

**NORTH DAKOTA VETERANS HOME  
GOVERNING BOARD MEETING  
Held at North Dakota Veterans Home, Lisbon, North Dakota  
May 05, 2006  
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Meeting called to order by Vice-Chairman, Jerry Meske. The Pledge of Allegiance was recited, followed by a moment of silence for the POW/MIA's.

**ROLL CALL**

Jerry Meske – Vice Chairman  
Daryl Beard  
Larry Dakken  
Orletta Kilen  
Robert Volk  
Darrol Schroeder-Interim Commandant-NDVH  
Mark Johnson-Administrator-NDVH  
Absent: Norris Braaten – Chairman  
Guest:  
Rudy Jenson, Chairman, ACOVA  
Bob Hanson, Commissioner, Dept of Veterans Affairs  
Mitch Olson, Benefits & Claims Representative  
Ralph Metcalf, ND State House of Representatives-24<sup>th</sup> District  
Pam M. Guleson, ND State House of Representatives-26<sup>th</sup> District &  
Deputy State Director of Office of Senator Byron Dorgan  
Bernie Wagner, NDVH Volunteer Ombudsman

**WELCOME:** Jerry Meske welcomed Mark Johnson, who has been appointed the Administrator of the North Dakota Veterans Home. The Governing Board looks forward to working with Mark and encourages him to contact the members of the Governing Board for any assistance or advice.

Mark B.Johnson has been an administrator for 19 years. He graduated from Concordia College with a degree in Long Term Care Administration and Sociology. He has four children, a daughter attending Mary College in Bismarck, a son attending Wahpeton State School of Science, and twin 12 year girls who will be living in Lisbon with Mark and his wife Holly, who is a nurse.

Mark stated he is very excited to come aboard and he welcomes anyone to stop by his office to visit as he has an open door policy. He thanked the Governing Board for the support they have shown him.

**ADMINISTRATOR'S LICENSE:** Mark Johnson's Administrative License has been approved and will be sent upon the completion of the paper work.

**APPROVAL OF MINUTES:** Daryl Beard made a motion, seconded by Darrol Schroeder to accept the minutes of March 10<sup>th</sup>, March 28<sup>th</sup> & April 06<sup>th</sup> meetings as amended. Motion carried. The following amendments were made:

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**Governing Board Meeting-March 10, 2006**

Daryl Beard requested the minutes of the February 7, 2006 Executive Board Meeting be amended that he had voted "no" to the motion which 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.

Also the following correcting was made to the paragraph concerning Post War Trust Funds. A letter requesting \$10,000 for activities was submitted to the ACOVA. If this total amount will be approved, the money will be distributed on an as needed base

**SEARCH COMMITTEE REPORT:** Jerry Meske reported the committee agreed unanimously to hire Mark Johnson.

Rudy Jenson, Chairman ACOVA, praised the search committee for committing their time in the search for the new administrator. He also acknowledged the debates that were held due to the fact that Mark Johnson was not a veteran. The reason for the change through legislation which stated it was not mandatory the Commandant/Administrator be a veteran was to allow the committee to have the choice of selecting the best applicant for the position.

Darrol Schroeder commented he sat in on the interviews, but was not a voting member of the Search Committee. He felt the process and interviews went very smoothly. He also praised Jerry Meske for displaying organization as the chairman of the search committee.

**INTERIM COMMANDANT POSITION:** Jerry Meske extended a thank you to Darrol Schroeder, for serving as the Interim Commandant. Darrol Schroeder commented it has been very gratifying serving in this capacity at the Veterans Home, along with the fact it has been a great learning experience. He also commented on the dedication he has seen displayed by the North Dakota Veterans Home Staff. He felt Mark Johnson was inheriting a great group of employees. Executive Secretary, Margie Ourenhagen, reported to the board, it has been a pleasure serving as secretary to Darrol Schroeder.

**COMMANDANTS HOUSE REMODELING:**

Darrol Schroeder commented on how sound the Commandants House was built and that it has been placed with the Historical Society. The shingling was a major improvement done this year. He thanked Bob Nelson & Darla Seelye for all the hard work their departments have done with the upkeep and remodeling projects done at this residence.

**FLOORING:** Plant Supervisor, Bob Nelson, gave an update on the floor plans on the commandant's house. All the floors will be refurbished back to hard wood floors. The

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last time any of the flooring was replaced was in 1990 and the carpeting has had years of wear. New carpeting may be put in a small area of the home; however most of the flooring will be hard wood. It will be more cost effective to go with the hard wood flooring instead of carpeting. There is approximately 15,000 square feet to cover which will cost approximately \$20,000. All the hardwood floors will be painted with kilt to seal any smells. Also discussed was using an oil base instead of water base covering. Even though this remodeling project will be an expense, now when the residence is empty is the best time to refurbish all the floors. A contractor has been scheduled to start May 22<sup>nd</sup>.

**FOUNDATION:** Discussion was held on the foundation of the Commandant's Residence, which is cracking. Colored caulking will be used to seal up these cracks.

**BATHROOM:** Also discussed was the 2<sup>nd</sup> floor bath room that was submitted and rejected by Legislation for remodeling. No major changes will be made in this bathroom at this time.

**FUNDS AVAILABLE:** Discussion was held on available funds for this project. A request will be made to the emergency commission for assistance with some of this flooring project. Darla Seelye will also check with the historical society if any funding would be available.

It was requested that Accounting Manager, Kristin Lunneborg, check into the insurance coverage on the commandant's house.

**ADMINISTRATOR RELOCATION COST:** Mark Johnson, Administrator, received a bid of \$3800 for moving expenses from Beulah to Lisbon. Discussion was held on the \$2500 authorized last meeting for moving expenses. Bob Nelson will request from the Department of Transportation the usage of the one ton truck for moving items. Motion was made by Daryl Beard, seconded by Orletta Kileen to increase the moving allowance from 2500 to \$3500. Motion carried unanimously.

**MOTEL EXPENSE:** The commandant's house is a portion of the administrator position package, however at this time with all the painting and remodeling the house can not be occupied. Darrol Schroeder, Interim Commandant reported to the Governing Board that he has authorized Mark Johnson to stay at the Super 8 Motel in Lisbon with a direct bill to the NDVH until he can move into the house.

**ADMINISTRATOR INSURANCE COVERAGE:** Discussion was held on the request for reimburse for the month of May for insurance coverage for Administrator, Mark Johnson. Employment effective date is May 1<sup>st</sup> with insurance coverage effective date June 1<sup>st</sup>. Mark Johnson is covered under the Cobra Plan and has paid for this month of insurance. Motion was made by Larry Dakken, seconded by Orletta Kileen to reimburse

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Mark Johnson for his Health Insurance coverage he paid under the Cobra Plan for the month of May. Motion carried.

**VETERANS HOME GROUNDS:** Bob Nelson, Plant Supervisor, gave an update on the trees that have been removed and those that are being planted. There have been seventy-five trees planted, which consisted of 25 ash, 25 cotton wood and 25 silver maple. These trees were purchased from soil conservation. This fall more trees will be ordered. A row of ash trees that were previously planted in the back are growing to close together so these trees will be replanted in the front of the building.

A bob-cat and stump grinder will be borrowed to grind up the stumps on the trees that have been cut down. The Governing Board requested a letter of appreciation for the usage of the stump grinder and pole digger be written.

Jerry Meske spoke on behalf of the Governing Board and the Veterans of North Dakota. He praised the Maintenance Department on how wonderful the veteran's home grounds are maintained. He stated it takes many hours of hard work and these grounds are kept beautiful which is appreciated very much.

**GOVERNING BOARD MEMBER TERMS:**

Larry Dakken	2 year term	June 2004-June 2006
Robert Volk	2 year term	July 2004-June 2006
Norris Braaten, Chairman	3 year term	July 2004-June 2007
Daryl Beard	3 year term	July 2004-June 2007
Orletta Kileen	3 year term	July 2004-June 2007
Jerry Meske	3 year term	July 2005-June 2008
Darrol Schroeder	3 year term	July 2005-June 2008

The terms of Larry Dakken and Robert Volk will expire June 2006. Jerry Meske expressed gratitude to these members for all their hours of volunteered time and hard work they have put in with the involvement and support of the Veterans Home.

Replacement names have been submitted to ACOVA Chairman, Rudy Jenson, for consideration.

**VA MEDICATIONS:** Daryl Beard updated the board on the Medicaid, Medicare and VA for veterans that he has been working on.

**EXEMPTION EQUALIZATION OF RATE:**

**Performance Audit Recommendation 3-2:** The State Auditor's proposal was to make two classes of skilled care within the state of North Dakota. By the veterans' home being in a class by itself, we would not have to comply with the Department of Human Services

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Rate Caps for our residents. The Governing Board, at that time, decided not to take action as this change would raise both what we bill Medicaid and private pay residents.

Daryl Beard has made several contacts to locate legal information from any source that states per-diem must be used for pharmaceuticals and primary care. He has received no written response. He has contracted Mr. Shawn Ferguson, Legislative Assistant from Senator Conrad's office, to present a bill to mandate the VA pay for all pharmaceutical cost and medical care for residents in State Nursing Homes.

Discussion was held on per-diem rates, Medicare Part D and Equalization of rates.

Administrator, Mark Johnson, and Daryl Beard will bring an update to the next meeting.

**DISABLED AMERICAN VETERANS CONVENTION:** Daryl Beard won the Disabled American Veteran member of the year for the State of North Dakota.

**V.S.O. CONFERENCE:** Darrol Schroeder, Interim Commandant, and Liz King, Admission Coordinator, attended this conference in Bismarck to give the veteran service officers an update on the operational and constructional, and rules and regulations of the veteran's home.

For marketing Liz King handed out note pads which listed the North Dakota Veterans Home name, telephone number, address, and the Admissions Coordination telephone number.

Discussion was held on the request from the Barnes County Veterans Service Officer inviting Liz King to give a presentation to the Veteran's Area Groups and Social Workers in the Valley City area. She talked about the North Dakota Veterans Home history and showed overhead projection pictures of the Admission Application and what there was to offer residents at the veteran's home. About fifty individuals attended this presentation. Very positive responses were received by the individuals who attended this presentation and the request has been made to have Liz King give this presentation in more counties.

Liz King was praised on the fantastic marketing she has been doing through the Veterans Service Officers.

Commissioner, Bob Hanson, remarked of the many positive comments he received on the evaluation sheets passed out at the V.S.O. conference concerning Liz King being so accommodating with issues concerning the veteran's home. He also thanked the Governing Board for allowing Liz King to attend these conferences.

**RE-ADMISSION POLICY:** Darrol Schroeder, Interim Commandant, discussed the conflict the veterans' home has with the Administrative Code Policy which states a

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resident can not be readmitted to the veteran's home if there is an outstanding bill. He also discussed his decision to allow residents to move in with an outstanding bill and that documentation will be recorded as to why these situations are allowed. Proposed changes have been submitted to Attorney General, Mary Kae Kelsch for approval to allow residents to be re-admitted with an outstanding bill.

Daryl Beard will confirm the status of the Administrative Code changes presented to Mary Kae Kelsch, from the Attorney General's Office, and report to Chairman Norris Braaten for discussion at the next meeting.

A copy of the proposed changes submitted to the Attorney General's Office will be mailed out to each of the Governing Board Members prior to next meeting.

Ralph Metcalf, ND State House of Representatives-24<sup>th</sup> District, offered to assist the Governing Board in writing bills to be presented for legislative change.

**NDVH HANDBOOKS:** Liz King addressed the rules & regulations which have been changed through the handbook. If any proposed changes are to be made in these handbooks, the proposal must be presented to the Governing Board for approval.

**NDVH FARMLAND LEASE:** This farmland was advertised for a bid opening March 20, 2006, for a three year lease, (2006-2008) on two plots of farm land, approximately 22 acres, located in the SW corner of Section 12, Township 134, Range 56. This lease is renewable annually with consent of both parties. Jack Sweet submitted the highest bid in the amount of \$2,520.00 payable annually by April 1<sup>st</sup>. Real estate taxes are to be assumed by the lessee.

**TUITION REIMBURSEMENT:** Applications were received from the following individuals for tuition reimbursement.

1. Jake Reuter meets the criteria and will qualify for reimbursement.
2. Lynn Griggs did not meet the qualifications of minimum months worked to be eligible.

**COURTYARD:** Darrol Schroeder, Interim Commandant, proposed a plan to build a courtyard, using donated funds, beside the gazebo. Donations have already been received in the amount of \$10,000.00. A landscape architect has reviewed the plans.

**PATIO:** Discussion was held on the patio area to be constructed behind the building to be used for grilling.

**FRONT ENTRANCE:** Discussion was held on making this entrance more attractive, and adding a sitting area for residents across the street.

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**OPERATIONAL & STRATEGIC PLAN:** Discussion was held on projecting some capitol improvements for the Veterans Home and possibility building other facilities either on these grounds or on another location in the state of North Dakota. A line item will be submitted in the upcoming budget for consultant cost.

The strategic plan written by Novus will be reviewed and plans for updating will be discussed at future meetings. A request will be made to Eric Monson of Novus for additional copies of this plan.

Administrator, Mark Johnson, shared some key issues that need to be addressed and identified when making capitol improvements.

A schedule meeting will be set for Wednesday, May 31<sup>st</sup> for the supervisor's and the management team to address the operational and strategic plans with the Governing Board.

**LEGISLATIVE MEETING:** The Budget Committee on Human Services will be meeting at the North Dakota Veterans Home, Wednesday, May 31, 2006.

Ralph Metcalf, ND State House of Representatives-24<sup>th</sup> District, expressed any plans for expansion at the Veterans Home should be addressed at this meeting.

Discussion was held on the Veteran's Home being licensed for 111 Basic Care Residents and only having 90 residents. The crowded size of some the single rooms was discussed. Room size will be discussed at this Legislative meeting.

A thank you was extended to Ralph Metcalf, ND State House of Representatives-24<sup>th</sup> District, for attending this Governing Board Meeting.

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

**MEDICAL SERVICE CONTRACT & MEDICAL DIRECTOR CONTRACT:** The Medical Service Contract and the Medical Director Contract have been extended to June 30<sup>th</sup> to allow time to advertise for bid proposals.

Sandra Skallerud, President and CEO of Source One, Inc, was contacted to assist in writing these contracts. She pointed out a number of areas where reimbursement could be applied for.

The proposed Medical Service Contract has been submitted to the Attorney General's Office for approval

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**CENTER FOR PSYCHIATRIC CARE:** Administrator, Mark Johnson, will review the amendment to the agreement for providing nursing home services, which was received from the Center for Psychiatric Care.

**VA OUTPATIENT CENTERS:** Discussion was held on the three outpatient centers located in the cities of Bismarck, Grafton and Minot. New facilities will be coming up in Williston, Dickinson, Jamestown and Grand Forks.

Discussion was also held on the need for a VA outpatient center in the Southeast quadrant of the state. The board discussed drafting a proposal for the VA outpatient center to be located in Lisbon.

Commissioner, Bob Hanson, will address this at the VISN meeting he will be attending next Tuesday.

**FINANCIAL UPDATE: Kristin Lunneborg (Handout)**

**FINANCIAL:** With 63% of the biennium remaining, we are sitting pretty good overall. The major issues we are facing are the deficit we will have in our pharmacy fund and the need for an increase in our capital improvement appropriation.

The pharmacy operating line is over budget by \$76,458 for the first 9 months of this budget cycle. At this rate, Kristin predicts the pharmacy fund will be about \$204,000 over appropriation. We will continue to track this and go to the emergency commission when the time is right – preferably closer to the end of the biennium when we have more concrete figures.

The remaining money in the capital line item is to pay for roofing on the skilled wing, a chiller for dietary and some tile throughout the facility. The money remaining in this line item will not cover the expenses for these three items. The other piece to this puzzle is the money that will be needed to be spent in the Commandant's resident to replace the carpeting on the 3<sup>rd</sup> floor and in the living room and the flooring for the kitchen. Once we have all the bids together we will need to approach the emergency commission to request additional appropriation authority for the capital improvement line item. This should not be a problem as we also have to ask for permission to accept the additional revenue generated from the per diem which was deducted from skilled rent bills in the past.

**ACCOUNTS RECEIVABLE: (Handout)** Motion was made by Darrol Schroeder, seconded by Larry Dakken to write off Resident # 2 in the amount of \$6,543.24, Resident # 14 in the amount of \$3,416.13, Resident # 15 in the amount of \$ 274.01 and Resident # 8 in the amount of \$958.94. Motion carried.



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**CENSUS:** (**Handout**) The Skilled Unit is at 38 and Basic Care is at 82.

Motion was made by Robert Volk, seconded by Darrol Schroeder to approve all the reports as presented. Motion carried.

**POLICY'S:** The Absentee Policy and the Governing Body policies will be tabled until a later date.

**CREDENTIALING & PRIVILEGES:**

- Dr. Jeffrey H. Row forms have been completed.
- Dr. Oscar Fernandez, MD – Forms have been sent to the Medical Director for review and signature.
- Dr. Boni-Joe Silvernagel: (**Handout**) The letter which was sent to her by Darrol Schroeder, Interim Commandant was discussed. This will be revisited with Mark Johnson, Administrator.
- Discussion was held on who is currently paying the residents billings to Podiatrists, Dr. Boni-Joe Silvernagel. All specialty care is to be sent to and paid for by the Fargo VA. This will be addressed at the next meeting.

**GRIEVANCE:** Discussion was held on staffing issues that were addressed during Darrol Schroeder's Interim.

Residents and staff are encouraged to use the chain of command when addressing a grievance.

**MARKETING VIDEO:** Options were discussed for promoting the North Dakota Veterans Home:

1. Handout submitted by Barry Lewis, IT Coordinator for consideration.
2. Daryl Beard will check into this cost for marketing DVD's and report back to Administrator, Mark Johnson.
3. Rudy Jenson will contact Bill Goetz from the Governor's Office to discuss any available funds to assist with this project.
4. Marketing through addressing the V.S.O. Spring/Fall conferences and attending the Veteran Organization Conventions.
5. Administrator, Mark Johnson, suggested attaching a disc to the web site.
6. Notifying the radio station, TV stations, or any cable stations that will give a public service announcement to advertise the North Dakota Veterans Home.

Daryl Beard will report his cost to Administrator, Mark Johnson, and Rudy Jenson, Chairman of ACOVA, will contact Bill Goetz for assistance. This will be discussed further at the May 31<sup>st</sup> meeting.

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**CLOSING COMMENTS:**

- Thank you again to Darrol Schroeder, for all he has done while serving as the Interim Commandant at the North Dakota Veterans Home. Jerry Meske stated “it has been a pleasure working with you and the Board appreciations all you have done. We are pleased you will still be serving on the Governing Board.”
- Welcome again to Administrator, Mark Johnson.
- Goodbyes were extended to Robert Volk & Larry Dakken whose terms will expire as of June 30, 2006. The Board members expressed it has been a pleasure working with these two individuals.
- Commissioner, Bob Hanson, expressed the Department of Veterans Affairs stands ready to be of assistance to Administrator, Mark Johnson.
- Remember to post the Memorial Day posters.
- Board Member, Robert Volk, his son Steve Volk and his grandson Chris Volk were recognized on the front page of the Minot Daily News for three generations of Volks serving in VFW & AMVETS.
- Administrator, Mark Johnson, again stressed he has an open door policy.

**DATE, LOCATION & TIME OF NEXT MEETING:** Motion was made by Darrol Schroeder, seconded by Daryl Beard to meet Wednesday, May 31<sup>st</sup> at the North Dakota Veterans Home @ 10:30 AM. Motion carried.

A preliminary budget will be presented at this meeting.

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

Meeting adjourned.

Mark B. Johnson  
Administrator

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