

**NORTH DAKOTA VETERANS HOME
LISBON, NORTH DAKOTA
GOVERNING BOARD MEETING MINUTES**

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DATE/TIME: Wednesday, November 01, 2006 @ 10:30 AM. **LOCATION:** Lisbon Veteran's Home-Multipurpose Room. **MEETING:** X Regular ___ Special
MEETING CALLED TO ORDER: by Chairman, Norris Braaten @ 10:30 AM **Quorum** x Yes ___ No:

Membership: **Norris Braaten, Chairman** **Daryl Beard** **Brad Maasjo** **DuWayne Ternes**
 Jerry Meske, Vice Chairman **Orletta Kilen**

Absent: **Darrol Schroeder**

OTHERS PRESENT BY INVITATION:

NDVH Administrator-Mark B. Johnson Physical Plant Supervisor- Bob Nelson Accounting Manager-Kristin Lunneborg
Recording Secretary-Margie Ourenhagen Rudy Jenson, Chairman, ACOVA

AGENDA ITEM	PRESENTATION/DISCUSSION	RECOMMENDATION/ACTION
1. Pledge of Allegiance/Moment of silence for POW/MIA requested by Chairman.	<ul style="list-style-type: none"> • Pledge of Allegiance was recited, followed by a moment of silence for the POW/MIA 	<ul style="list-style-type: none"> • NAR (No Action Required)
2. Roll Call: Recording Secretary	<ul style="list-style-type: none"> • Roll call was taken. 	<ul style="list-style-type: none"> • A quorum is present
3. Welcome: Chairman-Norris Braaten	<ul style="list-style-type: none"> • Chairman welcomed the Board Members and Staff that were in attendance 	<ul style="list-style-type: none"> • NAR (No Action Required)
4. Approval/Conflict of Interest of Agenda Items Chairman-Norris Braaten	<ul style="list-style-type: none"> • Chairman Braaten questions if any Board Members have a conflict of interest with any agenda items. 	<ul style="list-style-type: none"> • There were no conflicts of interest stated at this time.
5. Approval of Minutes: Chairman-Norris Braaten <ul style="list-style-type: none"> • Governing Board Meeting-September 08, 2006 	<ul style="list-style-type: none"> • Minutes e-mailed to Board Members. • Chairman will call for additions/corrections/motion to accept the minutes. 	<ul style="list-style-type: none"> • Correction-Daryl Beard name spelling on item 18. • Motion by DuWayne Ternes, seconded by Daryl Beard to approve September 8th minutes as corrected. Motion # 1carried.
6. Foundation Report Administrator-Mark B. Johnson	<ul style="list-style-type: none"> • Mike Dobmeier, Chairman of the NDVH Foundation, has been contacted by Administrator Johnson. 	<ul style="list-style-type: none"> • He will be invited to meet with the Governing Board at a later date.
7. Maintenance/Safety Report: Physical Plant Supervisor-Bob Nelson <ul style="list-style-type: none"> • Fire Marshall Report 	<ul style="list-style-type: none"> • The Plan of Corrections has been filed for the State Health Department Life Safety Survey and the Fire Marshall Reports. The PoC has been accepted for the Fire Marshall Report. 	<ul style="list-style-type: none"> • Motion made by Daryl Beard, seconded by Orletta Kilen to accept the Maintenance/Safety report. Motion # 2 carried.
8. Governing Board Committee Report: Board Member-Daryl Beard Code of Federal Regulations	<ul style="list-style-type: none"> • Discussion was held on the maximum number of nursing home care and domiciliary care beds for the North Dakota Veterans Home listed at 	<ul style="list-style-type: none"> • Administrator Johnson will follow up with Frank Salvis.

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Title 38, Volume 2	121. A State may request a grant for a project that would increase the total number of State nursing home and domiciliary beds beyond the maximum number for that State, if the State submits to VA, documentation to establish a need for the exception based on travel distance of at least two hours.	
8. Financial Report: Accounting Manager-Kristin Lunneborg <ul style="list-style-type: none"> • Financial Statement Enclosed • Census Data • Basic/Skilled Accounts Receivable • Tuition Reimbursement Request 	<ul style="list-style-type: none"> • Financial: Has 38% of budget remaining. • Census: October 2006 <ul style="list-style-type: none"> • Skilled Care: 37 Beds filled. • Basic Care: 87 Beds filled. • Basic/Skilled Accounts Receivable: Kristin will check with OMB concerning a line item for bad debt write-offs. • Tuition Reimbursement request from Liz Martin, Human Resources, who is attending school to receive a bachelor degree in management. Policy reads anytime request is over \$2,000 in a given year will need board approval. Tuition request is for maximum amount of \$2,000 per semester or \$4,000 per year. 	<ul style="list-style-type: none"> • Emergency Commission: At a later date a request will be made for extra appropriation authority for primary care services. • Salary Incentive Programs: Administrator Johnson is checking into a program that will be approved by OMB. • Pharmacy will bill Community Care RX for drugs listed under Medicare Part D. • Motion was made by Daryl Beard, seconded by Orletta Kilen to approve this request. Motion # 3 carried.
9. Governing Board Committee Report: Board Member-Daryl Beard <ul style="list-style-type: none"> • Marketing Disks • ND Administrative Code 86-03-01 thru 86-03-10 • Equalization of Rates 	<ul style="list-style-type: none"> • Development of marketing disk. • Status report from Senator Conrad's office concerning the Medicare D letter from CMS. • ND Administrative Code: Status Report • Equalization of Rates: Status report. 	<ul style="list-style-type: none"> • Marketing disk information will be gathered in November & December. • Motions made by Orletta Kilen, seconded by Jerry Meske to explore if the Veterans Home can have an exemption of equalization of rates and if so proceed with Legislation action. Motion # 4 carried. • Administrator Johnson will contact ND Department of Human Services to discuss the equalization of rates. • Administrator Johnson will be the primary contact person to work with the Attorney

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		<p>Generals office concerning the ND Administrative Code changes.</p> <ul style="list-style-type: none"> • Motion made by Orletta Kilen, seconded by DuWayne Ternes to accept Daryl Beard's report. Motion # 5 carried.
<p>10. Administrator Report: Administrator-Mark B. Johnson</p> <ul style="list-style-type: none"> • Grievance process • Veterans Home Tour • VA Survey: Plan of Correction • Condition Assessment of Campus Buildings • Medicare D • Gravel Pit • Telephone System • Dog 	<ul style="list-style-type: none"> • Grievance process will be presented at a later date. • Veterans Home Tour: Status Report. • Addiction program: Staff & residents are trying to adopt a policy concerning the addition program. • Thirty day notice was served on a resident who does not comply with the veterans' home rules and policies. • VA Survey-Plan of Correction was accepted. • Condition Assessment of Campus Buildings- Administrator Johnson met with State Agencies. Bids have been received from three companies to do a condition assessment. • Medicare D – Bills are to be billed at cost. The medication program we are signed up under is Community Care RX. • Gravel Pit: Status Report – Administrator Johnson will contact the proper state agencies and report back at a later date. • Administrator Johnson will discuss our telephone system with the IT Department. • Dog Run this will be addressed at a later date. 	<ul style="list-style-type: none"> • Condition Assessment: Motion made by Jerry Meske, seconded by Orletta Kilen to proceed with YHR at the cost of \$9,000 to provide a condition assessment concerning the life safety code issues. Motion # 6 carried. • Gravel Pit: Motion was made by DuWayne Ternes, seconded by Daryl Beard to limit the use of the clay to the owner. Motion # 7 carried. • Motion was made by Orletta Kilen, seconded by Brad Maasjo to accept the Administrator's report as presented. Motion # 8 carried.
<p>11. Credentialing & Privileges: Administrator-Mark B. Johnson</p>	<ul style="list-style-type: none"> • According to the opinion from the Washington VA credentialing or privileges do not have to be completed on a professional who does not come to the veteran's home to do service, nor if the professional service is not being paid by the veteran's home. 	<ul style="list-style-type: none"> • NAR

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<p>12. Resolution Board Member-Brad Maasjo,</p>	<p>The following resolution was presented by Brad Maasjo addressing a study on the present Veterans' Home.</p> <p>Motion to initiate a capital improvement study as part of our long range strategic plan.</p> <p>This study may use funds allocated for that purpose and include contracting for professional advice or services subject to approval of the Governing Board.</p> <p>The study should include an assessment of:</p> <ul style="list-style-type: none"> • Demographic projections • Has the lack of private rooms affected our historical census • Aging infrastructure of the NDVH (including non-compliance & Notices of Violations. • A forecast of future needs, including whether additional services are required in areas more than two hours travel time from the current facility, and what, if any legal requirements exist • Mental health/substance abuse requirements • Cost to renovate/remodel the current structure vs. new construction • What is the best/most desirable model for new construction (# of floors, physical layout, etc) • If new construction is pursued, what is the disposition of the current facilities • Sources of funding, to include federal 	<p>Motion was made by Jerry Meske, seconded by DuWayne Ternes to accept the resolution as presented. Roll call vote taken Motion # 9 carried.</p>

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	<p>grants, bonding, private fundraising, state appropriation, and the possibility of an appropriation spread over more than one legislative session</p> <ul style="list-style-type: none"> • Whether eligibility criteria will need modification (e. g. tiers of eligibility) <p>The study should make a recommendation and include a draft statement of need to be presented to the legislature.</p>	
<p>13. Administrator's evaluation</p>	<ul style="list-style-type: none"> • Review date for Administrator Johnson, who has completed his six months probation period. 	<p>Motion was made by Daryl Beard, seconded by Orletta Kilen that Chairman Braaten select two other board members to assist with completing an evaluation on Administrator Johnson. This evaluation will be presented to the governing board at a later meeting. Motion # 10 carried.</p>
<p>14. Closing Comments</p>	<ul style="list-style-type: none"> • Medicare Part D- Pharmacist, Jill McRitchie, has been instructed to bill Medicare Part D even though we do not have a letter in hand. What amount do we bill Medicare Part D – Do we bill the \$8.00 co-pay or do we bill the cost of the medication. Some of the residents have co-pay which is determined by the service connection and their annual income. Others just have the Medicare Part D. On these residents do we also billed the \$8.00 co-pay. We pay the full cost of the meds for some Veterans, which is what we thought we should be billing Medicare Part D. Residents who are paying for the Medicare Part D plan should have the co-pay forgiven. • Governor Hoeven has signed a proclamation to declare November as Hire a Veteran Month. • Chairman of ACOVA, Rudy Jansen, thanked 	<p>Administrator Johnson and Accounting Manager, Kristin Lunneborg, will discuss this with other facilities and make a decision on what to bill and report to the Board at a later date.</p>

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	<p>the Governing Board and Administrator Johnson for sending a representative to the Woman's veteran symposium at the Fargo VA.</p> <ul style="list-style-type: none"> • Brad Maasjo clarified is an employee of the Veterans Administration before recently he would have had to separate the health benefits from the medical side, which he works on the medical side • Robert P. McDivitt has been appointed Medical Center Director of the Department of Veterans Affairs Medical Center (VAMC) in Fargo, North Dakota effective October 29, 2006. • Senator Conrad will visit the veterans home in the near further. 	
15. ACOVA Meeting	<ul style="list-style-type: none"> • Nov 3rd & 4th ACOVA Committee & Coordinating Council will meet in Bismarck. 	Administrator Johnson & Chairman, Norris Braaten will attend.
16. Next Meeting – Governing Board:	<ul style="list-style-type: none"> • Date: Meeting originally scheduled for Jan 12th; Rescheduled to Jan 11th due to Legislative Session. • Location: Originally scheduled in Lisbon- Rescheduled in Bismarck due to Legislative Session • Time: 11:00 AM 	<ul style="list-style-type: none"> • Next meeting, Thursday, January 11, 2007 @ Bismarck US Food Service @ 11:00 AM.
17. Adjournment	<ul style="list-style-type: none"> • Motion was made by DuWayne Ternes, seconded by Orletta Kilen to adjourn this meeting 	<ul style="list-style-type: none"> • Meeting Adjourned
18. Minutes signed by Administrator		Mark B. Johnson, Administrator