

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

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**DATE/TIME: Wednesday, October 16, 2013 @ 1:00 PM. LOCATION Bismarck Comfort Inn, Meeting Room E: MEETING: X Regular Special**

**MEETING CALLED TO ORDER: by Chairman, Gary Skarphol**

**Members Present: Gary Skarphol, Chairman John Adolf Connie Ebach Steven Frojen Keith Hovland Judy Lee Dean Overby**

**OTHERS PRESENT BY INVITATION:**

**NDVH Administrator-Mark B. Johnson Laura Balliet, Assistant Attorney General**

**ACOVA Members Carroll Quam & Jim Verwey**

AGENDA ITEM	PRESENTATION/DISCUSSION	RECOMMENDATION/ACTION
<b>01.</b> Pledge of Allegiance/Moment of silence for POW/MIA's requested by Chairman.	Chairman Sharphol called for the Pledge of Allegiance, followed by a moment of silence for the POW/MIA's.	NAR (No Action Required)
<b>02.</b> Introduction New Board Members Chairman-Gary Skarphol	Chairman Skarphol introduced Keith Hovland, Valley City. Mr. Hovland spoke on his background.	Keith Hovland replaced Norris Braaten
<b>03.</b> Roll Call: Recording Secretary	Roll call taken by recording secretary.	A quorum was present.
<b>04.</b> Welcome: Chairman-Gary Skarphol	Chairman Sharphol welcomed the members and guests. He also stated he is looking forward to working with everyone as the Board Chairman.	NAR (No Action Required)
<b>05.</b> Approval/Conflict of Interest of Agenda Items Chairman-Gary Skarphol	Chairman Skarphol 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>06.</b> Approval of Minutes: Chairman-Gary Skarphol Governing Board Minutes ➤ July 09, 2013	Motion by Steve Frojen, seconded by Judy Lee to approve the July 09, 2013 minutes.	Motion carried.
<b>07.</b> Chairman's Report Chairman-Gary Skarphol	<p>Administrator Johnson acknowledged the board members who will receive a plaque for their years of service:</p> <ul style="list-style-type: none"> <li>✚ Norris Braaten-9 years</li> <li>✚ Daryl Beard-11 years</li> <li>✚ LeeFinstad-3 years</li> </ul> <p>Administrator Johnson submitted a plaque design that would be displayed in the main entrance foyer of the Veterans Home to acknowledge key role players that served during the construction of the new Veterans Home.</p> <p>Discussion was held on the dedication ceremony in honor of Norris Braaten. The North Dakota Veterans Home Governing Board Conference Room will be renamed the Norris Braaten Conference Room.</p>	<p>These previous board members were unable to attend this meeting therefore the plaques will be present at a later date.</p> <p>Motion by Judy Lee, seconded by Dean Overby to accept the proposed plaque. Motion carried.</p> <p>A dedication ceremony, in honor of Norris Braaten, will be held November 10, 2013 from 2:30 pm to 4:30 pm. Refreshments will be served.</p>

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		Request was made to display a picture of Norris Braaten with the plaque along with a few sentences on his contribution to the veterans and his leadership as chairman of the North Dakota Veterans Home.
<p><b>08.</b> Administrator’s Report Mark B. Johnson</p>	<p>Administrator Johnson spoke on the lawsuits that arose during construction of the new Veterans Home.</p> <p>The Melvin Norgard Fund was discussed. Last legislation session, the Home requested funds to build a workshop which was approved when the balance in the Melvin Norgard memorial fund was sufficient to provide for all cost of the project during the July 1, 2013-June 30, 2015 biennium.</p> <p>Heirs of Melvin Norgard are protesting that the ND Veterans Home is not entitled to receiving the mineral royalties. Attorneys for Melvin Norgard heirs and the ND Veterans Home are discussing the entitlement of the mineral royalties from a specific section of land. The statute of limitation to protest Melvin’s will is only three years. The Veterans Home has had the mineral rights for over 20 years.</p> <p>Laura Balliet, Assistant Attorney General reviewed the application and admissions policy. She stated policies can expound on the administrative rule but cannot be more restrictive than the rule. Some policies are out of sync with the administrative rules and legislature.</p> <p>Judy Lee clarified that the Legislature makes the law, then the Administrative Rules are made to implement the law, then policy is made based on the rules.</p> <p>The Governing Board can go through the appropriate administrative rules drafting to change the rules if necessary.</p>	<p>Settlements were made with Nordick Electric for \$5000 and Grants Mechanical for \$25,000 plus retainage. Lawsuits are still pending with Comstock Construction and Foss Architecture &amp; Interiors.</p> <p>The AG’s office will continue to research this.</p> <p>Motion by Judy Lee, second by Dean Overby to approve the adoption of the admission policy as presented, with the idea that we will be pursuing to change administrative rules. Motion and second withdrawn.</p> <p>Motion by Judy Lee, seconded by Dean Overby to adopt the admission policy as proposed.</p> <p>Amendment to motion by Judy Lee, seconded by Steve Frojen to read “Applicants who apply for admission and are denied for behavioral health reasons are eligible to reapply after a period of 24</p>

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	<p>Some of the issues discussed were:</p> <ul style="list-style-type: none"> <li>• The alcohol policy which was put into place for various reasons. There has to be a 9-12 month period of sobriety documented before an individual will be admitted.</li> <li>• The dialysis policy which was put into place because of the Veterans Home distance from dialysis treatment centers.</li> <li>• Applicants who apply for admission and are denied are eligible to reapply after a period of 24 months. An individual will have to have supportive documentation of achieving goals and therapies. Each applicant will need to substantiate to the board of admissions how they reformed their behavior and character.</li> <li>• Discussed the North Dakota National Guard service people who served twenty years in the guard, retired from the guard, but have no active duty time. According to ND Century Cody and Administrative Code the guard person has to have active duty for admission. VA does not pay per diem on non-veterans and they define a veteran as someone who has served 180 days of active duty.</li> <li>• Proceeding with administrative rules changes with the assistance of the AG's office was discussed.</li> </ul> <p>Discussion was held on the Veterans Home Basic Care Resident Council's requests that a resident be placed on the Governing Board.</p> <p>Judy Lee suggested that the Basic and Skilled Resident Council minutes be sent to the Governing Board to keep them informed on issues they are dealing with.</p>	<p><del>months. Strike through An individual will have to have supportive documentation of achieving goals and therapies. Each applicant will need to substantiate to the board of admissions how they reformed their behavior and character."</del></p> <p>Chairman Skarphol asked for vote on amendment to motion. Amendment to motion carried.</p> <p>Chairman Skarphol asked for vote on the amended motion. Amended motion carried.</p> <p>Motion by Judy Lee, seconded by Dean Overby to proceed with pursuing administrative rules changes in order to accommodate policy changes just adopted so they will be in conjunction. Motion carried.</p> <p>The Governing Board does not appoint members to their board; any individuals interested in serving on the Veterans Home governing board can contact a member of the Administrative Committee on Veterans Affairs.</p> <p>Administrator Johnson reported he does receive the Resident Council minutes from both Basic and Skilled and he will forward those to the Board members.</p>
<b>09. Financial Report</b>	Written financial report was provided by Kristin Lunneborg,	

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<p>Kristin Lunneborg, CFO</p>	<p>CFO with overview report given by Administrator Johnson.</p> <p><b>Census</b> - this is an overview of the census for the last year. We currently have 52 skilled care residents and 78 basic care residents. Currently 25% of our skilled care residents are 70% or more service connected and 12.31% of our total residents are non-veterans.</p> <p><b>Appropriation Status Report</b> – this report is an overall quick view of revenues and expenses. With 88% of the biennium remaining we are close to our budgeted amounts for revenues and salary and benefit expenses. We have 91% of our operating appropriation authority remaining and almost 100% of our capital appropriation remaining.</p> <p><b>Organizational Status Report</b> – this report gives you more detail on revenues and expenses. It compares actual receipts/expenditures to the amount budgeted through September. Revenues are slightly behind projections but most of that is a timing issue with the VA paying several months late.</p> <p>Operating and capital expenses are sitting quite well and there are really no major items of concern. Some of the line items that appear to have overspent their budget through September are items that are only paid for a few times a year. None of the line items are of concern at this time.</p> <p>Discussion was held on the lawsuit settlement payments and attorney fees versus what money is available in the budget.</p> <p><b>Skilled Accounts Receivable</b> – Overview of all the uncollected accounts on record. All of the outstanding bills have been filed with insurance.</p> <p>We do not need to write off #9 yet as this may get paid if</p>	<p>Administrator Johnson, Dean Overby and Gary Skarphol serve on the litigation committee.</p>

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	<p>the individual gets set up with a payee. Item #10 was discussed at the last meeting and I will give the information to Judy Lee to discuss with the Department of Human Services to see if there is any way that this can get paid.</p> <p>Requested to write off all the other items listed so we do not have to carry these uncollectible accounts over into our new accounting program. The write-offs requested total is \$70,387.51.</p> <p>Discussion was held on the federal government shutdown and if it would affect the per diem payments.</p>	<p>Motion by Dean Overby, second by Keith Hovland to approved write-off amount of \$70,387.51. Motion passed.</p>
<p><b>10. Closing Comments</b></p>	<p>Question rose if there was a way for the residents to know who serves on the Governing Board.</p> <p>Discussion was held on the nature of illnesses and the residents that have a longer term stay in the Veterans Home skilled care side.</p>	<p>The Governing Board members are posted at the Veterans Home.</p>
<p><b>11. ACOVA Meeting</b></p>		<p>Thursday, October 17<sup>th</sup>, 8:00 am will be the board training for the Governing Board &amp; ACOVA at the Bismarck Comfort Inn.</p> <p>ACOVA's regular meeting will be Thursday, October 17<sup>th</sup> @ 1:00 pm &amp; Friday, October 18<sup>th</sup> @ 8:00 am</p>
<p><b>12. Next Meeting – Governing Board:</b></p>	<p>Tentative Meetings for 2013-2014 Every three months-2<sup>nd</sup> Tuesday Tuesday, January 07, 2014 Tuesday, April 08, 2014 Tuesday, July 08, 2014 Tuesday, October 14, 2014</p>	<p>Tentative Tuesday, January 07, 2014 Lisbon-Gov Board Room 10:30 am</p>
<p><b>13. Adjournment</b></p>	<p>Motion by Judy Lee, seconded by Keith Hovland to adjourn this meeting.</p>	<p>Meeting adjourned</p>
<p>Approved by Governing Board &amp; Administrator</p>		<p><i>/s/ Mark B. Johnson, Administrator</i></p>

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