NORTH DAKOTA VETERANS HOME LISBON, NORTH DAKOTA GOVERNING BOARD MEETING

DATE/TIME: Thursday, November 30, 2023 @ 10:30 am. LOCATION: Lisbon, ND MEETING: <u>Regular</u>

MEETING CALLED TO ORDER: by Chairman, Vernon Laning

Membership: Vernon Laning - Chairman, Cathy Keogh - Vice Chairman, Dean Overby, Tom Ryan, Steven Frojen, Curt Twete, Gary Skarphol

OTHERS PRESENT BY INVITATION:

Mark B. Johnson - NDVH Administrator, Kristin Lunneborg- Chief Financial Officer, Sarah Hegseth – HR Director, Joe Reinke, John Nelson, Roger Miller

AGENDA ITEM	PRESENTATION/DISCUSSION	RECOMMENDATION/ACTION
01. 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.	
02. Roll Call: Recording Secretary	Roll call taken by recording secretary.	A quorum was present.
03. Welcome: Chairman-Vernon Laning	Chairman will welcome Members and Guests.	
04. Approval/Conflict of Interest of Agenda Items Chairman-Vernon Laning	Chairman will ask if any board members have a conflict of interest with any agenda items.	There are no conflicts of interest stated
05. Approval of Governing Board Minutes1) Chairman-Vernon Laning July 13, 2023	Minutes e-mailed to Board Members. Chairman will call for additions/corrections/motion to accept the minutes.	Motion by Frojen, seconded by Skarphol to approve minutes. All Aye.
06. Chairman's Report Chairman-Vernon Laning	 With the retirement of Administrator, Mark Johnson, coming up in May 2024, the board reviewed and updated the previous job description. Determined items to be included in the job announcement which will go out December 15, 2023, with an application deadline of January 15, 2024. Items discussed in detail include the timeline to get a nursing home license if currently do not have one, where the individual should live, relocation assistance and the interview process. Skilled resident addressed the board about the change in the pet policy that does not allow staff to bring their pets to work during work hours. The policy does allow staff to bring their pets to work on their off hours. Discussion 	

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	on the current NDVH pet policy, the policies at other facilities and the pros and cons of having staff bring their pets to work with them for the entire day.	Motion by Frojen, seconded by Skarphol to table discussion until the next meeting. All Aye.
07. Administrator's Report Mark B. Johnson, Administrator	No report at this time.	
08. Financial Report Kristin Lunneborg, CFO	 Discussion on current Drug-Free Workplace policy and recommended changes. Would like to replace the wording that we only test "safety sensitive" positions to testing all staff, test upon hire and random not just random testing, and reducing the percentage of staff that get tested quarterly from 10% to 5%. Question raised regarding the proper definition of a substance abuse professional in the Drug Free Workplace policy. Will research and review at next meeting. With 83% of the biennium remaining, our budget is on track with 84% of our salaries and wages, 84% of our operating and 99% of our capital lines items remaining. Revenues align with amounts budgeted with rent 	Motion by Overby, seconded by Keogh to approve the policy with requested changes, effective immediately. All Aye.
	revenues surpassing budgeted amounts. PresentedOctober 2023 financial reports and discussed various lineitems. There are no items of concern at this time.Our current census is 52 on skilled and 64 on basic withthree more basic care admits scheduled. We currentlyhave a waiting list of 23 people for skilled.	
	Discussed accounts receivable for skilled and basic. Requested items 1, 2, 3, 5, 8, 12 and 14 on the skilled accounts receivable list be written off; total to be written off is \$70,612.98.	Motion by Overby, seconded by Frojen to approve write-offs. All Aye
	Basic care rent cap is \$2,074 for 2024.	

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	Discussion on primary care medical expenses and making it a requirement that all residents have some form of health insurance t. We will table to the next meeting and request a copy of the language the South Dakota Veterans Home uses in their policy.	Motion by Skarphol, seconded by Keogh to approve the financial statements. All Aye.
09. Next Governing Board Meeting:	Tentative Board Meetings for 2024 Quarterly 2 nd Thursday	Tentatively set for January 18, 2024
	April 11, 2024 July 11, 2024	
	October 10, 2024	
10. Motion for adjournment Chairman-Vernon Laning		Motion by Frojen, seconded by Overby to adjourn meeting. All Aye.
Approved by the Governing Board & Administrator		
		/s/ Mark B. Johnson, Administrator

Legal Notices Posted by Belinda Noonan