

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

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**DATE/TIME: Tuesday, July 12, 2016 @ 10:30 AM. LOCATION: Lisbon-Norris Braaten Conference Room #A11 MEETING: X Regular**

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

**Membership Present: Gary Skarphol, Chairman   Connie Ebach, Vice Chairman   Cathy Keogh   Curt Twete   Dean Overby  
Greg Stemen   Steven Frojen**

**OTHERS PRESENT BY INVITATION:**

**Mark B. Johnson, Administrator   Kristin Lunneborg, Chief Financial Officer   Laura Balliet, Assistant Attorney General  
Jeanne Sexton-Brown, Ransom County Gazette**

AGENDA ITEM	PRESENTATION/DISCUSSION	RECOMMENDATION/ACTION
<b>01.</b> 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.	
<b>02.</b> Roll Call: Recording Secretary	Roll call taken by recording secretary.	A quorum was present.
<b>03.</b> Welcome: Chairman-Gary Skarphol	Chairman welcomed Members and Guests. <ul style="list-style-type: none"> <li>• New Board Member, Curt Twete, to replace Judy Lee &amp; Greg Stemen to replace Keith Hovland.</li> </ul>	
<b>04.</b> Approval/Conflict of Interest of Agenda Items Chairman-Gary Skarphol	Chairman asked if any board members have a conflict of interest with any agenda items.	There are no conflicts of interest stated
<b>05.</b> Approval of Governing Board Minutes Chairman-Gary Skarphol ➤ April 12, 2016	Minutes e-mailed to Board Members. Chairman called for additions/corrections/motion to accept the minutes.	Motion by Frojen, seconded by Ebach to approve minutes from the April 12, 2016 meeting. All Aye.
<b>06.</b> Chairman's Report Chairman-Gary Skarphol	Chairman's Report <ul style="list-style-type: none"> <li>• Motion to approve Administrator's Salary increase retroactive to May 01, 2016.</li> </ul>	Motion by Overby, seconded by Keogh to approve Mark Johnson's performance review and the salary increase recommended by OMB. All Aye.
<b>07.</b> Administrator's Report Mark B. Johnson	HIPPA, open records and open meetings training will be provided by the Attorney General's office at the meeting in October.  Bid opening for the workshop was June 29 <sup>th</sup> . The bids came in higher than the budgeted amount so we are looking at doing some value engineering to bring the project within budget.  Discussion on statewide budget cuts. All state agencies had to cut 4% of general funding from their budgets. Unlike other state agencies we will also see an additional cut to our budget in the form of revenue as the Department of Human Services will be reducing the nursing home rates effective	

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<b>AGENDA ITEM</b>	<b>PRESENTATION/DISCUSSION</b>	<b>RECOMMENDATION/ACTION</b>
	<p>January 1, 2017. Discussed the basic care rent structure. Rates have not changed since we moved into the new building in 2011. Motion by Overby, seconded by Frojen to change the rent calculation and eliminate the reduction of the first \$100 from the calculation to go into effect on October 1, 2016. Roll call vote: All Aye.</p> <p>Motion by Stemen, seconded by Overby to raise the max rate on basic care from \$1,543 to \$1,850 effective October 1, 2016. Roll call vote: All Aye.</p> <p>Mark has met with a college professor from NDSU that is willing to help us work on a master plan for the campus.</p> <p>The Veterans Home was recently surveyed by the Department of Veterans Affairs and was cited with one deficiency relating to neuro checks when a resident falls. A correction was made to the policy to correct this issue.</p> <p>The Veterans Home basic care unit and skilled nursing unit were also recently surveyed by the Department of Health and we received no deficiencies relating to both of these surveys.</p> <p>We recently received a letter from Thomas Aljets, Attorney at Law, regarding a possible inheritance the Veterans Home may receive from the estate of Rachel Jorgensen.</p>	
<p><b>08.</b> Financial Report Kristin Lunneborg, CFO</p>	<p>With 50% of the biennium remaining our revenues are ahead of projections for the biennium. We are currently right on budget with our salaries and wages with 50% remaining and have 51% of our operating budget remaining.</p> <p>Our current skilled care unit is full with all 52 beds occupied; we have 80 beds occupied on basic care with a capacity for 98.</p>	<p>Motion by Overby, seconded by Stemen to approve</p>

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<b>AGENDA ITEM</b>	<b>PRESENTATION/DISCUSSION</b>	<b>RECOMMENDATION/ACTION</b>
	Skilled and basic care accounts receivable were reviewed. There are currently no concerns with any accounts.	the financial report. All Aye.
<b>09.</b> ACOVA Meeting	Location: Date: Time:	Thursday, July 28, 2016 starting at 2:00 p.m. & concluding Friday, July 29, 2016 @ Bismarck Comfort Inn, 1030 E. Interstate Avenue
<b>10.</b> Next Governing Board Meeting:	Tentative Board Meetings for 2016-2017 Every three months-2 <sup>nd</sup> Tuesday Tuesday, January 10, 2017 Tuesday, April 11, 2017 Tuesday, July 11, 2017 Tuesday, October 10, 2017	Tentative Tuesday, October 11, 2016
<b>11.</b> Motion for adjournment Chairman-Gary Skarphol		Motion by Stemen, seconded by Keogh to adjourn meeting. All Aye.
Approved by Chairman & Administrator		<i>/s/ Mark B. Johnson, Administrator</i>