

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

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**DATE/TIME:** Wednesday, January 12, 2011 @ 1:00 PM. **LOCATION:** Bismarck Comfort Inn-Meeting Room A **MEETING:** X Regular Special

**MEETING CALLED TO ORDER:** by Chairman, Norris Braaten

**PRESENT:** Norris Braaten, Chairman John Adolf Daryl Beard Lee Finstad Dean Overby  
Darrol Schroeder DuWayne Ternes

**OTHERS PRESENT BY INVITATION:**

Mark B. Johnson, Administrator Kristin Lunneborg, CFO Lyle Schuchard, A.C.O.V.A. Chairman  
Mike Mullen, Assistant Attorney General Laura Bearfield, Assistant Attorney General Russ Handegard, Owner's Representative  
Lonnie Wangen, Commissioner Department of Veterans Affairs

**AGENDA ITEM**

**PRESENTATION/DISCUSSION**

**RECOMMENDATION/ACTION**

| <b>AGENDA ITEM</b>  | <b>PRESENTATION/DISCUSSION</b>   | <b>RECOMMENDATION/ACTION</b>  |
|---|--|---|
| <b>01. Pledge of Allegiance/Moment of silence for POW/MIA's requested by Chairman.</b>                          | Chairman called for a moment of silence for the POW/MIA's.   | Pledge of Allegiance was not done as a flag was not present in meeting room.                  |
| <b>02. Roll Call:<br/>Recording Secretary</b>   | Roll call taken by recording secretary   | A quorum was present.   |
| <b>03. Welcome:<br/>Chairman-Norris Braaten</b>   | Chairman welcomed Members and Guests.  |   |
| <b>04. Approval/Conflict of Interest of Agenda Items<br/>Chairman-Norris Braaten</b>                            | 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.                                       |
| <b>05. Approval of Minutes:<br/>Chairman-Norris Braaten<br/>Governing Board Minutes<br/>➤ November 17, 2010</b> | November 17, 2010 minutes e-mailed to Board Members. Chairman called for additions/corrections/motion to accept the minutes.   | Motion by Beard, seconded by Finstad to approve the November 17, 2010 board minutes. All Aye. |
| <b>06. Administrator's Report<br/>Mark B. Johnson</b>   | Russ Handegard provided the board with an update on the construction project.<br><br>Discussion on building codes issues with the new veterans home. The State of ND uses the 2000 code and the Federal VA uses the 2006 code.<br><br>Current question is whether the building in one building or four separate buildings. Still waiting for an answer from the Department of Health. Question raised on how to get answers quicker so the project is not delayed. |   |

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| <b>AGENDA ITEM</b>   | <b>PRESENTATION/DISCUSSION</b>   | <b>RECOMMENDATION/ACTION</b>   |
|--|--|--|
|  | <p>The Veterans Home survey response has been submitted to the Department of Veterans Affairs (VA). We are still waiting for the VA to respond to our response.</p> <p>Discussed smoking policies and what we can or can't do. Smoking issues were the main items that the Federal VA cited in our recent survey.</p> <p>Discussed basic care rates with intent to not vote on the issue until the next governing board meeting in Lisbon, ND. Several other options were discussed. The committee's recommendation is that we go with Eide Bailly's recommendation; resident rents would be calculated using 55% of each resident's net income, with a max of 49% of the costs of care, which is currently \$1,543 per month.</p> |  |
| <p><b>07. Lyle Schuchard, A.C.O.V.A. Chairman</b></p>            | <p>Lyle presented the board with an update on veteran legislation that will be brought forward this session.</p>   |  |
| <p><b>08. Executive Session<br/>Norris Braaten, Chairman</b></p> | <p>Entered into executive session at 2:42 p.m.</p> <p>Exited executive session at 3:26 p.m.</p>  | <p>Motion by Finstad, seconded by Adolph to enter into executive session, conducted under NDCC 44-04-19.2, to discuss claims that contractors or architects have presented to the Veterans Home and to receive attorney's advice regarding those claims. Roll call vote: All Aye.</p> <p>Motion by Finstad, seconded by Schroeder to exit executive session. Roll call vote: All Aye.</p> <p>Motion by Finstad, seconded by Overby, to approve actions taken by the governing board during executive session and to approve the authority given to board representatives</p> |

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|--|--|---|
| <p><b>09. Financial Report:</b><br/><b>Kristin Lunneborg, CFO</b></p>    | <p>Update given on the construction project. As of the date of the meeting there was \$6,137,000 in funds remaining to complete the project, and \$232,000 remaining in contingency funds.</p> <p>Update was given on the financial reports. We will be short special fund revenue of about \$300,000 - \$350,000 due to a lower census than anticipated because of the delay in moving to the new building. However, the delay also decreases our expenses. We are anticipating a \$500,000 savings in operating expenses, with some general funds turned back to the State.</p> <p>Census report given. Currently have 38 skilled residents and 64 basic care residents.</p> <p>Total basic care accounts receivable is \$1,021.00 and total skilled accounts receivable is \$41,692.00. Requesting to write off all of basic care accounts receivable and #10 on the list of the skilled care accounts receivable for \$1,396.11.</p> | <p>during the session. Roll call vote: All Aye.</p> <p>Motion by Schroeder, seconded by Ternes to write off the skilled accounts receivable for \$1,396.11 and the basic care accounts receivable for \$733.54, \$243.26 and \$44.20. Roll call vote: All Aye.</p> <p>Motion by Finstad, seconded by Adolph to approve the financial report. Roll call vote: All Aye.</p> |
| <p><b>10. Strategic planning</b><br/><b>Norris Braaten, Chairman</b></p> | <p>Discussed need to work on strategic plan; however, there is a lack of time available right now due to the construction project.</p>   | <p>Motion By Schroeder, seconded by Beard to start working on the strategic plan six months after we move into the new building. All Aye.</p>   |
| <p><b>11. Closing Comments</b></p>                                       | <p>Norris addressed the need to update the history of the veterans home. He contacted the Historical Society but they do not have enough staff to help with this. There is a history on our current website but it only covers up to about ten years ago and</p>   |   |

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|--|--|--|
|  | stops with the Administrative Committee. |  |
| <b>12. ACOVA Meeting</b>                   |  | Bismarck Comfort Inn<br>Thursday-January 13, 2011 @ 7:00 pm &<br>Friday-January 14, 2011 @ 9:00 am |
| <b>13. Next Meeting – Governing Board:</b> |  | Tuesday, March 8, 2011<br>Lisbon-NDVH M/P Room<br>10:30 AM   |
| <b>14. Adjournment</b>                     |  | Motion by Schroeder, seconded by Ternes to<br>adjourn the meeting. All Aye.                        |
| <b>Approved by Administrator</b>           |  | Mark B. Johnson, Administrator   |