

MINUTES

July 23 & 24, 2004
1:00pm

HERITAGE CENTER COMFORT INN BISMARCK, NORTH DAKOTA

Meeting called to order by Interim Chairman Rudy Jenson. Pledge of Allegiance, followed by moment of silence for the men and women serving overseas.

Roll Call:

Members **PRESENT:**

Daryl Beard	Larry Dakken	Lyle Schuchard
Carl Bloomquist	Rudy Jenson	Gary Skarphol
Wally Bolte	Dean Overby	Paul Smathers
Wally Buckingham	Rick Ryan	Dave Vandergon
John Coyne		

Members **ABSENT:**

Orletta Kilen	Bob Volk
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Guest Speakers:

Bill Goetz, Chief of Staff, Governor Hoeven's Office. Expressed Governor's appreciation to those that serve on the Administrative Committee since it is a volunteer commitment and encouraged the Administrative Committee review the laws that give the committee oversight of the Veterans Home and Department.

Adjutant General Mike Haugen, North Dakota National Guard. Update on Guard activities and BRAC (base realignment and closure) preliminary recommendations.

Doug Kenyon, VA Center Director. Tentative schedule to open the following Community Based Outpatient Clinics (CBOC): Dickinson and Williston - 2005/2006; Jamestown, Devils Lake, and Grand Forks – 2007. The city of Fargo is expanding the dike to the south of the VA facility as a result 70 parking spaces will be gone. Fargo VA did receive half a million dollars to build 110 spaces in another area. John Smith is the new director for the Dakota Regional Office (Sioux Falls and Fargo).

Kathy Kirschmann, Deputy State Treasurer – spoke on the Postwar Trust Fund.

Tim Nolz, Job Service North Dakota. Update on activities within Job Service. Returning Guardsmen have been surveyed to find out what services they will be needing.

Governing Board Report - Daryl Beard, Interim Chairman

Changes to Administrative Code - Article 86-03, Rules and Regulations for Admission and Residency at the North Dakota Veterans Home, reviewed by the Administrative Committee.

Motion by Smathers to approve Article 86-03 as amended, second by Bolte. Motion failed: 6 yeas, 7 nays – Buckingham, Jenson, Overby, Ryan, Skarphol, Smathers, Vandergon. [MOTION #1]

Motion by Ryan to review Article 86-03 at the next committee meeting, second by Vandergon. Motion passed unanimously. [MOTION #2]

Discussion on term lengths for the governing board.

Motion by Beard that Daryl Beard, Norris Braaten, and Orletta Kilen serve a 3 year term (2007); Bob Volk and Larry Dakken serve a 2 year term (2006); and Alex Schweitzer and Darrel Schroeder serve a 1 year term (2005); and all further appointments are considered a 3 year term unless the appointment is to replace a current board member, second by Smathers. Motion passed unanimously. [MOTION #3]

Neal Asper – Administrator, North Dakota Veterans Home

A new Director of Nursing has been hired and will start in August. A request to the Emergency Commission for monies to cover the cost of prescription drugs to the residents was approved for \$208,000. Installation of a DSL line will allow some computer hookups for resident use.

Policy #14 – Confidentiality & Security and Form #21 – Confidentiality & Security Statement were handed out to committee members. Every committee member needs to sign Form #21 to comply with HIPAA requirements.

Resignation of Alex Schweitzer

Motion by Smathers to table acceptance of the resignation until the next meeting, second by Dakken. Motion passed unanimously.

Motion by Smathers to approve the minutes of the April and June 2004 meetings, second by Dakken. Motion passed unanimously.

National Association of State Directors of Veterans Affairs Convention.

Motion by Smathers not to approve sending anyone to the convention, second by Bloomquist. Motion passed unanimously.

Review of Attorney General Opinion regarding a private veterans' organization receiving interest earnings from the postwar trust fund to purchase a van for transportation purposes (Letter Opinion 2004-L-47).

The Bismarck DAV request for postwar trust fund monies is withdrawn since they found alternate sources of funding.

Motion by Smathers that the Commissioner work with the Attorney General's office to have proper wording written into a contract for future use, second by Vandergon. Motion passed unanimously.

Discussion on Department's transportation program and replacement of vans.

Meeting recessed until 8:00am Saturday at the Comfort Inn.

July 24, 2004
Comfort Inn, Bismarck

Meeting reconvened at 8:00am by Interim Chairman Jenson. Pledge of Allegiance, followed by moment of silence for the men and women serving overseas.

Roll Call:

Members **PRESENT:**

Daryl Beard

Carl Bloomquist

Wally Bolte

Wally Buckingham

John Coyne

Larry Dakken

Rudy Jenson

Dean Overby

Rick Ryan

Lyle Schuchard

Gary Skarphol

Paul Smathers

Dave Vandergon

Members **ABSENT:**

Orletta Kilen

Bob Volk

Website Publishing

The Office of Administrative Hearings would like to publish the results of veterans preference hearings. There will be no charge for this service.

Motion by Skarphol to approve the website publishing of veterans preference hearings, second by Smathers. Motion passed unanimously.

The Legislative Audit and Fiscal Review Committee will be meeting on August 10th. The performance audit of the Administrative Committee and Department will be presented between 9:05 and 10:15. All committee members are encouraged to attend.

Interim Chairman Jenson recognized Rick Ryan on a point of personal privilege. Ryan read a letter from Leo Swenson regarding the Administrative Committee.

Eric Monson, Novus, LLC, presented the Strategic Plan outline for the Department.
[HANDOUT]

Discussion on the Performance Audit. Committee members will be teamed together to work on a possible solution for their assigned audit recommendations. Interim Chairman Jenson would like the responses sent to him by August 8th. Assignments given [SEE ATTACHED SHEET]

Planning Committee named: Rudy Jenson, Wally Bolte, Rick Ryan, Lyle Schuchard, Dave Vandergon, and Eric Monson.

Commissioner's position – Chairman Jenson.

The closing date for applications was July 16th. A screening committee has been named: Darrol Schroeder (ND Governing Board), Mike Dobmeier (DAV), Seb Roll (AL), Ron Otto (CVSO Association), and Barb Evanson (past legislator). Darrol Schroeder appointed Chairman of the screening committee.

Discussion on the Administrative Committee submitting legislation through the ND Veterans Coordinating Council.

Motion by Dakken that any legislation pertaining to the Administrative Committee, Department, or Veterans Home be submitted by the Administrative Committee through the Home or Department, second by Skarphol. Amendment by Dakken to add, “and any testimony must be approved by the Administrative Committee, second by Skarphol. Discussion. Amendment withdrawn. ***Motion passed.***

Chairman Jenson made the following committee appointments:

Department of Veterans Affairs: Bloomquist, Bolte, Buckingham, Coyne, Jenson,
Overby, Ryan, Schuchard, Skarphol, Smathers, and Vandergon.

Budget Committee: Jenson, Overby, Ryan, Schuchard, and Skarphol

Postwar Trust Fund: Bloomquist, Overby, Schuchard, Smathers, and Vandergon

Appeals Committee: Ryan (Chair), Bloomquist, Buckingham, Coyne, and Skarphol

Discussion on next committee meeting:

Motion by Smathers to schedule a committee meeting on August 10th, second by Overby. Motion passed.

Department Employee Handbook – adding Section 3.a “Applicant/Employee Background Checking” to pertain to Department and Administrative Committee.

Motion by Smathers to accept Section 3.a to personnel handbook, second by Buckingham. Motion passed.

Discussion on ITD Bid for Loan Program. Department directed to solicit other bids.

PWTF Requests:

Discussion on Department request for postwar trust fund interest earnings.

Motion by Beard to obligate \$10,000 to purchase a van from the Colorado Trust Fund, second by Smathers. Motion passed unanimously. [MOTION #1]

Motion by Smathers to authorize Wally Buckingham to solicit bids to dispose of replaced van and to bring the sealed bids to a committee meeting for opening, second by Skarphol. Motion passed unanimously [MOTION #2]

Motion by Dakken to obligate \$11,000 for Administrative Committee travel, second by Coyne. Motion passed 11 yeas, 2 nays – Dakken, Jenson [MOTION #3]

Motion by Ryan to obligate \$50,000 for hardship grants, second by Smathers. Motion passed unanimously [MOTION #4]

Motion by Smathers to obligated \$1,600 for toll-free number, second by Skarphol. Motion passed 12 yeas, 1 nay - Jenson [MOTION #5]

Motion by Ryan not to fund training request of \$4,000, second by Smathers. Motion passed unanimously. [MOTION #6]

Motion by Smathers that all postwar trust fund interest earnings requests should be sent to the PWTF committee 30 days prior to a full committee meeting, second by Skarphol. Motion failed 3 yeas, 10 nays – Beard, Bolte, Buckingham, Dakken, Jenson, Overby, Ryan, Schuchard, Skarphol, Vandergon [MOTION #7]

Motion to adjourn, seconded, passed.

Submitted by

Rudy Jenson
Interim Chairman