

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

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DATE/TIME: Tuesday, July 09, 2013 @ 10:30 AM. LOCATION North Dakota Veterans Home-Clinic Care Conf Room: MEETING: X Regular

MEETING CALLED TO ORDER: by Chairman, Norris Braaten

Membership: Norris Braaten, Chairman John Adolf Connie Ebach Steven Frojen Judy Lee Dean Overby Gary Skarphol

OTHERS PRESENT BY INVITATION:

**NDVH Administrator-Mark B. Johnson Chief Financial Officer-Kristin Lunneborg Executive Secretary-Margie Ourenhagen
Admissions Coordinator-Susie Schlecht Director of Social Services-Jann Neameyer**

AGENDA ITEM	PRESENTATION/DISCUSSION	RECOMMENDATION/ACTION
01. Pledge of Allegiance/Moment of silence for POW/MIA's requested by Chairman.	Chairman Braaten called for a moment of silence for the POW/MIA's.	NAR (No Action Required)
02. Introduction New Board Members Chairman-Norris Braaten	Judy Lee & Gary Skarphol were welcomed as members of the Governing Aboard	NAR (No Action Required)
03. Roll Call: Recording Secretary	Roll call taken by recording secretary.	All members were present.
04. Welcome: Chairman-Norris Braaten	Chairman Braaten welcomed the board members	NAR (No Action Required)
05. 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.	No conflicts of interest were stated at this time. Motion made by Adolph, seconded by Skarphol to accept the agenda as presented. Motion carried unanimously.
06. Approval of Minutes: Chairman-Norris Braaten Governing Board Minutes ➤ April 17, 2013 ➤ Conference Call- June 05, 2013	Motion made by Overby, seconded by Frojen to accept the minutes of April 17 th & June 05 th as e-mailed.	Motion carried unanimously.
07. Chairman's Report Chairman-Norris Braaten	Motion made by Lee, seconded by Adolf to proceed with the Attorney General's office educating the governing board on the following: <ul style="list-style-type: none"> ❖ Board Member's Guidelines ❖ Executive Session Protocol ❖ HIPAA Training-New Members <ul style="list-style-type: none"> • A motion was not made outside of executive session conference call held June 05, 2013 to approve wage increase of Administrator Johnson. 	Motion carried unanimously. This training will be set up in Bismarck. Motion made by Overby, seconded by Adolph to approve the 5% & 2% salary increases effective May 01, 2013 for Administrator Johnson that were recommended in his evaluation. Motion carried unanimously
08. Administrator's Report Mark B. Johnson	Campus Issues:	

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<p>10. Financial Report Kristin Lunneborg, CFO</p>	<p>We do not have final totals for the biennium end financial reports since agencies have until July 25th to apply back any June receipts or expenses. Our revenues for the biennium are higher than anticipated due to mineral royalties, increased rents and 2009-2011 per diem payments that were paid in the 2011-2013 biennium.</p> <p>After apply backs I am anticipating we will use most of our appropriations authority for salary and benefits and capital items. Due to the lower than anticipated census we will have unspent operating authority of somewhere around \$1.2 million. All construction money will be carried over into the 2013-2015 biennium.</p> <p>The current census is 51 on skilled and 81 on basic. Our current census includes 12 70% or more service connected veterans and 16 non-veterans.</p> <p>Accounts receivable reports were presented to the board.</p> <ul style="list-style-type: none"> • Reviewed the basic accounts receivable; request to write off # 1 in the amount of \$15.37. • Reviewed the skilled accounts receivable; request to write off accounts #1-11. Total write off amount \$50,437.39. 	<p>Motion made by Skarphol, seconded by Lee to accept the financial reports as presented. Motion carried unanimously.</p> <p>Motion made by Frojen, seconded by Adolph to write off the basic care and skilled care accounts as requested. Motion carried unanimously.</p> <p>Judy Lee will talk to the Department of Human Services regarding #12 on the skilled accounts receivable report.</p>
<p>11. Closing Comments</p>	<p>Governing Board expressed appreciation to Chairman Braaten for his years of valuable leadership to the Governing Board.</p> <p>Chairman Braaten expressed his gratitude to the board for allowing him to serve on the board.</p>	
<p>12. ACOVA Meeting</p>	<p>Location: Date: Time:</p>	<p>Bismarck Comfort Inn Thursday, October 17 @ 9:00 am & Friday, October 18, 2013 @ 9:00 am</p>
<p>13. Next Meeting – Governing Board:</p>	<p>Tentative Governing Board Meetings for 2014 2nd Tuesday of every three months</p>	<p>Wednesday, October 16, 2013 @ 1:00 pm & Thursday, October 17, 2013 @ 9:00 am</p>

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AGENDA ITEM	PRESENTATION/DISCUSSION	RECOMMENDATION/ACTION
	Tuesday, January 07, 2014 Tuesday, April 08, 2014 Tuesday, July 08, 2014 Tuesday, October 14, 2014	Bismarck Comfort Inn
14. Adjournment		Motion by Overby, seconded by Ebach to adjourn this meeting. Meeting adjourned
Approved by Governing Board & Administrator		<i>/s/ Mark B. Johnson, Administrator</i>