

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

DATE/TIME: Thursday, August 22, 2024 @ 10:30 am.

LOCATION: Lisbon, ND

MEETING: Regular

MEETING CALLED TO ORDER: *by Chairman, Vernon Laning*

Membership: Vernon Laning - Chairman, Cathy Keogh - Vice Chairman, Curt Twete, Gary Skarpohl

Absent: Tom Ryan, Steve Frojen, Kenny Wiederholt

OTHERS PRESENT BY INVITATION:

Dane Grebel - NDVH Administrator, Kristin Lunneborg- Chief Financial Officer, Belinda Noonan – Executive Secretary,
Kristi Nelson – IT/HIPPA Security, Lisa Schwab – Privacy Officer/HIPPA Security

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 welcomed Members and Guests.	
04. Approval/Conflict of Interest of Agenda Items Chairman-Vernon Laning	Chairman asked 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 Minutes 1) Chairman-Vernon Laning March 7 and 18	Minutes e-mailed to Board Members. Chairman called for additions/corrections/motion to accept the minutes.	Motion by Twete, seconded by Skarpohl to approve minutes. All Aye.
06. Chairman's Report Chairman-Vernon Laning	Kenny Wiederholt has been appointed to fill the vacant position of Dean Overby on the governing board. Kenny's term will be from 7/1/24 – 6/30/27. We are waiting to hear from the Administrative Committee on Veterans Affairs who the other governing board member will be.	

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07. Administrator's Report
Dane Grebel, Administrator

Dane Grebel welcomed all governing board members and talked about a few of the things that have taken place since his first day on the job, which was May 6th, 2024.

Belinda Noonan gave the board an update on the asphalt project. The project was bid out with two optional items in case we did not have enough funding for everything. The lowest bidder came in under budget so we are proceeding with the entire project including the optional items. There were two bidders on the project and the bid was awarded to Mark Sand & Gravel. They will start setup for the project on September 3rd, 2024, with a completion of October 4th, 2024.

Michael Burns was hired as the architect for the resident garages/storage units. The bid opening for the project will be August 28th, 2024. The garages will be located across from the C Pod entrance. All trees currently located in the area of the new building will be replanted elsewhere. The project is being paid for with Melvin Norgard funds; all rent income will go back into the Melvin Norgard fund for future projects.

Dane gave the board an update on the monthly resident meetings, which started on his first day of work. Dane, along with other department heads, discuss items of interest with the residents and answer any questions they may have.

Lisa Schwab and Kristi Nelson provided HIPPA training to all board members.

Discussion on possibility of getting a service animal for the Veterans Home. There has been interest from an outside party to provide a dog for the home. The board does not wish to proceed with a facility dog at this time.

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Dane asked if the board members would be willing to hold meetings in the Norris Bratten board room in the Veterans Home versus having them in the gazebo.

Discussion on all building doors being locked 24/7 and visitors having to buzz staff to let them in. Question raised as to whether the board would be okay with having the front door unlocked during business hours. Motion by Keogh to allow the front door to be unlocked during normal business hours, seconded by Skarpohl. All Aye.

Discussed having the basic and skilled resident council chairmen attend meetings and have a few minutes to address the governing board. Agreed, will invite them to the meetings.

CMS surveyors showed up in June to complete our Medicare/Medicaid annual survey. We received two deficiencies; one had to do with hand washing/glove removal and the second one was an item that was marked incorrectly on a resident's MDS.

In July, we had our Department of Veterans Affairs (VA) survey. We were cited for not having a sharing agreement for mental health with the VA, however, the VA has not provided us with the agreement and we have been asking them for an agreement for over two years. The other citation we received was for pharmacy costs that were billed to the VA for a veteran that was on A&A, we were okay to bill the VA while the resident was on basic care but once he moved to skilled we could not bill them anymore.

In August, we had an individual from CMS show up to do a one-day site survey which focused on only a couple of items. There were no deficiencies from the survey.

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	<p>Discussed the vacancy of the Human Resources (HR) position and the open LPN/RN positions we have. We have completed interviews for the HR position and hope to have someone hired soon. We are currently using contract agency staff to fill the vacancies in nursing. Staffing has become a huge issue everywhere.</p>	
<p>08. Financial Report Kristin Lunneborg, CFO</p>	<p>With 46% of the biennium remaining as of July 31, 2024, our budget is on track with 49% of our salaries and wages, 47% of our operating and 83% of our capital lines items remaining. Discussed financial statements in more detail. Revenues have surpassed amounts budgeted, primarily due to the rent revenues. Operating expenses are very close to budgeted amounts and we have the majority of our capital budget remaining as we have not completed the thermostat or paving projects and are just opening bids for the resident garages/storage units on August 28, 2024. There are no items of concern at this time.</p> <p>Our current census is 52 on skilled and 62 on basic with several basic care admissions scheduled in the near future. We currently are processing 8 applications for basic care and have a waiting list of 17 people for skilled.</p> <p>Discussed the 2025-2027 proposed budget in detail. The state required a 6% budget reduction, which equates to \$634,466. In order to meet this requirement, we had to put all of our capital asset requests into the optional package, along with any other increases needed. Our total base budget request is \$27,391,850 and our optional package request is \$1,715,886.</p>	<p>Motion by Skarpohl, seconded by Keogh to approve the 2025-2027 biennium budget and the financial report. Roll call vote: Keogh – aye, Skarphol – aye, Twete – aye and Laning – aye.</p>

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09. Next Governing Board Meeting:	Quarterly meetings held the 2nd Thursday Tentative board meetings for 2025 <ul style="list-style-type: none"> • January 9, 2025 • April 10, 2025 • July 10, 2025 • October 9, 2025 	Next Board Meeting tentatively set for October 10, 2024
10. Motion for adjournment Chairman-Vernon Laning		Motion by Twete, seconded by Skarphol. All Aye.
Approved by the Governing Board & Administrator		/s/ Dane Grebel, Administrator

Legal Notices Posted by Belinda Noonan