

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

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**DATE/TIME:** Tuesday, June 12, 2012 @ 10:30 AM. **LOCATION** North Dakota Veterans Home-Board Room: **MEETING:** X Regular Special

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

**Members Present:** Norris Braaten, Chairman John Adolf Daryl Beard Connie Ebach Lee Finstad Dean Overby DuWayne Ternes

**Members Absent:** Lee Finstad

**OTHERS PRESENT BY INVITATION:**

NDVH Administrator-Mark B. Johnson Chief Financial Officer-Kristin Lunneborg Margie Ourenhagen, Executive Secretary

AGENDA ITEM	PRESENTATION/DISCUSSION	RECOMMENDATION/ACTION
<b>01.</b> Pledge of Allegiance/Moment of silence for POW/MIA's requested by Chairman.	Chairman Braaten called for the Pledge of Allegiance, followed by a moment of silence for the POW/MIA's.	NAR (No Action Required)
<b>02.</b> Roll Call: Recording Secretary	Roll call taken by recording secretary	A quorum was present.
<b>03.</b> Welcome: Chairman-Norris Braaten	Chairman Braaten welcomed Members and Guests.	NAR (No Action Required)
<b>04.</b> Approval/Conflict of Interest of Agenda Items Chairman-Norris Braaten	Chairman Braaten 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.</b> Approval of Minutes: Chairman-Norris Braaten Governing Board Minutes ➤ February 14, 2012	Chairman Braaten called for any additions, corrections or a motion to accept the minutes.	Motion by Overby, seconded by Adolph to accept the minutes of February 14, 2012. Motion carried unanimously.
<b>06.</b> Administrator's Report Mark B. Johnson	<p>Campus Issues</p> <ul style="list-style-type: none"> <li>• The irrigation pond and pump station bids came in too high so the project was rebid.</li> <li>• Lawsuit is ongoing.</li> <li>• Administrator's House-Will need to hire an architect if building project is over \$100,000.00.</li> </ul> <p>Budget request are due, therefore final action is needed if building a new Administrator's House.</p> <p>Discussed building a new house on campus between the old facility and the existing</p>	<p>Bids will be opened today at 3:00 pm.</p> <p>No new lawsuit claims presented.</p> <p>Motion by Overby, seconded by Adolph that Administrator Johnson executes an architect contract with Jeff Sjoquist, Architect from Mednational, to present budget proposals for a metal building, a woodshop and an administrators house. Motion carried unanimously.</p> <p>Administrator Johnson will request Jeff Sjoquist bring proposal to next meeting for a</p>

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	<p>administrator's house.</p> <p>Discussion held on housing allowance as no previous allowance was set. Attorney recommended using the military protocol of housing price.</p> <ul style="list-style-type: none"> <li>• Discussion was held on the monument being displayed where it is as it is a land mark for the old facility. Also discussed where to place the military displays located around the old facility.</li> <li>• Discussion on the memorial garden. The pond and irrigation need to be completed prior to planning the design of the memorial garden.</li> <li>• Admission Coordinator, Susie Schlecht, and Director of Social Services, Jann Neameyer, met with the board to discuss the admissions protocol. We are penalized by state Medicaid if we fall below the 90<sup>th</sup> percentile; in the past we have filled beds with non-veteran spouses whom we do not receive per-diem to prevent being penalized.</li> <li>• Due to background screening we have had to limit some admissions.</li> </ul> <p>We have received various calls for admissions from non-veterans, veterans and couples.</p> <p>Discussion was held on the following issues:</p>	<p>4,000 sq ft, simple design house with four bedrooms, triple stall garage and formal dining room.</p> <p>Building a house vs. housing allowance will be discussed at next meeting.</p> <p>Administrator Johnson contacted Dakota Monument for a proposal for moving the existing monument.</p> <p>Administrator Johnson will be attending the Foundation Meeting to give an update on the memorial garden.</p> <p>The penalty cost for Medicaid will be discussed at next meeting.</p> <p>Daryl Beard will research the medication cost that we are paying for.</p> <p>Administrator Johnson will contact the AG office on assets &amp; Medicaid.</p> <p>Susie Schlecht, Admissions Coordinator, will contact Lonnie Wangen to send out new rent policy to Veteran Service Officers.</p>

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	<ul style="list-style-type: none"> <li>• Should a minimum rent cost be set on veterans who have assets, but do not have income?</li> <li>• Can we require a minimum deposit prior to resident moving in?</li> <li>• CFR requires that once a resident is admitted they need to stay thirty consecutive days in order for us to collect per-diem for them.</li> </ul>	<p>Basic rent is based on income and medical expenses; policy will be drafted for Veterans being out more than 96 hours.</p>
<p><b>07. Financial Report</b> Kristin Lunneborg, CFO</p>	<p>Financial Updates were provided</p> <ul style="list-style-type: none"> <li>• With 54% of the biennium remaining, we have 55% of revenues to collect and 60% of our operating authority remaining.</li> <li>• Rent revenues are a little behind projected as our census is less than budgeted. Per-diem collections are also behind due to the higher percentage of non-veterans and 70% or more service connected veterans. For 70% or more service connected veterans the VA pays us our computed cost of care, which is usually around \$240.00 per day and no per-diem. With 70% or more service connected veterans the veteran's home is mandated to pay for all costs of care including prescriptions.</li> <li>• There are no issues with operating or capital expenses.</li> <li>• Current census is 51 on skilled and 77 on basic, with 8 non-veterans on skilled and 6 non-veterans on basic and twelve 70% or more service connected veterans.</li> <li>• Reviewed the basic accounts receivable; requested to write off # 3 in the amount of \$22.36.</li> <li>• Reviewed the skilled accounts receivable; requested to write off accounts #3-8, 10 &amp; 11, 13, 14 and 15. Total write off amount</li> </ul>	<p>Motion by Overby, seconded by Beard to write off basic account # 3. Motion carried unanimously.</p> <p>Motion by Beard, seconded by Ternes to write off all skilled accounts requested.</p>

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	<p style="text-align: center;">\$55,717.52.</p> <p>There is a total of \$1,034,859 in the construction budget with several projects yet to be completed.</p> <ul style="list-style-type: none"> <li>• Landscaping and street lighting projects are completed.</li> <li>• Working on estimates to pave back truck route.</li> <li>• Gazebo must have a sprinkler system and a nurse call system in the bathroom connected to our main building before VA will approve for resident use.</li> <li>• Construction fund will hopefully cover a wander guard system, security cameras and lawsuit issues.</li> <li>• Discussed the need to purchase a new accounting system.</li> <li>• Discussed the added and changed HR policies recommended by the State Auditors.</li> <li>• Discussed the proposed rent policy; Under “How Rent is calculated” item #7 add “The max rate that may be charged is 49% of the calculated cost of care”.</li> </ul> <p>Discussed the recent audit done by the State Auditor’s Office. We have not yet received any report of findings.</p>	<p>Motion carried unanimously.</p> <p>Motion by Adolph, seconded by Overby to accept the financial report. Motion carried unanimously.</p> <p>Motion by Beard, seconded by Adolph to approve the changes to the HR policies &amp; procedures. Motion carried unanimously.</p> <p>Motion by Overby, seconded by Ternes, to approve the rent policy with changes. Roll call vote Yes-5, Beard No-1 motion carried.</p>
<p><b>08.</b> Statements Norris Braaten, Chairman</p>	<ol style="list-style-type: none"> <li>1) Goals-Large poster has been made to cover our mission, vision and value statement.</li> <li>2) Administrator Johnson reported on his goals, some of which are the completion of special projects, continuing education of staff and resident &amp; staff satisfaction survey.</li> <li>3) Motion by Ternes, seconded by Ebach to enter into executive session conducted under NDCC 44-04-19.2 at 2:10pm.</li> </ol>	<p>Request to send out to the board members</p> <p>Motion by Overby, seconded by Beard to award Administrator Johnson a 5% increase effective May 1<sup>st</sup> plus the 3% state raise effective July 1<sup>st</sup>. Motion carried unanimously.</p> <p>The governing board expressed a special</p>

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	4) Motion by Overby, seconded by Ternes to exit executive session at 2:30pm.	thank you to Administrator Johnson for the superior job he has done in running the veterans home.
<b>09.</b> Closing Comments	Heat pumps - we have not received a written report from the company that Grant Mechanical is working with.  Discussed issues that should be covered under warranty. Warranty bond is good for seven years after the job is completed.  Any specific piece of work that is covered in the spec book is the architect's responsibility.	
<b>10.</b> ACOVA Meeting	Location: Date: Time:	Bismarck Comfort Inn Thursday, June 28, 2012 @ 1:00 pm & Friday, June 29, 2012 @ 8:00 am
<b>11.</b> Next Meeting – Governing Board:		Tuesday, August 14, 2012 Lisbon-Gov Board Room 10:30 am
<b>12.</b> Adjournment	Motion by Ternes, seconded by Ebach to adjourn.	Meeting adjourned
Minutes approved by Governing Board & Administrator		<i>/s/ Mark B. Johnson, Administrator</i>

Legal Notices Posted By Margie Ourenhagen