

## MINUTES

APRIL 11 & 12, 2003

### COMFORT INN BISMARCK, NORTH DAKOTA

Meeting called to order by Chairman Gerald P. Balzer. Pledge of Allegiance and followed by a moment of silence for the POW/MIAs and the men and women serving overseas.

Roll call:

Members **PRESENT:**

|               |                |               |
|---------------|----------------|---------------|
| Daryl Beard   | Larry Dakken   | Rudy Jenson   |
| Jim Johnson   | Ted Krogen     | Joe Litzinger |
| Brad Maasjo   | Kasey Schmaltz | Gary Skarphol |
| Paul Smathers | Ken Vatne      | Robert Volk   |
| Gerald Balzer |                |               |

Members **ABSENT:**

|            |            |
|------------|------------|
| John Coyne | Thomas Moe |
|------------|------------|

#### Others in Attendance

|  |                           |
|--|---------------------------|
| Commissioner Ray Harkema                             | Ron Otto, Morton C.V.S.O. |
| Interim Commandant Darrol Schroeder                  | Jim Brent, Cass C.V.S.O.  |
| Eric Monson, NOVUS                                   | Joe Novak                 |
| Curt Eide, Eide Bailey                               |                           |
| Sharon Ulmer and Margie Ourenhagen, ND Veterans Home |                           |
| Bob Hanson, N.D. Veterans Coordinating Council       |                           |

Jake Reuter, Veterans Home, gave an overview of the HIPAA rules the Veteran Homes will have to implement. (Health Insurance Portability and Accountability Act) Confidentiality and Security Agreement needs to be signed by the committee members or they will not be allowed access to resident information, i.e. appeals. The new rules severely limit the amount of information that can be disclosed about the residents.

Minutes of January 23, 2003 conference call.

***Motion by Volk, second by Dakken to accept the minutes as written. Motion carried unanimously.***

Sharon Ulmer discussed corrections made to the payment process of the Veterans Home subcommittee travel reimbursements.

Audit Review Sheets for discussion:

|                      |  |
|----------------------|--|
| Items 2-02 thru 2-05 | Strategic Plan                                     |
| Item 2-06            | to be discussed Saturday                           |
| Items 2-07 thru 2-09 | still working on                                   |
| Item 10              | contained in HB 1007 (budget bill) as an amendment |
| Item 2-11            | still working on                                   |
| Item 2-12            | governing board to decide admission policies       |
| Item 2-14            | still working on                                   |
| Item 2-17            | still working on                                   |
| Item 3-02            | contained in HB 1007 (budget bill) as an amendment |
| Item 3-03            | to be discussed Saturday by governing board        |
| Item 3-15            | still working on                                   |
| Items 4-04 & 4-05    | Strategic Plan                                     |
| Items 4-06 thru 4-09 | still working on                                   |
| Items 4-10 & 4-11    | Strategic Plan                                     |

Paul Smathers reported on the Veterans Home marketing book that was given to all the County Veterans Service Officers.

Meeting in recess, to reconvene at 8:00 a.m. on Saturday.

April 12, 2003                      8:00 a.m.  
Full committee meeting reconvened by Chairman Balzer.

Roll call:

Members **PRESENT:**

|                |               |             |
|----------------|---------------|-------------|
| Daryl Beard    | Larry Dakken  | Rudy Jenson |
| Jim Johnson    | Joe Litzinger | Brad Maasjo |
| Kasey Schmaltz | Paul Smathers | Ken Vatne   |
| Robert Volk    | Gerald Balzer |             |

Members **ABSENT:**

|               |            |            |
|---------------|------------|------------|
| John Coyne    | Ted Krogen | Thomas Moe |
| Gary Skarphol |            |            |

**Veterans Home Update:**

Darrol Schroeder discussed his concerns of a lack of an addiction counselor being available to the residents and a lack of a long range capitol improvement plan. Also, the relationship between the Veterans Home and the U.S. Department of Veterans Affairs need to be strengthened.

Brad Maasjo spoke on the accomplishments that have taken place. Maasjo gave committee members a handout on issues for discussion.

**Strategic Plan Presentation** given by Eric Monson, NOVUS. [HANDOUT OF POWERPOINT PRESENTATION PROVIDED]

Chairman Balzer spoke on Senate Bill 2299 which changed the structure of the Administrative Committee. There will now be a Governing Board to oversee the Veterans Home while a subcommittee on Veterans Affairs is retained. The names put forward to serve on the governing board are: Brad Maasjo as chair, Robert Volk, Larry Dakken, Daryl Beard, Darrol Schroeder, Joe Novak and Alex Schweitzer (Director, Jamestown State Hospital).

***Motion by Jenson that the seven people named by the Chair serve on the governing board, second by Litzinger. Motion passes unanimously.*** [SEE VOTING RECORD, MOTION 1].

The remaining committee members serve on the Veterans Affairs subcommittee.

Full committee recessed so the governing board and subcommittee could meet separately to conduct their meetings.

Chairman Balzer reconvened the full committee. Bob Volk absent from remainder of meeting.

**Department of Veterans Affairs subcommittee report** by Joe Litzinger, Vice Chairman. [SEE SUBCOMMITTEE MINUTES]

***Motion by Smathers to approve report and action items, excluding the PWTF requests, second by Schmaltz. Motion passed.***

***Motion by Smathers to obligate Post War Trust Fund interest earnings for the additional 2001-2003 Biennium requests. Motion passed; 8 yeas, 2 nays – Larry Dakken, Rudy Jenson*** [SEE VOTING RECORD, MOTION 2].

Discussion on a new location for one of the transportation vans. The Jamestown area was recommended. The Commissioner will talk to the Stutsman County V.S.O. to find out if there is support in the area for volunteer drivers. Chairman Balzer is to be notified of the decision made by the Commissioner and the Subcommittee Chairman on the van location.

Legislative Update given by Commissioner. [WRITTEN REPORT PROVIDED WITH MINUTES]

Governing Board Report by Brad Maasjo, Chairman

- Selection of an Administrator. There is one more follow-up interview with Novak and Schweitzer scheduled for the first choice candidate. An announcement could be made in the next week or two if negotiations are successful.
- Selection of an Accounting Manager. Once the Administrator is named, he/she will be included in the selection process for this position.

***Motion by Smathers that the full committee agrees with and supports the actions of the governing board, second by Vatne. Motion passed.***

Discussion on V.A. policy that the Fargo V.A. will no longer provide primary care appointments and prescriptions to the residents of the Veterans Home.

***Motion by Smathers that a position paper expressing the committee concerns about this V.A. policy be developed for the Chairman's signature. This will be sent to the V.A.. Brad Maasjo, Darrol Schroeder, and Daryl Beard to write the paper. Second by Vatne. Motion passed.***

Next meeting at the call of the Chair.

Meeting adjourned.

Submitted by

James Johnson  
Secretary

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