

MINUTES

OCTOBER 25 & 26, 2002

Comfort Suites Bismarck North Dakota

Meeting called to order by Chairman Gerald P. Balzer. Pledge of Allegiance and moment of silence for the POW/MIA followed.

Roll Call:

Members **PRESENT:**

Daryl Beard	Larry Dakken	Rudy Jenson
Jim Johnson	Brad Maasjo	Thomas Moe
Kasey Schmaltz	Gary Skarphol	Robert Volk
Gerald Balzer		

Members **ABSENT:**

John Coyne	Ted Krogen	Joe Litzinger
Paul Smathers	Ken Vatne	

Others in attendance:

Commissioner Ray Harkema
Commandant Ken Anderson

Motion by Skarphol to accept the minutes of October 2, 2002 meeting as written, second by Beard. Motion passed unanimously.

Audit Review Sheets for discussion:

ITEM 2-8

Volk, Anderson

Hire only qualified personnel IAW Central Personnel Division. If a fully qualified person can not be found, then take the necessary steps to underfill the position and to train the person to meet the standards, or keep looking for a qualified person. Job Service and Central Personnel can help with hiring process.

ITEM 2-9

Vatne, Anderson

Administrative Policy 36 submitted. Consensus of committee that Commandant re-write the policy to be more specific and submit it to the Subcommittee Chair by November 8, 2002. The Subcommittee Chair has the authority to accept or reject the policy.

ITEM 2-12

Krogen, Anderson

Motion by Johnson that the Commandant reconcile the North Dakota Century Code with the federal guidelines regarding admission priorities to the Home, second by Dakken. Motion passed unanimously

ITEM 2-13

Smathers, Anderson

The Commandant is instructed to comply with North Dakota Administrative Code 86-03-01-06.

ITEM 2-15

Moe, Anderson

Employment application forms should be reworked so the process forces the gathering of the proper information needed to fulfill this item. The hiring application form should solicit information regarding the applicant's veteran status. If the applicant states that he/she is a veteran, then the form should have further printed verbiage relating to preference points, etc. When the job is filled, there should be available to the personnel officer a full listing of all the applicants in a check-list form with notations made on the list pertaining to veteran status of all applicants which would facilitate the notifying of the veterans who were not selected for the position.

When a position becomes vacant and open for hire, the personnel manager at the Home should have a checklist for the various methods of advertising the position, which checklist would include notification of Job Service and Central Personnel Division about the vacancy, pursuant to the State Administrative Code. Copies of the notification letters to Central Personnel about vacancies should be retained at the Home.

Checklists and employment application forms should be reviewed on a regular basis to insure accurate and required information is gathered at the time an individual applies for a job, and further, that follow-up efforts are made to insure that information is forwarded to agencies requiring the information. These checklists and forms should be forwarded to Central Personnel on a periodic basis for their input and recommendations for changes.

ITEM 3-1

Litzinger, Anderson

Effective October 20, 2002 the Commandant will comply with N.D.C.C. 37-15-14. A letter will be sent to the State Auditor's Office informing them of the change in the Committee's response.

ITEM 3-5

Skarphol, Anderson

Motion by Skarphol that effective January 1, 2003, rent be paid on all days, second by Jensen. Motion passed, 9 yeas, 1 nay – Moe. [SEE VOTING RECORD, MOTION #1]

Resident Council at the Veterans' Home is to be informed of this decision.

ITEM 3-6

Johnson, Anderson

Consensus of committee that Commandant write a policy on handling past due accounts, to be submitted by November 8, 2002.

ITEM 3-7

Jenson, Anderson

As of October 22, 2002, there are two separate accounts. Interest will be allocated by November 1, 2002. Committee requests verification of actions at next meeting.

Recommendation to the Commandant to use outside resource to help implement proper procedures for expending funds.

ITEM 3-8

Smathers, Anderson

Commandant has changed thank you to indicate funds not required for the specific purpose will be transferred to either the decorating or recreation accounts. If the donor does not wish this to occur, they are asked to contact the Home. Committee concurs with action taken.

ITEM 3-9

Jenson, Anderson

The Commandant is directed to contact the State Auditor's Office on Monday, October 28, 2002, to get a complete list of names and forward those to OMB.

ITEM 3-10

Maasjo, Anderson

Change Priority Status to "B"

ITEM 3-11

Beard, Anderson

Recommend the following under the North Dakota Veterans' Home Commandant position description, "comply and implement all pertinent North Dakota Century Codes and North Dakota Administrative Codes."

ITEM 3-12

Schmaltz, Anderson

Veterans Home policy will be to use and assign project numbers.

ITEM 3-16

Coyne, Anderson

As of October 15, 2002, Administrative Policy 28 is rescinded.

ITEM 3-18

Krogen, Anderson

As of October 8, 2002, "petty cash" checking account closed and the money deposited with State Treasurer.

ITEM 4-1

Dakken, Anderson

Discussion on criteria used by the Veterans' Home to evaluate residents versus criteria used by Pathway Health Services. No action taken.

Meeting recessed at 10:10 pm

Saturday, October 26, 2002

Meeting reconvened.

Meeting called to order by Chairman Gerald P. Balzer. Pledge of Allegiance and moment of silence for the POW/MIA followed.

ITEM 2-1

Balzer, Maasjo, Moe

The Chairman of the Administrative Committee has assigned responsibility for each recommendation contained in the Performance Audit of the Veterans Home to individual members of the Committee and has established a timetable for its implementation. He will periodically notify the State Auditor and the Chairman of the Legislative Audit and Fiscal Review Committee of those recommendations appropriately implemented and progress on all others.

The Home Subcommittee will review and rewrite the Commandant's position description with assistance of the State Central Personnel office. Committee will establish detailed, measurable goals for the Commandant and will establish, formal performance evaluation process. Deadline for these actions is April 1, 2003.

ITEM 2-2

Litzinger, Volk

No action taken.

ITEM 2-3 & 2-4

Jenson, Moe

Johnson, Coyne

Consensus of committee for Chairman, by November 15, 2002, to send letter to the five veteran organizations' State Commanders and Adjutants asking for input on changes to the Administrative Committee. Response from organizations should be received by January 1, 2003. Maasjo, Jenson, Moe and Dakken asked to draft letter and fax it to the Chairman by November 1, 2002.

ITEM 2-5

Jenson

Change Subsection A to Priority "D" and Subsection B to Priority "A".

ITEM 2-6

Maasjo, Anderson

Recommendation is to get outside help.

ITEM 2-7

Maasjo, Smathers, Anderson

Lori Laschkewitsch, Assistant Executive Budget Analyst, and Lauri Sterioti Hammeren, Director of Central Personnel, advised the committee on restructuring the accounting department of the Home. They recommended an Accounting Manager position to head the department. [SEE JOB CLASSIFICATION – ACCOUNTING MANAGER]

Motion by Skarphol to ask Central Personnel to assist in advertising an Accounting Manager position as soon as possible for a two week period. A three member committee consisting of Maasjo, Jenson, and Smathers has the authority to set the salary and starting date and to hire. Sheila Peterson, or her designee, to assist in this process as a resource person. Second by Schmaltz. Motion passed unanimously. [VOTING RECORD, MOTION #2]

Discussion on financial matters regarding the Veterans' Home.

Motion by Jenson to refinance the bonds which will result in savings for the Veterans' Home, second by Skarphol. Motion passed unanimously. [SEE VOTING RECORD, MOTION #3]

Postwar Trust Fund Requests

#1 Transportation Program

Motion by Dakken to approve request to obligate \$1,500.00 to the Transportation Program, second by Schmaltz. Motion passed unanimously. [SEE VOTING RECORD, MOTION #4]

#2 Grant Software

Motion by Skarphol to obligate a sum not to exceed \$3,300.00 to pay expenses for the grant software, second by Dakken. Motion passed unanimously. [SEE VOTING RECORD, MOTION #5]

#3 Fax/Copier

Motion by Dakken to obligate \$250.00 for a fax-copier for the Chairman of the Administrative Committee, second by Schmaltz. Motion passed 8 yeas, 1 nay – Dakken. [SEE VOTING RECORD, MOTION #6]

Discussion on use of consultants in helping to develop a strategic plan for the Veterans' Home.

Motion by Maasjo to pursue hiring a consultant to work with the Veterans' Home personnel in developing a strategic plan and asking the Legislative Committee for help in obtaining funding from the Legislature, second by Volk. Motion passed unanimously. [SEE VOTING RECORD, MOTION #7]

Subcommittee Breakout

Subcommittee Reports [SEE SUBCOMMITTEE MINUTES]

Veterans' Home – Brad Maasjo elected Chairman and Daryl Beard elected Vice-Chairman.

Veterans' Affairs – Gary Skarphol elected Chairman and Joe Litzinger elected Vice-Chairman.

Motion by Jenson to accept subcommittee reports, second by Dakken. Motion passed.

Cemetery Foundation Report – Ray Harkema, Commissioner
National Guard in receipt of a \$2.2 million grant to make alterations and additions to the cemetery buildings. Cemetery employee salaries were cut in order to meet the 95% budget reduction for the 03-05 Biennium. The number one priority in their optional package is to restore the salaries.

Meeting adjourned.

Submitted by

Jim Johnson
Secretary

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