

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

Page 1 of 4

DATE/TIME: Friday, July 20, 2007 @ 10:30 AM. LOCATION: Veterans Home – Multipurpose Room: MEETING: Regular Special
MEETING CALLED TO ORDER: by Chairman, Norris Braaten **Quorum Yes No:**

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

OTHERS PRESENT BY INVITATION:

NDVH Administrator-Mark B. Johnson Accounting Manager-Kristin Lunneborg Executive Secretary-Margie Ourenhagen
 A.C.O.V.A. Chairman-Rudy Jenson Ralph Metcalf, House of Representatives

AGENDA ITEM

PRESENTATION/DISCUSSION

RECOMMENDATION/ACTION

<p>1. Pledge of Allegiance/Moment of silence for POW/MIA requested by Chairman.</p>	<ul style="list-style-type: none"> • Chairman called for the Pledge of Allegiance to be recited, followed by a moment of silence for the POW/MIA 	<ul style="list-style-type: none"> • (NAR) No Action Required
<p>2. Roll Call: Recording Secretary</p>	<ul style="list-style-type: none"> • Roll call taken by recording secretary 	<ul style="list-style-type: none"> • All membership present
<p>3. Welcome: Chairman-Norris Braaten</p>	<ul style="list-style-type: none"> • Chairman welcomed Board Members and Guest. 	<ul style="list-style-type: none"> • NAR (No Action Required)
<p>4. Approval of Governing Board Minutes: Chairman-Norris Braaten</p> <ul style="list-style-type: none"> • Conference Call Meeting-June 04, 2007 	<ul style="list-style-type: none"> • Minutes e-mailed to Board Members. • Chairman called for additions/corrections/motion to accept the minutes. 	<ul style="list-style-type: none"> • Motion #1 was made by DuWayne Ternes, seconded by Orletta Kilen to approve minutes as e-mailed. Motion carried unanimously.
<p>5. Approval/Conflict of Interest of Agenda Items Chairman-Norris Braaten</p>	<ul style="list-style-type: none"> • Chairman Braaten asked the question if any Board Members have a conflict of interest with any agenda items. 	<ul style="list-style-type: none"> • With there being no conflicts of interest stated, motion # 2 was made by Orletta Kilen, seconded by Jerry Meske to approve the agenda as presented. Motion carried unanimously.
<p>6. VA Status Report Administrator Mark B. Johnson</p>	<ul style="list-style-type: none"> • Administrator Johnson has drafted five letters to be submitted in the next phase of the VA Grant. • Form 424 will be updated • Senator Dorgan visited the Veterans Home to discuss the new building and federal funding. • The newly designed floodplain maps will be reviewed and hopefully accepted as the updated version. Discussion was also held on requesting grant funds from the Corp of Engineers during 	<ul style="list-style-type: none"> • August 15th is deadline for Federal grant. • Brad Maasjo will propose a change/addition to the Vision Statement for our strategic plan. • Brad Maasjo will make a PowerPoint advocating a CBOC clinic in the Southeast area of North Dakota. • A Mission statement will also be drafted.

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Page 2 of 4

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	<p>the construction of the new building and the demolition of the existing building.</p> <ul style="list-style-type: none"> • Discussion was held on the Five Year Capitol Improvement Plan and Three Year Operating Budget for the Veterans Home. Updated Med carts, computer software, room lifts and staffing were some of the items discussed for the capitol improvement plan. • CBOC stands for Community Based Outreach Clinic which is a facility that is owned and operated by the Federal VA and located in communities where there are not VA hospitals. The CBOC Unit is not a responsibility of the Veterans Home and the veterans home would not justify putting a CBOC in this area; it is this area and the veterans that live in the external area that would justify putting a CBOC in this area. • Strategic Planning was discussed. Some of the items discussed were Vista Software, Western Location Veterans Home, CBOC Clinic, and flexibility for Alzheimer's/dementia, Post Traumatic Stress Disorder & Substance abuse. 	
<p>7. Architecture & Interiors Contact Update Administrator Mark B. Johnson</p>	<ul style="list-style-type: none"> • Foss Architectures & Interiors has signed the Architecture contract and will be meeting weekly with veteran's home staff. • Installation of the alarm systems and fire dampers will begin next week to correct the life safety code deficiencies. Hopefully, completion will be within 4-6 weeks. 	<ul style="list-style-type: none"> • Motion # 3 was made by Brad Maasjo, seconded by Darrol Schroeder that the request be made to Foss Architecture to submit a colored bar schedule as required by the Federal VA of dates taking us to the bid letting. This schedule will require the Governing Boards approval. Motion carried unanimously. • Notification will be sent to all those who submitted a bid of the awarding

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Page 3 of 4

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8. ND Administrative Code 86-03-01 thru 86-03-10 Daryl Beard	<ul style="list-style-type: none"> • Status report was given by Daryl Beard on the Administrative Code changes. These changes have been approved by the Governing Board and the ACOVA. A formal handbook has been written for the basic & skilled units. 	<p style="text-align: center;">Architecture Firm.</p> <ul style="list-style-type: none"> • Requires an Administrative Hearing be scheduled.
9. Financial Report: Accounting Manager-Kristin Lunneborg <ul style="list-style-type: none"> • Financial Statement Enclosed • Census Data • Basic/Skilled Accounts Receivable 	<ul style="list-style-type: none"> • Census enclosure for June 2007 <ul style="list-style-type: none"> • Skilled Care: 37 Beds filled. • Basic Care: 82 Beds filled. We are not admitting to the basic care unit until the life safety issues are solved. • Financial Enclosure: • Basic/Skilled Accounts Receivable was presented. No write off were requested at this time. 	<ul style="list-style-type: none"> • Motion # 4 was made by Brad Maasjo, seconded by Darrol Schroeder to approve financial report as presented. Motion carried unanimously.
10. Policies Accounting Manager-Kristin Lunneborg	<ul style="list-style-type: none"> • Human Resource Policies & Procedures <ul style="list-style-type: none"> ○ Corrective and Disciplinary Action – No-Show’s ○ Employee Benefits-Annual Leave ○ Employee Benefits-Unplanned Leave 	<ul style="list-style-type: none"> • Motion # 5 was made by Daryl Beard, seconded by Jerry Meske to approve the Annual Leave and Grounds for Discipline as written. The Unplanned Leave is approved with the requirement of a report from the Administrator to the Governing Board in six months. Motion carried unanimously.
11. Contracts Accounting Manager-Kristin Lunneborg	<ul style="list-style-type: none"> • Medical Director Service Contract • Medical Services Contract • Lease-Medical Room 	<ul style="list-style-type: none"> • Motion # 6 was made by Darrol Schroeder, seconded by DuWayne Ternes to approve these policies as presented. Motion carried unanimously.
11. Veterans Memorial Mark B. Johnson, Administrator	<ul style="list-style-type: none"> • Corry & Brad Bohl, from Jamestown, have constructed a memorial dedicated to the American soldiers and would be honored to display it permanently in our new facility. 	<ul style="list-style-type: none"> • Administrator Johnson will request a picture and dimensions of this memorial.
12. Marketing	<ul style="list-style-type: none"> • Administrator Johnson will continue to work 	<ul style="list-style-type: none"> • Request has been made and approved by

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Page 4 of 4

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Mark B. Johnson, Administrator	with this.	the ACOVA.
13. Closing Comments	<ul style="list-style-type: none"> • Pitch Fork Fondue: Special Events Committee did an outstanding job planning the Pitch Fork Fondue. Approximately 300 people attended. • VVA Motorcycle Ride: Approximately 75 bikes were on the run. • The Governing Board will be notified when an honorable state visitor is coming or has been at the veteran's home. 	
14. ACOVA Meeting	<ul style="list-style-type: none"> • Date: • Location: • Time: Friday @ 1:00 pm; Sat. @ 8:30 am 	<ul style="list-style-type: none"> • August 3 & 4th in Bismarck. Friday meeting @ 1:00 pm @ the AMVETS; Saturday meeting @ 8:30 am @ the Comfort Inn.
15. Next Meeting – Governing Board:	<ul style="list-style-type: none"> • Date: • Location: • Time: 	<ul style="list-style-type: none"> • Regular meeting, Friday, August 17, 2007 @ Lisbon Veterans Home @ 10:30 AM.
16. Adjournment	<ul style="list-style-type: none"> • Motion made by Darrol Schroeder, seconded by Orletta Kilen to adjourn this meeting. 	<ul style="list-style-type: none"> • Meeting adjourned.
17. Minutes signed by Administrator		Mark B. Johnson, Administrator