

**NORTH DAKOTA VETERANS HOME
GOVERNING BOARD MEETING
LISBON, NORTH DAKOTA
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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
Robert Volk
Darrol Schroeder-Interim Commandant-NDVH
Absent:
Orletta Kilen
Jerry Meske
Guests:
Kristin Lunneborg, Accounting Manager
Margie Ourenhagen, Executive Secretary
Jake Reuter, Social Services Director
Peg Baumgart, Director of Nursing
Rudy Jenson, Chairman, ACOVA
Gene Weixel
Becky Anderson, LPN
Faye Heuther, LPN
Jan Riner, RN
Neal Asper

Darrol Schroeder, Interim-Commandant, reported he had discussed with Mary Kae Kelsch, from the Attorney General's Office, concerning him being a member of the Governing Board and holding the position of Interim Commandant. He may act as a Governing Board Member; however he must abstain from voting if there is a vote on an issue concerning the Commandant position.

APPROVAL OF MINUTES: CHAIRMAN: Norris Braaten

Motion was made by Daryl Beard, seconded by Larry Dakken to approve the January 27, 2006 minutes as mailed. Motion carried

Daryl Beard requested the minutes of the February 7, 2006 Executive Board Meeting be amended that he had voted "no" to the motion was made by Jerry Meske to strike the original motion, second by Robert Volk. Discussion followed. Roll call vote was taken: The original motion will read Daryl Beard - No; Larry Dakken - Yes; Orletta Kilen - Yes; Jerry Meske - Yes; Darrol Schroeder - Yes; Robert Volk - Yes. Motion carried. Motion was made by Daryl Beard, seconded by Larry Dakken to approve these minutes as amended. Motion carried.

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NASVH Meeting Update: Chairman, Norris Braaten, reported on the mid-winter NASVH administrator's conference he attended in Washington DC, March 5th – 8th. He commented the content of the meeting was very excellent, and the presenters were very professional. There are 114 state veterans' homes that could be potential members of this organization. At the present time only 7 are not members. Approximately 2/3 of the homes were in attendance.

The summer meeting rotates around the nation. This summer, the meeting will be held in Bloomington, MN, July 16-20, 2006.

Various ways homes use for marketing was discussed, such as the use of the radio, business cards, calendars, printed ads, marketing being part of the job description of each employee, direct mail letters, samples to senior citizens centers, veterans organizations, requesting that an active American Legion Post be developed at the veterans home, and media attention to activities happening within the home.

AVIAN INFLUENZA (Bird flu): ([Handout](#)) Federal authorities are meeting with each state health department to have a plan of preparedness. This flu could affect the labor force for up to one year.

Peg Baumgart, Director of Nursing, informed the board of the check list she will download from the internet to assist in writing a plan of preparedness for this flu.

REPRESENTATIVE-SENATORS: Chairman Braaten visited with liaison staff from Senator Byron Dorgan, Senator Kent Conrad and Representative Earl Pomeroy's offices. He also presented a handout with the addresses for these three individuals for members to contact their offices.

The NASVH organization requested members to contact our senator's & representatives with the following four proposals: ([Handout](#))

1. Co sponsor Resolution honoring NASVH & State Homes.
2. Support Legislation to Provide Protection for the Per Diem Program.
3. Support Sufficient Construction Grant Funding in FY 2007 Budget.
4. Support Legislation to Strengthen the State Home System.

ADMINISTRATOR'S APPLICATION: Gene Weixel submitted his application for the Administrator's position to the board. He was informed his application must be submitted to the State Central Personnel Department.

ADMINISTRATOR PROGRESS REPORT – Darrol Schroeder

Darrol Schroeder, Norris Braaten, LeAnn Schmidt, from State Central Personnel Division, and members of the search committee held a Conference Call March 9th to discuss the administrator applications. There are 14 applications for this position, which

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State Central Personnel will compile and screened by Monday, March 13th. Jerry Meske, Chairman of the Search Committee, will be notified of the final five or six applicants. These applicants will be interviewed the week of March 20th. Hopefully a new administrator will be aboard by mid April.

Discussion was held on Darrol Schroeder's tenure as Interim Commandant. Approval was granted by the state for Darrol to operate under Neal Asper's License. Darrol will contact the North Dakota Long Term Care Association regarding an emergency license. If this license is granted we will need to hire a preceptor, which is very costly.

Member of the Governing Board would like to be here when the interviews are taking place. They offered to be available to assist with driving the applicants.

Chairman, Norris Braaten, extended a depth of gratitude to Interim-Commandant Darrol Schroeder for accepting the position as Interim-Commandant. The flow of his management has been perfect. Darrol Schroeder in turn gave recognition for the staff at the veteran's home for making his position so unproblematic.

ADMINISTRATOR'S REPORT: Darrol Schroeder, Interim-Commandant

TIME CLOCK POLICY: ([Handout](#)) Staff have been using the time clocks since last fall. Interim-Commandant, Darrol Schroeder, recommends the board to approve this policy as presented. Motion was made by Daryl Beard, seconded by Robert Volk to approve this policy. Motion carried unanimous on a roll call vote.

Three employees of the nursing staff met with the Governing Board to discuss the existing problems they are having with the time clock. Each work shift there is times when staff does not utilize the half hour lunch break. However, the time clock automatically subtracts ½ hour of lunch time after four hours. The supervisor must approve payment of this ½ prior to the individual being paid. An internal department meeting will be held next week at the Veterans Home to discuss these issues.

FARMLAND LEASE: Bid opening will be held March 20, 2006 @ 2:00 PM in room 115 at the North Dakota Veterans Home for a three year lease from 2006-2008 for two plots, approximately 22 acres, located in the SW corner of Section 12, Township 134, Range 56. This lease will be renewable annually with consent from both parties. Payment is to be received annually by April 1st. Real estate taxes to be assumed by lessee. 2005 taxes were \$195.93

SURVEY: ND Dept. of Health has conducted a revisit February 8, 2006. They verified that the facility had achieved and maintained substantial compliance as of February 2, 2006. They concur with the North Dakota Department of Health to continue North

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Dakota Veteran Home's participation in the Medicare/Medicaid program as a Skilled Nursing Facility/Nursing Facility.

CAPITAL PROJECTS PROPOSAL: (**Handout**) Neal Asper submitted his vision of the long range planning for the capitol improvements of a capital projects proposal. Discussion was held on the new veterans' homes being planned and built in the states. The Governing Board will place on the June agenda to revisit the long term plans. Chairman, Norris Braaten, expressed the board's appreciation for the proposal submitted by Neal Asper. No action was taken at this time.

VETERANS HOME GROUNDS: Approximately 120 diseased Ash Trees have been cut down over the last three years by in-house staff, except eight hazardous trees. NDSU has been working with the home and will be submitting some suggested plans. USDA has offered the home any kind of tree for \$6.00 each.

VETERANS COURTYARD: (**Handout**) a proposal for a secured courtyard was submitted by Jann Neameyer. Discussion was held that in the long term plan we do not want to put something in concrete that we can not move at a later time. Concerns shared were that this courtyard needs to be concealed so the residents can not leave the area. Discussion was held on the available funds for building this courtyard and the maintenance of this area. Dolly Becklund, a Landscape Planner, will visit with Darrol Schroeder next week to give a proposal of more concrete plans or further suggestions on how to start with a project such as this.

RESIDENT WORKER REQUESTED FTE POSITION: A basic care resident that works for the home requested that he be considered for a benefit FTE position when one becomes available. The response from Mary Kae Kelsch, Assistant Attorney General, was that a resident could be considered for a FTE position; however there should be a physician's order that says it is OK for this resident to work full time.

POST WAR TRUST FUND: (**Handout**) a letter requesting \$10,000 for activities was submitted to ACOVA. If this total amount will be approved, the money will be distributed on an as needed base. The Governing Board praised the itemized budget submitted by Cheryl Holmstrom, Activities Director, which will allow the board to explain when questioned where this money will be used.

TUITION REIMBURSEMENT: A tuition reimbursement request was submitted by Jake Reuter. He is currently working on a master's degree in Business Administration though the University of Mary with a minor in Management and qualifies for tuition reimbursement. Jake commented this degree was not mandatory for his position as Social Service Director; however it will improve his knowledge and skill as a department manager and member of the NDVH Management Team. Discussion was held on the dollar amount that would be available for reimbursement and the type of schooling

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covered by the Tuition Reimbursement Policy. Consensus is that this request will be approved for a specified dollar amount.

Larry Dakken discussed the total reimbursement dollar amount limits not to exceed \$2,000.00 per semester, (RNs \$2500.00), \$4,000.00 per calendar year, (RNs \$5,000.00) and \$8,000.00 total, (RNs \$9,000.00) set forth in the Education Reimbursement Policy.

He also stated the office may reimburse tuition and fees for staff members enrolled in a technical, correspondence, or undergraduate school. The North Dakota Veterans Home may reimburse a staff member for a course that directly relates to a potential future position in the North Dakota Veterans Home for which the degree is required.

Motion was made by Daryl Beard, seconded by Larry Dakken for the commandant to approve Jake Reuter's request for tuition assistance as he sees fit. Motion carried on a unanimous on a roll call vote.

PERFORMANCE AUDIT RECOMMENDATION 3-2: The state auditor's recommended the Veterans' Home discuss with the Department of Human Services the process involved in having the Veterans' Home as a separate class of nursing facility not subject to the upper limits established for the Medicaid case-mix payment system, and present the process, advantages, and disadvantages of such a change to the Legislative Assembly for their consideration. If this cap was removed we could charge residents what it actually cost to operate the nursing home. At the present time we have ten private pay individuals. Accounting Manager, Kristin Lunneborg, responded that skilled residents rent was increased tremendously July 1st and if we increase this rent again we will stand a good chance of losing these individuals. If we abolish this cap these individuals could be paying another \$50.00 - \$60.00 per day. It is doubtful that the 38 bed Nursing Home Unit would be filled with all residents that are on Medicaid. This issue will be revisited with the New Administrator.

VETERAN ORGANIZATION MEETING SCHEDULE: (enclosed) Please refer to the meeting schedule for upcoming meetings.

CONTRACTS: The Medical Services Contract and the Medical Director Contracts have been extended until June 30th to allow time for a new contract to be written and advertised for quotes. Sandra Skallerud, President and CEO of Source One, Inc, will be assisting Darrol Schrader & Kristin Lunneborg on rewriting these contracts, which will be approved by the Attorney General's Office.

VA MEDICATIONS: (Handout) Daryl Beard submitted the following Resolution which will be submitted for Legislation action. He has contacted Mike Jenkins from Representative Earl Pomeroy's office and Shawn Furgeson, from Washington, DC, who is the individual who handles Senator Conrad's Veterans portfolio, to discuss this

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resolution. Daryl has also contacted the local V.F.W., AMVETS, and V.V.A to send this resolution forward to the national level because the congressional staff wanted the support of the veteran's organizations. This resolution is mandating by law that the VA be responsible for the cost of state nursing homes. The following resolution was passed at the local DAV level.

Resolution No. 1

SUPPORT LEGISLATION TO MANDATE THE VETERANS ADMINISTRATION ASSUMES ALL HEALTH CARE AND PHARMACEUTICALS FOR RESIDENTS IN STATE VETERANS HOMES.

Whereas, the Department of Veterans Affairs per diem is required to be not more than fifty per cent of total cost of care; and

Whereas, the Department of Veterans Affairs has cost shifted the cost of prescription drugs to State Veterans Home; and

Whereas, the Department of Veterans Affairs has cost shifted the cost of primary care to State Veterans homes; and

Whereas, the per diem payment received from the Department of Veterans Affairs is less than twenty five per cent of total cost of care at State Veterans Homes: **NOW**

THEREFORE, BE IT RESOLVED that the Disabled American Veterans in Department Convention assembled in Jamestown North Dakota on April 28, 29, 30, 2006 supports Resolution to require the Department of Veterans Affairs to provide all primary care and pharmaceutical costs for veterans residing in State Veterans Homes.

This resolution was read and approved at the monthly meeting of the Disabled American Veterans Chapter # 9 in Williston, North Dakota, on February 16, 2006.

Daryl E. Beard, Chapter Commander

Robert Evans, Chapter Adjutant

This resolution was read, approved, and passed at the DAV Department of North Dakota's Annual Convention held in Jamestown, on April 28, 29, 30, 2006.

Warren Tobin, Department Commander

Robert L. Evans, Department Adjutant

FINANCIAL UPDATE: Kristin Lunneborg, Accounting Manager

APPROPRIATION STATUS REPORT: (Handout) This report shows the expenditures by Line Item as well as expenditures by Funding Source. The expenditures

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by Line Item are the dollar amounts that the Legislator allowed us for each of those particular Line Items. The money in each of those Line Items is not transferable to another line item without emergency commission approval.

The Expenditures by Funding Source ([Handout](#))

- Special Funds is all the money that the facility itself receives for rents, sales of meals, pharmacy co-pay, and insurance.
- By adding the General, Federal and Special Funds together we have a budget of \$11,303,925. We as a facility can raise \$6,974,833, the difference is what the Legislator has agreed to fund the Veterans Home, and that amount is considered the General Fund.
- The Special Fund Income shows how much Special Fund Income we are to receive for the biennium and what we have actually taken in to date and what we have remaining to take in for the rest of the biennium.
- The Expenditures shows what was budgeted, what we have actually spent to date and how much we have left for the remainder of the biennium. It also shows the break down of what we have spent from General Funds and Special Funds. The Legislator has a requirement that we spend all Special Funds before General Funds. The agreement we have made with O.M.B. is that we code all the Veterans Home expenditures into the Special Funds account and they go back after the fact to zero out this account by transferring in General Fund money as needed. The Auditors seem to be satisfied with this decision. The Veterans Home is the only state agency that has the requirement that we spend all our special funds first, and then receive approval from O.M.B. to spend any General Fund Money.
- Previously, the Federal Funds account consisted of all the per diem money that we received as a facility. There is an article in the Century Code that specifically says that the per diem money is to be part of the Operating Fund or the Special Fund. We have transferred all the Federal Fund money into the Special Fund and closed out the Federal Fund account.

COMPARISON OF ACTUAL TO BUDGET REPORT: ([Handout](#)) this is a monthly report facility wide which shows the revenue collected for the month, the expenditures for the month and calculates the difference out on a monthly base.

ACTUAL VS BUDGET INFORMATION: ([Handout](#)) this report is all the departments combined to show what is actually budgeted for the biennium and where we are sitting to date. The best way to evaluate where we are sitting is to compare the Percent of Budget Remaining percentage at the top of the report to each of the line items.

Discussion was held on the Pharmacy Department account which has been considerably overspent to date. A meeting will be scheduled with the emergency commission at the end of the biennium to request approval to accept the extra per diem money that will be

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in the Special Funds due to the per diem changes. The information concerning the per diem changes was not available when the 2005-2007 budget was created. A request will also be made for the approval to spend this money at a later date, which some of it will be used to offset some of the pharmacy deficient.

Discussion was held on the deficient spending in the salary line item due to Neal Asper and Darrol Schroeder both receiving salary for the Administrator/Commandant position.

BUDGET 2007-2009: The Governor's recommendation will be out by March 20th. The state will inform us of any increase or decrease we must make on our line items.

Discussion was held on the long term planning for a building project; the expense of a professional planner should be added to the budget in the event we plan to pursue a building project. There is a state grant program available to assist us in this cost; however the veterans' home needs to budget for our percentage share of the cost if the building project were granted.

If we take steps forward on Capital Expenditure, we should also request from the Emergency Commission to allow us to accept the extra per diem money and use some for long term planning and capitol expenditures.

Adding \$50,000 in the budget for marketing dollars was also discussed.

Rudy Jansen, Chairman of the ACOVA, requested the chairman of the Governing Board present the approved 2007-2009 budget to the ACOVA for support and input.

Darrol Schroeder, Kristin Lunneborg and the new Administrator will proceed with the budget planning.

Census (Handout) this handout is a recap of the census for the past year. We have 10 private pay residents. Discussion was held on the process of resident charges and reimbursements and the level of care for Medicare/Medicaid residents.

ACCOUNTS RECEIVABLE: (Handout) Kristin Lunneborg has completed a spread sheet of who owes the money on the outstanding accounts receivable balances monitored by the previous NDVH accountant. Claims must be submitted for reimbursement to Medicaid within one year, Medicare within 18 months and private pay can be indefinitely. Some of these outstanding balances are very old and can no longer be submitted for reimbursement. The handout consists of the balances due and if payments are being made. The previous accountant did not submit a number of these accounts to Medicaid/Medicare for payment. On other accounts the deceased resident was on Medicaid and there is no money left in the estate.

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Kristin Lunneborg is requesting permission to write off the some of the basic/skilled accounts receivable. For the residents who were on Medicaid she did check with Social Services for verification of where the money was spent. Any collectable accounts are submitted to the Attorney General for collection if payments are not being made in a timely manner. With the skilled accounts, after these accounts are written off, all the Medicare/Medicaid accounts have been submitted and we have received payments on most of them. Future accounts will be processed through the MDI technology healthcare software so we will have accurate up to date information at all times on the accounts receivable and who is responsible for payment on the accounts.

Permission is being requested to write off the highlighted skilled accounts in the amount of \$20,291.79 and the Basic Care account # 6 in the amount of \$79.03.

Motion was made by Darrol Schroeder, seconded by Daryl Beard to write-off these accounts. Motion carried unanimously by a roll call vote.

Skilled Resident's Rent # 17: This individual has been admitted into the veterans' home. This resident is receiving a VA pension and papers are being filed for Aid and Attendance. An application has been filed to Medicaid which was denied. We have filed an appeal. The reason Medicaid denied this application was because paper work showed two outstanding loans were owed to this resident, one in the amount of \$30,000 and one for \$85,000. The folks were making payments on these loans for awhile, but now have left the county and no longer make payments. This resident's monthly charge will be \$4500.00 of which he will have funds to pay \$2500.00. Policy states we discharge a resident after thirty days for nonpayment. This individual is homeless. Discussion was held on what the options were to assist this resident? It was recommended to guide this resident to receive legal assistance to write off the outstanding loans which would qualify the resident for Medicaid. However, if an individual gives away money within the last three years, this disqualifies that individual from receiving Medicaid. Discussion was also held on the fact before this resident can be discharged from the Veterans' Home; we have to find a placement home for the resident.

Motion was made by Darrol Schroeder, seconded by Daryl Beard to contact Shelly Pederson, from ND Long Term Care Association, for a recommendation of an excellent health care attorney to help resolve this Medicaid issue. Motion carried unanimously by a roll call vote.

POLICY'S: Darrol Schroeder & Kristin Lunneborg

- **Absentee Policy:** We are waiting for a response from the Attorney General office.
- **Administration Policy # 2 Governing Body.** The wording of this policy was discussed and will be revisited with the New Administrator.

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- **Human Resources Policies:** These policies have been discussed in the NDVH Management Meetings and have been presented to the Governing Board for approval.
- The following discussion was held on the Leave of Absence policy. The leave without pay request can not exceed 6 months and the North Dakota Veterans Home makes no guarantee that the employee's position will be held open.

Motion was made by Daryl Beard, seconded by Robert Volk to approve the Leave of Absence and the Time Clock policies as presented. Motion carried.

CREDENTIALING & PRIVILEGES: Darrol Schroeder

- Dr. Jeffrey H. Row, we are waiting for Dr. Sheets-Olson, Medical Director to review and sign the credentialing and to receive a competencies letter from Dr. Row.
- Dr. Boni-Joe Silvernagel: We have requested credentialing information from Dakota Clinic of Fargo, but have not received any information.

AID & ATTENDANCE GUIDELINES – Jake Reuter, Social Service Director, presented the guidelines for aid and attendance. Approximately half of our skilled residents are on Aid and Attendance at this time. Having the Veterans Service Officer here once per week is helping immensely with completing the paper work.

Also discussed was housebound residents who maybe eligible for assistance.

The request was made by the Governing Board to send a letter to the Ransom County Commissioners expressing the appreciation of the Veteran Service Officer being available one day per week to visit the veterans' home.

OPERATIONAL PLAN & STRATEGIC PLAN: Jake Reuter requested the governing board allow the management team to work with the governing board when discussing the operational and strategic plans.

Darrol Schroeder and Jake Reuter will review the plans for the Veterans Home within the next few weeks to bring more discussion to the next meeting.

MARKETING DISKS: Similar to Minnesota Veteran Homes

- **(Cost is \$1000 per minute).** Discussion was held on the cost of \$1000.00 per minute for a tape 10-15 minutes long. The cost to buy 200 tapes is approximately \$5.00-\$10.00 per tape. This will be deferred for approval until a later date.
- Barry Lewis, IT. will gather more information for a meeting at a later date.
- Bill Goetz will be contacted for some funds availability.

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- Daryl Beard spoke with some interested individuals that would be willing to proceed with this project. He will contact these individuals to visit the home and submit a price.

PERFORMANCE REVIEWS: Darrol Schroeder will visit with the supervisors to complete the staff evaluations that are due. Discussion was also held on the possibility of conducting some peer review evaluations. If these evaluations are not completed by July 1st the staff member is not eligible for the pay raises.

CLOSING COMMENTS:

- Larry Dakken stated he misses the Governing Board not being present at the daily staff meetings with the supervisors when the Governing Board meets at the Veterans Home. It was suggested to request the morning staff meetings held at a later time on the days the Governing Board meets at the home. Darrol Schroeder will discuss with Jake Reuter concerning the HIPAA laws and consider if the board would be allowed to attend these meeting.
- Discussion was also held on the Governing Board meeting with the management team.

DATE, LOCATION & TIME OF NEXT MEETING: Friday, May 05th at the North Dakota Veterans Home @ 10:30 AM. A preliminary budget will be presented at the next meeting.

Motion was made by Daryl Beard, seconded by Robert Volk to adjourn this meeting.

Meeting adjourned.

Darrol Schroeder
Interim Commandant/Administrator

/mo