

**NORTH DAKOTA VETERANS HOME
GOVERNING BOARD MEETING
Held at North Dakota Veterans Home, Lisbon, North Dakota
May 31, 2006
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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.

ROLL CALL

Norris Braaten – Chairman
Jerry Meske – Vice Chairman
Orletta Kilen
Darrol Schroeder
Mark Johnson-Administrator-NDVH
Absent:
Daryl Beard
Larry Dakken
Robert Volk
Guest:
Rudy Jenson, Chairman, ACOVA
Bob Nelson, Plant Supervisor
Kristin Lunneborg, Accounting Manager

APPROVAL OF MINUTES: Jerry Meske made a motion, seconded by Darrol Schroeder to accept the minutes of May 05th. **Motion # 1 carried.**

SKILLED UNIT ROOFING: Bob Nelson, Plant Supervisor, discussed the options available for repairing or replacing the skilled unit roofing. Bids are being received at this time for replacing the roof with either metal, tin or rubber roofing.

Motion was made by Jerry Meske that the board approve the homes request of \$87,000 for roof repair. Jerry Meske requested his motion be withdrawn.

The board will be informed of the final bid proposals.

FACILITY ADDITION: A strategic plan needs to be in place prior to requesting funding from the VA. Funding for a strategic plan proposal will be a request in the 2007-2009 biennium budget.

COMMANDANTS HOUSE REPAIRS: Bob Nelson, Plant Supervisor, gave an update of the repairs being done in the commandant's house.

LEASE ON COMMANDANT'S HOUSE: Kristin Lunneborg, Accounting Manager, will contact the attorney general's office to draw up a care responsibility lease.

LICENSE: The North Dakota Long Term Care License for Mark B. Johnson, Administrator has arrived.

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NURSING HOME RATES: Administrator, Mark B. Johnson, gave an update on the nursing home rates and case mix rates. Currently there are 54 different levels for Medicare payments.

CAPITOL IMPROVEMENTS: Administrator, Mark B. Johnson, discussed the importance of developing a master plan to distinguish the needs of the Veterans along with staffing efficiency.

Discussion was held on what our goals and mission are for our current and future veterans. Our goal should be to rehabilitate those eligible veterans to obtain a successful life back into society.

Board Members were encouraged to visit the Fergus Falls Veterans Home to obtain ideas for constructing another home.

Motion was made by Jerry Meske, seconded by Orletta Kilen to request Daryl Beard to create a search committee to define the upcoming needs and submit a recommendation for a master plan for a new nursing home in Lisbon. This request is to also include the addition of a new gymnasium and rehabilitation equipment. **Motion # 2 carried.**

OPERATIONAL & STRATEGIC PLAN: Discussion was held on the funding needed to create a master plan. Kristin Lunneborg, Accounting Manager, will contact O.M.B. to discuss funding availability.

Motion was made by Orletta Kilen, seconded by Darrol Schroeder to seek out estimates from a strategic planner to create an Operational & Strategic plan. **Motion # 3 carried.**

PICNIC AREA: Administrator, Mark B. Johnson, discussed the patio project, which various veterans' organizations have expressed an interest in funding. The draft drawing was discussed.

VETERANS COURTYARD: Administrator, Mark B. Johnson requested this courtyard be placed on hold until the strategic plan is submitted. Various veterans' organizations and individuals have expressed an interest in assisting with the funding of this courtyard project. The draft drawings will be sent out to the governing board.

Fencing for the courtyard area was discussed. Darrol Schroeder will request an estimate from Fargo Dakota Fencing for the fencing costs for the courtyard area project which will be submitted to the Board at a later date.

SMOKING AREA: Discussion was held on the NDCC State Law which prohibits staff from utilizing the designated smoking areas within the veteran's home.

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LEGISLATIVE COMMITTEE: The Budget Committee on Human Service will be meeting at the Veterans Home, Wednesday, May 31, 2006.

CONVENTIONS:

- AMVETS Convention was attended by Liz King, Admission Coordinator. Rudy Jensen, Chairman of ACOVA, expressed that Liz King did an outstanding job representing the Veterans Home.

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

CONTRACTS:

- Medical Service Contract: Two proposals have been submitted, which will be acted upon this week.
- Medical Director Contract: The Request for Proposal has been sent out.
- The Stadter Center Contract: Administrator, Mark B. Johnson, has signed an amendment to the Mental Health Consulting.

VA MEDICATIONS:

- Kristin Lunneborg updated the board on the procedure billings for VA medications.

EXEMPTION EQUALIZATION OF RATES: Administrator, Mark B. Johnson, gave an overview of comparing the equalization of rates, which is basely designed that private pay residents pay the same prices as those being billed to Medicaid/Medicare.

MARKETING DISKS: Rudy Jensen, Chairman of ACOVA, gave an update of the marketing disks project headed up by Daryl Beard. The projected cost of the disc is \$2,000 to \$2,500. Motion was made by Darrol Schroeder, seconded by Orletta Kilen to authorize Daryl Beard to proceed with the production of the marketing disc. **Motion # 4 carried.**

GOVERNING BOARD MEMBER TERMS:

Larry Dakken 2 year term June 2004-June 2006

Robert Volk 2 year term July 2004-June 2006

The terms of Larry Dakken and Robert Volk will expire June 2006. Replacement names have been submitted to ACOVA Chairman, Rudy Jensen, for consideration.

FINANCIAL UPDATE: (**Handout**) Kristin Lunneborg, Accounting Manager, gave an update on the remaining 2005-2007 biennium budget, which we are sitting pretty good overall. The major issue is the pharmacy budget, which she will be discussing with the emergency commission.

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Week-end shift deferential pay for all departments was discussed. No action was taken at this time.

EMERGENCY COMMISSION REQUEST: The request will be submitted to the emergency commission for \$116,000 additional funds to be used for purchasing medications and \$47,200 for capitol improvements through the end of the 2005-2007 bienniums.

CENSUS: (Handout) the April 2006 census is 38 beds filled on the Skilled Care Unit and 80 beds filled on the Basic Care Unit.

SKILLED RESIDENT RENT: Kristin Lunneborg, Accounting Manager, discussed the resident who has outstanding accounts receivable notes.

BUDGET 2007-2009: Kristin Lunneborg, Accounting Manager, gave an overview of the projected line items on the budget. A preliminary budget will be submitted at a latter date. A request will be made for a filing extension deadline of August 15th.

Discussion was also held on the Strategic Plan and the Capitol Improvement's line items to be added to the 2007-2009 biennium budget.

Motion was made by Darrol Schroeder, seconded by Jerry Meske to accept the financial reports as presented. **Motion # 5 carried.**

ABSENTEE POLICY: Administrator, Mark B. Johnson, discussed drafting an absentee policy to be reviewed by the Attorney General office prior to the board review.

CREDENTIALING & PRIVILEGES:

- Dr. Oscar Fernandez, MD – Forms have been sent to the Medical Director for review and signature, which the medical director has refused to sign.
- Dr. Boni-Joe Silvernagel: (Handout) The facility does not make any payments to her. She refuses to sign credentialing and she does not come out to the veteran's home to visit patients. Administrator, Mark Johnson, will discuss this further with the Fargo VA.

CLOSING COMMENTS:

- Jerry Meske discussed the community funded stand down that will be held September 8th in Bismarck for veterans in need.
- Administrator, Mark B. Johnson, discussed the SWOT analysis (Handout) which he has been reviewing with the Veterans Home Department Heads. (SWOT focuses on the Strengths, Weaknesses, Opportunities and Threats).
- Administrator, Mark B. Johnson, discussion developing guideline procedures to do background checks on veterans who are applying for admission to the

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veteran's home. He will contact the Attorney General's office to discuss what guidelines can be developed.

- Discussion was held on the sources that are being used for residents and staff to communicate with management. One source is when the Administrator responds to the Basic & Skilled Resident Council's.
- Discussion was held on Administration sending letters to the Commander's of the veteran organizations after the July Conventions to notify them of what projects, plans and cost are being planned at the veteran's home.

DATE, LOCATION & TIME OF NEXT MEETING: Motion was made by Darrol Schroeder, seconded by Jerry Meske to meet Monday, July 10th at the North Dakota Veterans Home @ 10:30 AM. **Motion # 6 carried.** (This meeting has been rescheduled to Tuesday, August 1, 2006).

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

Meeting adjourned.

Mark B. Johnson
Administrator

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