

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

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DATE/TIME: Tuesday, July 14, 2009 @ 10:00 AM LOCATION: North Dakota Veterans Home: X Regular ___Special

AGENDA ITEM	PRESENTATION/DISCUSSION	RECOMMENDATION/ACTION
	<p>and the applicant is requested to sign the authorization to disclose information form which allows the board to receive and review the applicant's medical records from other facilities.</p> <p>Discussion was held on the applicants who have received a denial of admission's letter from the North Dakota Veterans Home. The Governing Board may discuss applicants or residents in an opening meeting if the individual is referred to by an anonymous name such as John Doe 1.</p> <p>Motion # 1 made by DuWayne Ternes, seconded by Orletta Kilen to schedule the Appeals Hearing for August 11, 2009 @ 10:30 am.</p>	<p>Motion # 1 carried unanimously.</p>
<p>05. Welcome: Chairman-Norris Braaten</p>	<p>Chairman Braaten welcomed Dean Overby, who is a newly appointed member to the Governing Board for a three year period July, 2009 to June 2012.</p>	<p>NAR (No Action Required)</p>
<p>06. Board Member Guidelines Chairman-Norris Braaten</p>	<p>The Board Team Handbook which describes the Board Member's Guide to Visionary Leadership was discussed.</p>	<p>Additional copies of this book will be ordered.</p>
<p>07. Approval of Governing Board Minutes: Chairman-Norris Braaten Board Meeting-June 09, 2009</p>	<p>Motion # 2 made by Orletta Kilen, seconded by Daryl Beard to accept the minutes.</p>	<p>Motion # 2 carried.</p>
<p>08. Approval/Conflict of Interest of Agenda Items Chairman-Norris Braaten</p>	<p>Chairman Braaten asked if any board members have a conflict of interest with any agenda items.</p>	<p>There are no conflicts of interest stated at this time.</p>
<p>09. Flood 2009 Administrator-Mark Johnson</p>	<p>Administrator Johnson discussed the following items with the board:</p> <ul style="list-style-type: none"> • The progress of the veterans' home grounds restoration after the flooding of 2009. • Comstock Construction voluntarily assisting with moving the clay and black dirt back to the new veteran's home site. • Regular meetings have been held with FEMA representatives. 	<p>Assessed damage of the sprinkler system will be submitted to FEMA.</p>

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	<ul style="list-style-type: none"> • VA representative notified Administrator Johnson that per diem during the evacuation was non-collectable • Letter dated June 17, 2009 from US Senator, Byron L. Dorgan, stating he had contacted the Department of Veterans Affairs regarding the veteran's home collecting this per diem. • Department of Veterans Affairs will revise the rule pertaining to per diem, which will allow the Veterans Home to receive this per diem payment during the evacuation during the flood of 2009. 	<p>Administrator Johnson will contact the Department of Veterans Affairs periodically pertaining to the progress of this ruling being rewritten.</p>
<p>10. Building Committee Report Chairman-Bldg Comm.-DuWayne Ternes Owners Representative-Bernie Bailey</p>	<p>Bernie Bailey, Owners Representative, discussed the following items with the board:</p> <ul style="list-style-type: none"> • His observation report of the new veteran's home construction project. • The materials being used to install the floor drains. • Letter received by Administrator Johnson from Foss Architecture & Interiors, dated July 14, 2009, addressing the denial of Custom Stud of Lakeville, MN to supply product to a sub-contractor due to the fact prior approval was not requested before the deadline stated in the specifications for the re-bid. • The lengthy schedule of completion dates submitted by Comstock Construction. • What additions or deletions the governing board would like to see in the observation reports submitted. • The procedure when approving pay request and that it is Foss Architecture & Interior's responsibility to approve the 	<p>Bernie Bailey, Owners Representative, and DuWayne Ternes, Building Committee Chairman, will contact Foss Architecture & Interior to discuss the following:</p> <ul style="list-style-type: none"> • The comparison of the materials and procedures being used on the construction project in place of what was specified in the bid quotations and if this is acceptable. • Request the submission of a single page bar chart schedule for the construction project and that future pay request will not be paid until a legible schedule is received. <p>The board requested that Bernie Bailey, Owners Representative, follow up any project conversation with an e-mail.</p>

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	<p>pay request amounts is correct.</p> <ul style="list-style-type: none"> • Testing from Midwest Testing Laboratory of the Concrete Cylinders which was reported to Comstock Construction. • The Owners Representative Job Description submitted to the governing board. • The geothermal well digging site. • The web cam on the jobsite. <p>Motion # 3 made by DuWayne Ternes, seconded by Jerry Meske to approve the following payment request:</p> <ul style="list-style-type: none"> • Comstock Construction - \$ 540,752.78 • Grant’s Mechanical - \$242,568.00 • Nordick Electric - \$264,668.40 	<p>Motion # 3 carried unanimously.</p>
<p>11. Financial Report: Accounting Manager-Kristin Lunneborg</p>	<p>Kristin Lunneborg, Accounting Manager, discussed the following items with the board:</p> <ul style="list-style-type: none"> • Approximately \$23,000 from the salary line budget will be turned back to the state. • Census Data report for June 2008 – May 2009. • Board consideration of applying a percentage cap of how many non-veteran females are admitted. • Skilled unit single room’s occupancy. • Availability of using a single room as a hospice room to qualified hospice residents. • Construction Financial Report as of 07/13/09 • Accounts Receivable for basic and skilled as of June 2009. • No write-offs were requested. • Amending the rent policy with the following changes: <ul style="list-style-type: none"> • Under Policy changing the Veterans Administration to the North Dakota 	<p>Financial year end biennium report will be presented after the July 31st closing date.</p>

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	<p>Veterans Home Governing Board.</p> <ul style="list-style-type: none"> • Under how rent is calculated for Basic Care deleting # 5 • Under Skilled & Basic Care Rent for Absence Day amend to “Rent will be charged for all days, including leaves of absence”. • Under Collections # 2 delete Basic Care which will also allow pre-billing of skilled rent • Any changes to this policy must be approved by the North Dakota Veterans Home Governing Board. <p>Motion # 4 made by Daryl Beard, seconded by Orletta Kilen to approve the implication of the rent policy as amended thirty days after the proper advanced notice is given to the residents which will be served after the law has been changed giving the governing board the power to change rents.</p> <p>Motion # 5 made by DuWayne Ternes, seconded by Daryl Beard to approve payment of the following payment request:</p> <ul style="list-style-type: none"> • Ulteig Engineers - \$89.00 for professional services from 05/01/09-06/30/09. • Foss Architecture & Interiors - \$25,807.33 for professional services from 06/01/09-06/30/09. 	<p>Motion # 4 was withdrawn.</p> <p>Rent policy will be discussed at next meeting.</p> <p>Motion # 5 carried unanimously.</p>
<p>12. Evaluation Report Chairman-Norris Braaten</p>	<p>Administrator Johnson’s evaluation has been approved in a prior executive session meeting.</p> <p>Motion # 6 made by Daryl Beard, seconded by Orletta Kilen to approve a 5% wage increase for Administrator Johnson based on his evaluation</p>	<p>Motion # 6 carried.</p>

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	retroactive to May 1 st .	
13. Article 86-01-01 & 86-03-01 to 86-03-10 Chairman-Norris Braaten	<p>Daryl Bread presented the following proposed amendments to N.D. Administrative Code Article 86 Chapter 1 Section 1 and Article 86 Chapter 3 Sections 1-10.</p> <p>86-03-01-01 (1)</p> <ul style="list-style-type: none"> • Add the North Dakota Veterans Home application for admission will be submitted to the North Dakota veterans' home basic or skilled care unit in accordance with the current state and federal licensing rules and regulations and facility policies and procedures. • and/or delete or from the above sentence. <p>86-03-01-01 (2)</p> <ul style="list-style-type: none"> • Insert "Proof of honorable US military service." • Delete rest of paragraph. <p>86-03-01-01 (3)</p> <ul style="list-style-type: none"> • Last sentence delete the administrator's and add their designee. <p>Motion # 7 made by Daryl Beard, seconded by Orletta Kilen to accept Articles 86-03-01-01 subsections (1) (2) & (3) with the above proposed changes.</p> <p>Motion # 8 made by Daryl Beard, seconded by Orletta Kilen to take a fifteen minutes recess.</p> <p>86-03-01-01 (4) Priority listing basic care</p> <ul style="list-style-type: none"> • delete so long as and add if 	<p>Motion # 7 carried unanimously.</p> <p>Motion # 8 carried unanimously.</p>

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	<ul style="list-style-type: none"> • Keep “as set by the North Dakota Veterans Home Governing Board and the State and Federal requirements for Nursing Home Placement” which has already been approved by the governing board. <p>Discussed establishing a policy that will limit the total beds occupied in the facility by non-veterans to six percent.</p> <p>The North Dakota Veterans Home Administrator has the authority to discharge a basic care resident without finding placement; however to discharge a skilled care resident placement to another facility must be accepted prior to discharging.</p> <p>Discussed the priority listing for Basic Care.</p> <ol style="list-style-type: none"> a. A veteran who is a resident of the North Dakota veterans’ home skilled care unit in need of basic care. b. Veterans with service-connected disability. c. American ex-prisoners of war. d. Veterans. e. Spouses and surviving spouses of veterans. <p>Motion # 9 made by Daryl Beard, seconded by Dean Overby to approve basic care priority listing as presented.</p> <p>86-03-01-01 (5) Priority listing skilled nursing home.</p> <ol style="list-style-type: none"> a. Skilled nursing residents who have been medically discharged from the North Dakota Veterans Home. b. Veterans requiring skilled nursing care due 	<p>Motion # 9 carried unanimously.</p>

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	<p>to sixty percent or greater service-connected disability.</p> <ul style="list-style-type: none"> c. Residents of the North Dakota veterans home basic care unit in need of skilled care. d. Former residents of North Dakota veterans home basic care unit who have been medically discharged and placed into an outside skilled nursing home. e. Veterans with a service-connected disability. f. American ex-prisoners of war. g. Veterans. h. Spouses and surviving spouses of veterans. <p>Motion # 10 made by Daryl Beard, seconded by Orletta Kilen that skilled priority listing e, f, g & h is approved as presented.</p> <p>Motion # 11 made by Daryl Beard, seconded by Orletta Kilen to approve the skilled care listing as presented above a-h.</p> <p>Jann Neameyer, Director of Social Services discussed existing skilled care resident who have become capable to move back to basic care versus veterans requiring skilled nursing care due to sixty percent or greater service-connected disability.</p> <p>Motion # 12 made by Dean Overby, seconded by DuWayne Ternes to cease action at this meeting.</p> <p>Discussion was held on Article 86-03-01-03. Board of admissions – Composition, duties.</p> <ul style="list-style-type: none"> 1. The board of admission shall consist of administration, social worker, registered nurse 	<p>Motion # 10 withdrawn.</p> <p>Motion # 11 failed. No-4 Dean Overby, DuWayne Ternes, Jerry Meske & Norris Braaten. Yes-2 Daryl Beard & Orletta Kilen.</p> <p>Motion # 12 failed. Yes-3 Dean Overby, DuWayne Ternes, Jerry Meske No-3 Daryl Beard, Orletta Kilen, Norris Braaten</p>

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	<p>and physician or physician assistant. All applications shall be processed by the board of admissions for action.</p> <p>2. If a tie vote occurs, or an application is disapproved, the administrator, or designee shall call a meeting of the board and the reasons for the denial shall be reviewed. The administrator or designee shall vote to break the tie, request additional information if sufficient information is not available to make a decision, or write a letter of denial to the applicant.</p> <p>3. The board of admissions will act on all applications within ten days once the background check, medical and financial information is provided.</p> <p>Motion # 13 made by Daryl Beard, seconded by Orletta Kilen to approve the Board of admissions as presented above.</p> <p>Motion # 14 made by Daryl Beard, seconded by Dean Overby to table further discussion until the August meeting.</p> <p>Jerry Meske requested all these proposed changes be submitted to the Administrative Committee on Veterans Affairs and the Coordinating Council.</p>	<p>Motion # 13 failed Yes- 3 Daryl Beard, Orletta Kilen, Norris Braaten No- 3 Dean Overby, DuWayne Ternes, Jerry Meske</p> <p>Motion # 14 carried unanimously.</p> <p>Daryl Beard will present the proposed changes to the ACOVA if meeting is prior to next governing board meeting.</p>
14. Closing Comments	No closing comments	
15. ACOVA Meeting	Date: Location: Time:	To be announced
16. NDVH Building Committee	Date: Location:	To be announced

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17. Next Meeting – Governing Board:	Date: Location: Time:	Tuesday, August 11, 2009 Lisbon-NDVH M/P Room 10:30 AM
18. Adjournment	Motion # 15 made by Orletta Kilen, seconded by Jerry Meske to adjourn this meeting.	Meeting adjourned.
Minutes signed by Administrator		<i>/s/ Mark B. Johnson</i> Mark B. Johnson, Administrator