or aid and attendance. A copy of the aid and attendance guidelines will be mailed to the Governing Board. **(See title 38 & discuss with Liz King)**
- Census (Handout) 34 beds are occupied on the skilled unit, and 75 on the basic care unit. Discussion was held on the decrease in the level of applications and the level of care for basic care residents.
- Discussion was held on the size of rooms. Administration will check the guidelines of what is the appropriate square footage of a semi-private room on the basic care unit for the residents.
- The Board also suggested the Admissions Coordinator contact Commissioner, Bob Hansen, to have him notify the veteran's service organizations and others when there is a vacancy at the home.
- Marketing projects the veterans home staff are involved with is the quarterly scuttlebutt newsletter which is mailed out to various people, the admissions coordinator contacts the County V.S.O's quarterly to discuss vacancies. She also contacts various hospital Social Workers to discuss placement if we have a resident we need to place in their care, or if they have a resident they wish to place in our care.
- The administrative code has been changed requiring veterans to live in North Dakota thirty days before becoming residents of the Veterans Home. A few new residents have become eligible under the new requirement changes.
- Accounts Receivable (Handout) Kristin gave an update of the outstanding accounts.

Motion was made by Daryl Beard, seconded by Jerry Meske to approve the financial statements as filed.

**SCHEDULED MEETINGS:** Motion was made by Jerry Meske, seconded by Darrol Schroeder that the NDVH Governing Board meets the 2<sup>nd</sup> Friday of every other month. Emergency or extra legislative meetings will be scheduled as needed. Motion carried.

**SMOKING ISSUE:** State policy reads no smoking in a state facility. Residents have two designated smoking rooms. Discussion was held on building a smoking hut at the

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veteran's home. This will be discussed at a management meeting and Administrator Asper will report to the board at the January mtg. Administrator Asper will also gather information on cost.

**CORPORATE ADVENTURES:**

- Administrator, Neal Asper, and the morning staff group participated in the Corporate Adventures program. Discussion was held on pursuing the issues addressed in the Solutions and Action Plans report submitted by Corporate Adventures in a positive manner. The morning staff group will need to meet within the next week and on a weekly basis thereafter to work on solutions. These solutions will be reported to the Governing Board.
- Motion was made by Jerry Meske, seconded by Daryl Beard to have administrator, Neal Asper, develop a preliminary plan for progress within two weeks with the morning staff group and the three man committee appointed by the Governing Board Chairman will follow up within 2 weeks for a progress report. Motion Carried
- Chairman Braaten appointed Jerry Meske, Darrol Schroeder, and Norris Braaten as the three man committee to receive the preliminary plan for progress report.

**VA SURVEY (Handout of Survey & Plan of Correction)**

- Director of Nursing, Peg Baumgart, gave an update of the VA survey and plan of correction. A letter stating that all areas mentioned in the survey are within compliance will be sent out by Patty Evens from the Fargo VA soon.
- A letter dated November 10, 2005 from Patty Evans to Rudy Jenson referring to the VA Survey was read.
- Administrator Asper will verify with Patty Evans if it is required the Governing Board signs the Credentialing and Privileges completed by the Veterans Home staff.

**DATE, LOCATION & TIME OF NEXT MEETING:**

- NDVH Governing Board will meet Friday, January 27, 2006 at 8:30 AM at the Bismarck Comfort Suites.

Motion was made by Darrol Schroeder, seconded by Jerry Meske to adjourn this meeting.

Meeting adjourned.

Neal Asper  
Administrator

/mo