

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

Page 1 of 6

DATE/TIME: Tuesday, April 20, 2010 @ 10:30 AM. **LOCATION:** North Dakota Veterans Home-M/P Room: **MEETING:** X Regular Special

MEETING CALLED TO ORDER: by Chairman, Norris Braaten

Membership: **Norris Braaten, Chairman** **Daryl Beard** **Dean Overby**
 Jerry Meske, Vice Chairman **Darrol Schroeder**

Absent: **DuWayne Ternes** **Orletta Kilen**

OTHERS PRESENT BY INVITATION:

Mark B. Johnson, Administrator **Kristin Lunneborg, CFO** **Bob Nelson, Physical Plant Superintendent**
Lyle Schuchard, A.C.O.V.A. Chairman **Ron Otto, A.C.O.V.A. board member** **Russell Handegard, Owners Representative**
Ralph Metcalf, District 24 Legislator **Terri Barta, Ransom County Gazette**

Call in: Mike Mullen, Assistant Attorney General

AGENDA ITEM RECOMMENDATION/ACTION	PRESENTATION/DISCUSSION
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01. Pledge of Allegiance/Moment of silence for POW/MIA's requested by Chairman.		Chairman called for the Pledge of Allegiance, followed by a moment of silence for the POW/MIA's.
02. Roll Call: Recording Secretary	Roll call taken by recording secretary.	A quorum was present.
03. Welcome: Chairman-Norris Braaten	Chairman welcomed Members and Guests.	
04. Approval of Minutes: Chairman-Norris Braaten Governing Board Minutes ➤ Regular Meeting-February 09, 2010 ➤ Conference Call-March 03, 2010	Minutes e-mailed to Board Members. Chairman called for additions/corrections/motion to accept the minutes.	Motion by Beard, seconded by Overby to approve the Governing board minutes from February 9, 2010. All aye. Motion by Schroeder, seconded by Beard to approve the Governing board minutes from March 3, 2010. All aye.
05. Approval/Conflict of Interest of Agenda Items Chairman-Norris Braaten	Chairman asked if any board members have a conflict of interest with any agenda items.	There are no conflicts of interest stated at this time.
06. Construction Report-New Facility Owners Representative-Russell Handegard	Russell addressed various issues concerning the construction project including the need to expedite change orders in order to keep construction moving, the change orders for the mandated Health Department changes, the trench failures and heating	

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Page 2 of 6

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	<p>of foundation and ground in Area B & C.</p> <p>Grant's Mechanical's attorney has contacted Mike Mullen, our attorney, regarding the need to reach a settlement for the issues associated with the trench failures.</p> <p>Discussion was held as to the authority of Russell to contact attorney, Mike Mullen. It would appear that it is within his realm of duties to contact the attorney as the need arises.</p> <p>Discussed job description for the owner's representative position. Any changes to the job description can be made by Mark as the owner's representative is an employee of the Veterans Home. Discussed the need to have the owner's representative act as more of a liaison position to keep the project moving.</p> <p>Discussed giving Russell the authority to approve change orders under a certain dollar amount to allow the project to keep moving forward in a timely manner.</p> <p>Question whether all Construction pay requests need to be approved by the entire board? All aspects of the pay requests are technically already approved as the board approved the Construction Contracts and any change orders that show up on the pay request have already been approved by the board. All pay requests are reviewed and approved by Foss Architecture prior to us receiving them.</p> <ul style="list-style-type: none"> • March 2010 Professional Services <ul style="list-style-type: none"> ➤ Foss Architecture & Interiors - \$20,512.07 	<p>Motion by Meske to go into executive session. Motion failed for lack of second.</p> <p>Motion by Beard, seconded by Schroeder to authorize Russell to draft a letter outlining the position of the Veterans Home concerning the issues with Grant's Mechanical; and then to have Russell meet with Mike Mullen regarding concurrence. Roll call vote: Beard aye, Schroeder aye, Overby nay, Meske nay and Braaten nay. Motion failed.</p> <p>Motion by Schroeder, seconded by Overby to allow Russell to approve/disapprove all change orders under \$15,000. Roll call vote: Overby aye, Meske aye, Schroeder aye, Braaten aye and Beard nay. Motion carried.</p> <p>Motion by Overby, seconded by Schroder to pay all pay requests received from Foss Architecture without having to receive board approval. Copies will be provided to all board members. Roll call vote: all aye. Motion carried.</p> <p>Motion by Beard, seconded by Schroeder to approve the owner's representative report. Roll call vote: all aye.</p>

**NORTH DAKOTA VETERANS HOME
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Page 3 of 6

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	<ul style="list-style-type: none"> • March 2010 Construction Pay Requests: <ul style="list-style-type: none"> ➤ Comstock Construction - \$700,545.79 ➤ Grant's Mechanical - \$366,772.70 ➤ Nordick Electric - \$35,820.00 	
<p>07. Administrative Committee on Veterans Affairs Lyle Schuchard, Chairman</p>	<p>Lyle Schuchard presented an update on the Post War Trust Fund. The fund, which was originally set up by the Legislature, is administered thru the Department of Veterans Affairs in Fargo. Only the interest earned on the original investment can be used for benefits such as dental and eyeglasses for veterans.</p>	
<p>08. North Dakota Administrative Code Daryl Beard Proposed amendments to and repeal of Sections of N.D. Admin. Code Article 86 Chapter 1 Section 1 Article 86 Chapter 3 Sections 1-10</p>	<p>Daryl Beard requested to make changes to the previously approved priority listing for admission to the Veterans Home. Mike Mullen requested that he would like to see any changes to the Administrative Rules in writing and also be given the opportunity to review documentation to see that we are acting within our realm. Daryl Beard will meet with Mike to go over the information and it will be addressed at the next board meeting.</p> <p>Question raised on limiting the amount of non-veterans we will allow into the facility. It was decided to draft documentation that would cap non-veterans residents at 5% for basic and skilled, unless we have vacancies and no veterans on the waiting list.</p> <p>Discharged North Dakota national guard members who became disabled in the line of duty will be added back to the priority list for admissions to the Veterans Home.</p>	<p>Motion by Meske, seconded by Schroeder to reaffirm the board's approval of Article 86-02-01-03 of the Administrative Rules as approved by the Governing Board on 1/18/08.</p> <p>Roll call vote: all aye.</p>
<p>09. Administrator's Report</p>	<p>State Health Department survey was recently</p>	<p>The board would like to commend the staff</p>

**NORTH DAKOTA VETERANS HOME
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GOVERNING BOARD MEETING**

Page 4 of 6

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<p>Mark B. Johnson</p>	<p>completed. We received only one deficiency relating to posting of staff hours on skilled.</p> <p>Several staff recently traveled to Nebraska to tour two facilities that were built in the neighborhood/household design. One of the facilities is brand new and not yet opened and the other facility has been in operation for 4 years. The main reason for the tour was to gain insight on staffing for our new facility.</p> <p>Mark will contact Foss Architecture in regards to the location of the sidewalks for the perimeter of the new facility to be certain they can be incorporated into the overall landscape design.</p>	<p>for the excellent Health Department and VA surveys.</p>
<p>10. Financial Report: Accounting Manager-Kristin Lunneborg</p>	<p>Summary of construction budget was given. To date we have spent \$16,421,139 on the project, leaving a construction fund balance of \$18,755,826. After deducting approved change orders there is approximately \$295,000 left in contingency funds.</p> <p>Financial reports were provided to those in attendance. The appropriation status report provides an overview of all money provided by the legislature and the organizational status report details the revenue and expenses to date. The organizational status report has been adjusted to take out all revenue and expenditure items for the new facility. Revenues are ahead of projections by \$600,000 mostly due to timing of VA funds that should have been received last biennium. The only issue of concern relating to expenditures is the amount of money that we have paid out for contract nursing.</p>	

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

Page 5 of 6

DATE/TIME: Tuesday, April 20, 2010 @ 10:30 AM LOCATION: North Dakota Veterans Home: Regular Special

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	<p>Census data report was provided. Current Census is 38 on skilled and 66 on basic. Skilled currently has a waiting list of 20 people. There is no waiting list on basic as most people are waiting until fall/winter to move in so they can get into the new building.</p> <p>Basic and skilled accounts receivable reports were provided. Requested permission to write off item #3 on the skilled accounts receivable report. Resident is deceased and no funds are available to pay the bill.</p> <p>Due to the high cost of contract nursing, an incentive for open shift policy was presented to the board. The policy would pay staff an additional \$6.00 per hour for picking up open shifts on the schedule, provided that they meet all the requirements.</p>	<p>Motion by Schroeder, seconded by Beard to write off item #3 in the amount of \$3,683.97. Roll call vote: all aye.</p> <p>Motion by Schroeder, seconded by Beard to approve the incentive for open shift policy. Roll call vote: all aye.</p> <p>Motion by Beard, seconded by Schroeder to approve the financial reports. Roll call vote: all aye.</p>
<p>11. NDVH Foundation Chairman-Norris Braaten</p>	<p>Mike Dobmeier is still waiting for response back from 3 veterans organization to see if they have individuals willing to serve on the foundation board.</p>	
<p>12. NDVH meeting to formulate 5 year plan Norris Braaten, Chairman</p>	<p>Darrol Schroeder will talk to Brad Maasjo about working with the Veterans Home on a 5 year plan and what the cost would be.</p> <p>Lyle Schuchard also suggested that the Veterans Home pursue preparation of a 5 year Business Plan.</p>	
<p>13. Evaluation-Administrator Norris Braaten, Chairman</p>	<p>Motion to enter executive session conducted under NDCC 44-04-19.2</p>	<p>Motion by Meske, seconded by Schroeder to enter into executive session at 2:18 pm. Roll call vote: all aye.</p> <p>Motion by Beard, seconded by Meske to exit executive session at 2:31 pm. Roll call vote:</p>

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

Page 6 of 6

DATE/TIME: Tuesday, April 20, 2010 @ 10:30 AM LOCATION: North Dakota Veterans Home: Regular Special

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		all aye.
14. Closing Comments	<p>Several residents addressed their concerns with the Governing Board.</p> <p>Discussed door locks in the new facility for basic care. The existing building plans do not have keyed locks for the doors so we have requested a change order to change them to keyed locks.</p> <p>Resident raised dissatisfaction that the Veterans Home can do room searches without the resident present. Each resident is made aware at the time they admit to the facility that the facility can do room searches when warranted.</p>	
15. Next Meeting - ACOVA		Friday & Saturday, May 21 & 22, 2010 Lisbon Veterans Home 9:00 AM
16. Next Meeting – Governing Board		Tentative – Tuesday, June 22, 2010 Lisbon-NDVH M/P Room 10:30 AM
17. Adjournment	Request motion to adjourn meeting.	Motion by Beard, seconded by Schroeder to adjourn meeting. All aye.
Approved by Governing Board & Administrator		<i>/s/ Mark B. Johnson</i> Mark B. Johnson, Administrator

Legal Notices Posted By Margie Ourenhagen