

Idaho Veterans Affairs Commission
January 11, 2018 8:30 a.m. PST
Idaho Division of Veterans Services – Headquarters Conference Room

Members: Commissioner H. Melvin Napier, Chairman
Commissioner Arthur L. Gimpel
Commissioner Leo Dub
Commissioner Patrick Grace
Commissioner Jinny Cash
Commissioner David E. Brasuell, Executive Secretary; Administrator, IDVS
Tracy Schaner, Deputy Administrator, IDVS
Dan Claar, Human Resource Officer, IDVS
Debbie Spence, Financial Manager, IDVS
Rick Holloway, Administrator, ISVH – Boise
Mark High, Administrator, ISVH – Lewiston
Josiah Dahlstrom, Administrator, ISVH – Pocatello
Bill Heyob, Program Director, Office of Veterans Advocacy
James Earp, Program Director, Veterans Cemetery
Doug Jacobson, Program Director, Education/State Approving Agency
Colleen Moon, Administrative Services Manager, IDVS
Kevin Wallior, Administrative Assistant II, IDVS

I. ANNOUNCEMENTS:

Meeting commenced at 8:25 AM PST. Chairman Napier recognized and provided certificates for IDVS staff who had reached longevity milestones.

The new Purchasing Agent for the Division was introduced.

Chairman Napier asked everyone to bow their heads in a moment of silence and offered his thoughts and condolences for former Commissioner and State Veterans Service Officer Ken Pitcher who recently passed away.

II. OLD BUSINESS:

Topic A.	Minutes of Last Meeting (10-11-18):
Information/Data Discussion:	Minutes sent electronically to the Commissioners for review prior to this meeting. There were no changes offered.
Action/Decision/ Conclusion:	8:35 AM Commissioner Gimpel made a motion to dispense with the reading of the minutes. Commissioner Cash seconded. Commissioners voted unanimously to accept the minutes as submitted.
Responsible Party:	Administrative Assistant II, IDVS
Target Completion Date:	N/A
Status:	CLOSED

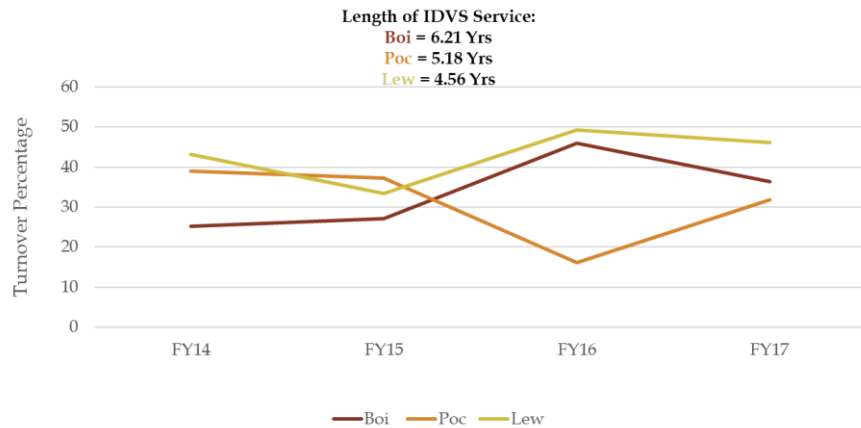
II. STANDING ITEMS:

Topic A.	Human Resources (Dan Claar – Human Resource Director):																														
Information/Data Discussion:	<ol style="list-style-type: none"> IDVS Staff Breakdown (as of December 11, 2017) <ul style="list-style-type: none"> 345 Staff Members Total <ul style="list-style-type: none"> 57 Administrative positions (admin, fiscal, social services, inventory included) 40 Dietary staff 191 Nursing staff (Directors of Nursing, Registered Nurse Managers, therapy aides, & recreation assistants included) 5 Nursing admin (activities/vol. coord. & nursing scheduler included) 9 Health Information 8 Maintenance staff (11 when including cemetery maintenance staff) 9 Cemetery staff 19.5 Office of Veterans Advocacy staff 1.5 Education staff 5 Commissioners 55.52% of IDVS employees are Nursing Care Staff 310 Classified employees 30 Non-Classified employees (includes 7 executive full-time positions as well as temporary staff) 5 Commissioners IDVS FY2017 Separations <div data-bbox="496 1245 1455 1759"> <table> <tr> <th colspan="2">FY2017 IDVS Classified Position Separations and Reasons (July 1, 2016 to June 30, 2017)</th></tr> <tr> <td colspan="2">Avg # of Classified Staff = 311</td></tr> <tr> <th>Separation Reason</th><th>Employees (Classified)</th></tr> <tr> <td>SF - Separation, Federal Job</td><td>3</td></tr> <tr> <td>SG - Separation, School District Job</td><td>1</td></tr> <tr> <td>SL - Separation, Layoff/Shortage of Work/Reorganization</td><td>0</td></tr> <tr> <td>SM - Separation, Military</td><td>0</td></tr> <tr> <td>SN - Separation, Private Sector Job</td><td>15</td></tr> <tr> <td>SP - Separation, Personal (including school, moving, resigning in lieu of dismissal)</td><td>69</td></tr> <tr> <td>SR - Separation, Retirement</td><td>6</td></tr> <tr> <td>SW - Separation, Layoff/Medical</td><td>6</td></tr> <tr> <td>TD - Termination, Dismissal</td><td>2</td></tr> <tr> <td>TF - Termination, Failure to Complete Entry Probation</td><td>8</td></tr> <tr> <td>XO - Transfer to Other Agency</td><td>3</td></tr> <tr> <td>TOTAL</td><td>113 (36.33%)</td></tr> </table> </div> <ul style="list-style-type: none"> Wish that the data associated with SP – Separation, Personal (including school, moving, resigning in lieu of dismissal) was more granular and there was more data regarding the motivation behind the separation. 	FY2017 IDVS Classified Position Separations and Reasons (July 1, 2016 to June 30, 2017)		Avg # of Classified Staff = 311		Separation Reason	Employees (Classified)	SF - Separation, Federal Job	3	SG - Separation, School District Job	1	SL - Separation, Layoff/Shortage of Work/Reorganization	0	SM - Separation, Military	0	SN - Separation, Private Sector Job	15	SP - Separation, Personal (including school, moving, resigning in lieu of dismissal)	69	SR - Separation, Retirement	6	SW - Separation, Layoff/Medical	6	TD - Termination, Dismissal	2	TF - Termination, Failure to Complete Entry Probation	8	XO - Transfer to Other Agency	3	TOTAL	113 (36.33%)
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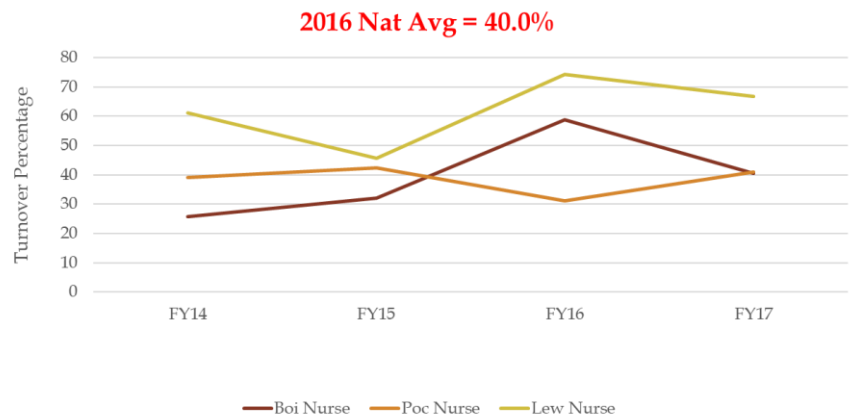
- Suspect that if there was more data for separations coded SP that much of the 69 currently coded SP would actually be coded SN – Separation, Private Sector Job instead.

3. IDVS Turnover Percentages

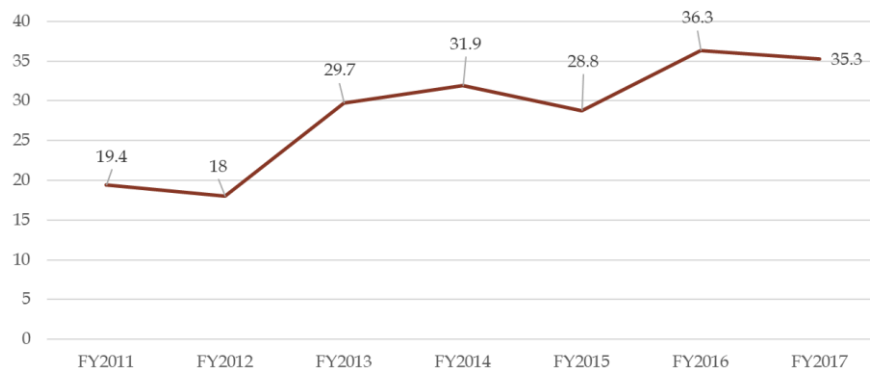
- Veteran Homes Turnover % FY2014-FY2017

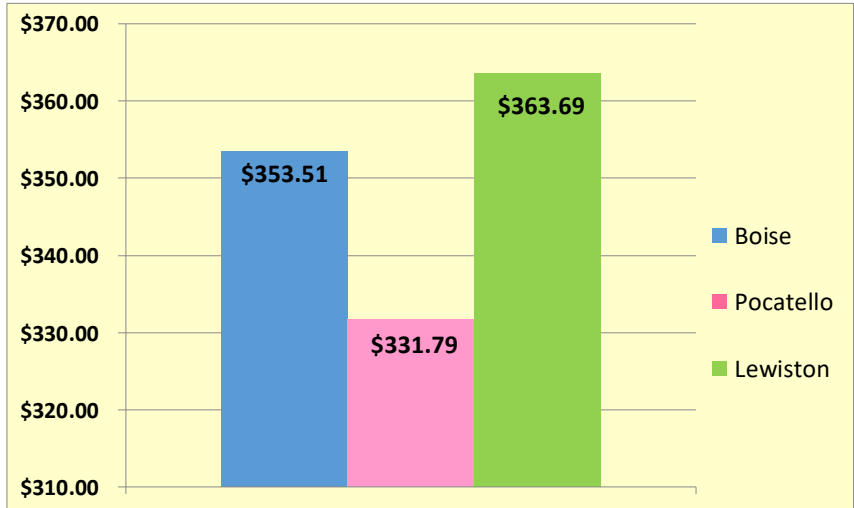


- Nursing Staff Turnover % FY2014-FY2017



- IDVS Classified Turnover by Percentage (All Positions)

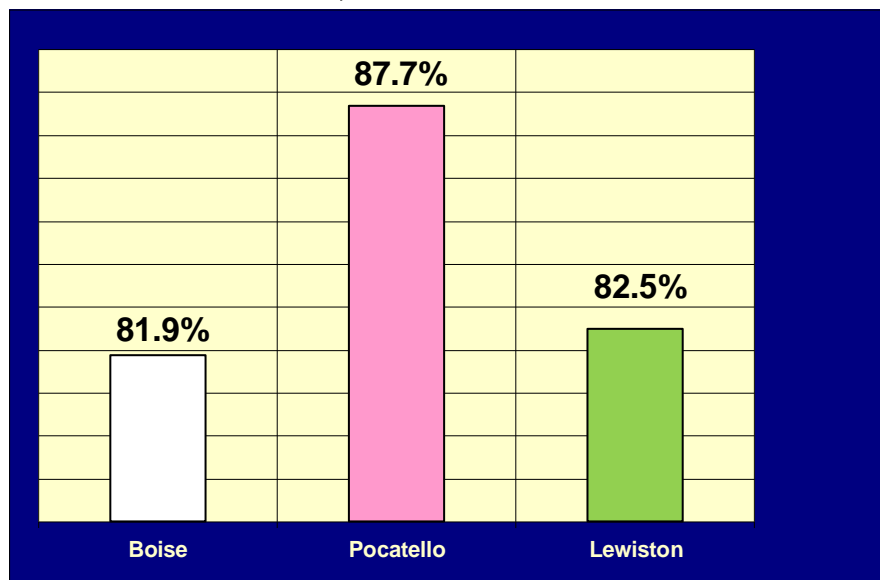


	<p>4. Statewide Average Comparison</p> <table border="1"> <thead> <tr> <th colspan="2">IDVS & Statewide Averages</th> </tr> </thead> <tbody> <tr> <td>January 2018 IDVS Average Compa-Ratio (classified)</td><td>98%</td> </tr> <tr> <td>October 2017 Statewide Compa-Ratio (classified)</td><td>88.9%</td> </tr> <tr> <td>January 2018 IDVS Average Pay Rate (classified)</td><td>\$19.21</td> </tr> <tr> <td>October 2017 Statewide Average Pay Rate (classified)</td><td>\$21.17</td> </tr> <tr> <td>January 2018 IDVS Employees' Average Years of Service with the State / Longevity</td><td>7.00 Years</td> </tr> <tr> <td>January 2018 IDVS Employees' Average Years of Service with IDVS / Longevity</td><td>5.61 Years</td> </tr> </tbody> </table> <p>Floor opened for questions and/or comments. No questions or comments.</p>	IDVS & Statewide Averages		January 2018 IDVS Average Compa-Ratio (classified)	98%	October 2017 Statewide Compa-Ratio (classified)	88.9%	January 2018 IDVS Average Pay Rate (classified)	\$19.21	October 2017 Statewide Average Pay Rate (classified)	\$21.17	January 2018 IDVS Employees' Average Years of Service with the State / Longevity	7.00 Years	January 2018 IDVS Employees' Average Years of Service with IDVS / Longevity	5.61 Years
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Action/Decision/Conclusion:	As above; information update as available.														
Responsible Party:	Human Resource Officer														
Target Completion Date:	Update each meeting until complete.														
Status:	INFORMATION														
Topic B.	Financial Report (Debbie Spence – Financial Officer):														
Information/Data Discussion:	<p>1. ISVH Data</p> <ul style="list-style-type: none"> YTD Per Diem Costs for ISVHs as of December 31, 2017  <table border="1"> <caption>YTD Per Diem Costs for ISVHs as of December 31, 2017</caption> <thead> <tr> <th>Location</th> <th>Cost (\$)</th> </tr> </thead> <tbody> <tr> <td>Boise</td> <td>\$353.51</td> </tr> <tr> <td>Pocatello</td> <td>\$331.79</td> </tr> <tr> <td>Lewiston</td> <td>\$363.69</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Per diem is per day per resident (veteran or spouse). YTD Per diem costs for ISVHs includes personnel and operations costs but does not include capital outlay or DPW project costs. 	Location	Cost (\$)	Boise	\$353.51	Pocatello	\$331.79	Lewiston	\$363.69						
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- Per Diem Report Attachment:

DIVISION OF VETERANS SERVICES					
Per Diem Report					
December-17					
			Cost	Average	Average Monthly
Nursing:	Costs	Census	Per Diem	Daily Census	Occupancy Rate
Boise	\$ 1,336,924.06	3,172	\$421.48	102.3225806	78.11%
Pocatello	\$ 715,250.44	1,821	\$392.78	58.74193548	89.00%
Lewiston	\$ 723,162.78	1,673	\$432.26	53.96774194	81.77%
	\$ 2,775,337.27	6,666	\$416.34	215.0322581	81.76%
			Cost	Average	Average Monthly
Domiciliary:	Costs	Census	Per Diem	Daily Census	Occupancy Rate
Boise	\$ 124,145.77	1,038	\$ 119.60	33.48387097	93.01%
YTD Per Diem					
(July '17 thru June '18)					
			Cost	Average	Average YTD
Nursing:	Costs	Census	Per Diem	Daily Census	Occupancy Rate
Boise	\$ 6,976,870.33	19,736	\$353.51	107.2608696	81.88%
Pocatello	\$ 3,534,245.93	10,652	\$331.79	57.89130435	87.71%
Lewiston	\$ 3,643,412.51	10,018	\$363.69	54.44565217	82.49%
	\$ 14,154,528.77	40,406	\$350.31	219.5978261	83.50%
				Average	Average YTD
Domiciliary:	Costs	Census	Per Diem	Daily Census	Occupancy Rate
Boise	\$ 536,563.43	6,093	\$ 88.06	33.11413043	91.98%

- 83.5 % Skilled Nursing Facility Average Daily Census as of December 31, 2017



	<ul style="list-style-type: none"> ○ ISVH-B reducing four-bed rooms to two-bed rooms has adversely affected the percentage because Census is based upon number of beds a facility is licensed for rather than the number of beds a facility operates at. ○ Shifting to two-bed rooms is in line with the direction the SNF industry is shifting towards. ○ ISVH-Boise is in the process of becoming licensed at the number they operate at. <p>2. General Funds for FY2018</p> <ul style="list-style-type: none"> ● All General Funds are appropriated in Personnel and Trustee & Benefits ● FY 18 Appropriation is \$44,609,800 of which \$1,117,700 (3%) is General Funds ● We continue to monitor our revenue for cash flow purposes <p>3. Governor's FY2019 Budget Recommendation</p> <ul style="list-style-type: none"> ● Total Recommendation: \$34,089,400 <ul style="list-style-type: none"> ○ General funds are 3% of total budget recommendation ○ Lower than IDVS request due to 2nd Cemetery construction funds requested as re-appropriation from current fiscal year. ● Budget Recommendation Includes: <ul style="list-style-type: none"> ○ \$<450,000> Change in Health & Variable Benefit Costs ○ \$487,000 Repair and Replacement items (no general funds) – Kitchen and dining equip., medical equip., and IT equipment ○ \$517,400 3% Change in Employee Compensation (Classified Employees) ○ \$227,300 Market Equity – Lewiston Home <ul style="list-style-type: none"> ▪ Requested to address the escalation of Washington state's minimum wage in the upcoming years and the anticipated difficulty in competing for employees as a result. ▪ \$1.50 across the board for CNAs and nutrition staff, separate from CEC request. ○ \$133,800 New Capital Outlay and Operating (no general funds) – IT equipment, resident & medical equipment, and maintenance equipment ○ \$150,000 Veterans Recognition Income Fund Transfer
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	<ul style="list-style-type: none"> ○ \$20,000 Liability IDAPA Rule Change – Cannot waive liability for loss of resident personal property ○ Re-appropriation Authority - 2nd Veterans Cemetery Construction funds <p>Floor opened for questions and/or comments. No questions or comments.</p>
Action/Decision/Conclusion:	As above; information update as available.
Responsible Party:	Financial Officer
Target Completion Date:	Update each meeting until complete.
Status:	INFORMATION
Topic C.	Idaho State Veterans Home - Boise (Rick Holloway – Administrator):
Information/Data Discussion:	<p>1. FY 2018 2nd Quarter Operations Report</p> <ul style="list-style-type: none"> • Census <ul style="list-style-type: none"> ○ Nursing Care Occupancy Rate 80% for the quarter <ul style="list-style-type: none"> ▪ October 83% ▪ November 78% ▪ December 81% ○ Medicare A Average Daily Census 2.3 <ul style="list-style-type: none"> ▪ October 2.2 ▪ November 3.2 ▪ December 1.6 ○ Residential/Domiciliary Care Occupancy Rate 90% for the quarter <ul style="list-style-type: none"> ▪ October 87% ▪ November 87% ▪ December 96% ○ Nursing Admissions and Discharges <ul style="list-style-type: none"> ▪ October 5 Admissions, 7 Discharges, 4 Deaths ▪ November 16 Admissions, 9 Discharges, 6 Deaths ▪ December 16 Admissions, 9 Discharges, 8 Deaths ○ Res/Dom Admissions and Discharges <ul style="list-style-type: none"> ▪ October 3 Admissions, 5 Discharges ▪ November 4 Admissions, 1 Discharges ▪ December 1 Admissions, 3 Discharges • Receipts <ul style="list-style-type: none"> ○ Medicaid \$760,359 ○ VA Per Diem \$2,384,944 ○ All Other Receipts \$777,212

	<ul style="list-style-type: none"> ○ Medicare Part A \$47,201 ○ Medicare Part B \$6,691 ● Pharmacy <ul style="list-style-type: none"> ○ Medicare Part D \$9,204 ○ VA Pharmacy Receipts \$3,245 ○ Pharmacy Costs \$127,000 ○ Average Cost PPD \$13.10 <p>2. DPW Projects/Major Maintenance</p> <ul style="list-style-type: none"> ● Fire Life Safety <ul style="list-style-type: none"> ○ The sensitivity on the Roam Alert System was adjusted due to false activations. ○ Three feet by three feet hole in the wall behind the clothes dryers repaired. ○ Kitchen hood was cleaned on 10-25-2017 ○ Annual inspection of the fire alarm system was completed on 12-19-2017 ○ Water samples were taken and sent to Analytical labs for Legionella testing – results negative. ○ Eight delayed egress magnetic locks were installed ○ Oxygen trans-filling room doors in West wing were replaced. ○ Main mechanical room had 50-year-old sprinkler heads replaced ● Utility <ul style="list-style-type: none"> ○ Chiller #2 pump was replaced ○ Freight elevator 5-year inspection completed ○ HVAC Building controls tied into generator panel ○ Sewer line break in main mechanical room repaired ○ Ductwork for IVAL canteen office installed ○ Geo main supply line leak repaired ○ New RTU set in place ○ Upcoming projects: <ul style="list-style-type: none"> ▪ Sewer Line replacement ▪ Fan Coil Unit replacement ▪ Dishwasher project ● Safety/Security <ul style="list-style-type: none"> ○ Division conference room window broken <ul style="list-style-type: none"> ▪ Cause of damage unknown. ▪ One of the panes on the double paned glass was shattered ▪ Security of the building was not compromised ▪ Window replaced
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	<p>3. Significant Community Activities</p> <ul style="list-style-type: none"> • October <ul style="list-style-type: none"> ○ Frank Lee Memorial Fish Fry ○ Octoberfest Parking Lot Party ○ Field Trip with BSU Bird observation group. ○ Thunderbird Air Show ○ Mulligan Band ○ Pumpkin picking at Linder Farms ○ Halloween Party. • November <ul style="list-style-type: none"> ○ Veterans Day Parade ○ Veterans Program at Hillsdale Elementary ○ Veterans Day ceremony with Spirit of Freedom awards ○ Jr Jammer Veterans Day performance in Caldwell ○ Festival of Trees three different trips ○ Christmas photos by Pete Hecht ○ Veterans Ceremony at Kuna HS ○ Special Marine inductees program ○ American Legion Food Convoy • December <ul style="list-style-type: none"> ○ American Legion Auxiliary Gift Shop ○ Luminous Lantern Parade/awards ○ Basque Dancers ○ Gingerbread house contest with BSU Counsellor Group ○ Knights of Columbus Choir, ○ Boise Philharmonic Brass quintet ○ Meridian HS Jazz Choir ○ Camouflage Christmas delivery ○ Resident Christmas parties • The Boise Veterans Home is grateful for the continued outstanding support the community provides. The significant amount of time, energy and resources donated to the Home is humbling. <p>4. Special Meals</p> <ul style="list-style-type: none"> • October <ul style="list-style-type: none"> ○ No special meals this month. • November <ul style="list-style-type: none"> ○ Veterans Day Dinner: Prime Rib with Au Jus & Horseradish Sauce, Twice Baked Potatoes with Sour Cream, Prince Edward Vegetables, Dinner Roll and Apple Pie. ○ Special Meal at Golden Corral with Guard support from Gowen Field
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	<ul style="list-style-type: none"> ○ Special Meal Catered by Tucano's Brazilian Grill ○ Thanksgiving Lunch: Roast Turkey with Stuffing, Mashed Potatoes & Gravy, Green Bean Casserole, Cranberry Sauce, Dinner Roll and Pumpkin Pie with Whipped Cream. ○ Thanksgiving Dinner: Glazed Ham, Candied Sweet Potatoes, Cauliflower, Dinner Roll and Holiday Fruit Salad. ● December <ul style="list-style-type: none"> ○ Christmas Eve: Fried Shrimp with Sauce, Finger Steaks, Fettuccini Alfredo, Sautéed Asparagus, Chocolate Peppermint Cake. ○ Christmas Day Lunch: Roast Beef, Mashed Potatoes & Gravy, Corn Custard, Dinner Roll, Cheesecake with Fruit Topping; ○ Christmas Dinner: Double Meat Lasagna, Caesar Salad, Bread Stick and Banana Pudding. <p>5. Miscellaneous</p> <ul style="list-style-type: none"> ● The Boise Home hired a new Dietary Services Manager. ● Cadets from the Korean Military Academy, the Republic of South Korea's equivalent to West Point, will visit the Boise Veterans Home in January to personally thank Korean Veterans for their service. <ul style="list-style-type: none"> ○ This is a new program, Heroes Remembered. ○ Idaho is the first state to participate. ○ Jorja Reyburn, the daughter of an MIA veteran, volunteered to host the cadets during their visit to Idaho. ● VA Survey upcoming to relicense the facility from 131-bed skilled nursing facility with 36-bed domiciliary to a 122-bed skilled nursing facility with 36-bed domiciliary. ● House Bill 336 will go before the legislature during the current session. The bill relates to the allowance for intergovernmental transfer for nursing facility adjustment payments as it relates to Medicaid. <p>Floor opened for questions and/or comments. No questions or comments.</p>
Action/Decision/Conclusion:	As above; information update as available.
Responsible Party:	Boise Home Administrator

Target Completion Date:	Update each meeting until complete.
Status:	INFORMATION
Topic D.	Idaho State Veterans Home - Pocatello (Josiah Dahlstrom – Administrator):
Information/Data Discussion:	<p>1. FY 2018 2nd Quarter Operations Report</p> <ul style="list-style-type: none"> • Census <ul style="list-style-type: none"> ○ Nursing Care Occupancy Rate 90% for the quarter <ul style="list-style-type: none"> ▪ October 88% ▪ November 92% ▪ December 89% ○ Medicare A Average Daily Census 3.6 <ul style="list-style-type: none"> ▪ October 3.4 ▪ November 4.0 ▪ December 3.5 ○ Nursing Admissions and Discharges <ul style="list-style-type: none"> ▪ October 9 Admissions, 7 Discharges, 3 Deaths ▪ November 5 Admissions, 6 Discharges, 1 Death ▪ December 5 Admissions, 5 Discharges, 0 Deaths • Receipts <ul style="list-style-type: none"> ○ Medicaid \$419,507 ○ VA Per Diem \$1,010,380 ○ All Other Receipts \$345,686 ○ Medicare Part A \$125,574 ○ Medicare Part B \$7,842 • Pharmacy <ul style="list-style-type: none"> ○ Medicare Part D \$18,486 ○ VA Pharmacy Receipts \$6,287 ○ Pharmacy Costs \$105,582 ○ Average Cost PPD \$19.37 <p>2. DPW Projects/Major Maintenance</p> <ul style="list-style-type: none"> • October <ul style="list-style-type: none"> ○ None • November <ul style="list-style-type: none"> ○ DPW 17-608 New flooring (at nursing station and throughout day area) began 9/25/17 and completed 11/15/17 • December <ul style="list-style-type: none"> ○ DPW 17-609 New lighting project to replace all lights for greater energy efficiency bid 12/11 • Upcoming

	<ul style="list-style-type: none"> ○ RFID scanner system to prevent loss of resident valuables will be implemented in February. <ul style="list-style-type: none"> ▪ System will protect the Home from having to replace lost valuables. ▪ Similar systems have been implemented at other Veterans Homes in the country with great success. <p>3. Significant Community Activities</p> <ul style="list-style-type: none"> ● October <ul style="list-style-type: none"> ○ Pocatello Veterans Home planned nad participated in an Active Shooter Table Top Exercise (TTX) with the Idaho State Health Department. Attendees from facilities and agencies across Southeast Idaho as well as representatives from Division and the other two Veterans Homes attended. ○ Harvest Hoe Down w/ Resident Families ○ ISU Football Game ○ Halloween Party ○ Trick or Treating with community. ● November <ul style="list-style-type: none"> ○ Josiah Received the Pocatello Chamber of Commerce "Friend of the Military" award due to his service with the Military Affairs Committee over the past 3 years. ○ ISU Honors Class Music and Games ○ Convergys's Volunteers Serving Lunch & Dinner & placing Flags the week of Veterans Day ○ Veterans Day Program & Refreshment Social- 300 Flags sponsored by the Military Affairs Committee and POW*MIA ○ Century High School Veterans Day Assembly ○ American Legion – Food Convoy ○ Girl Scout Troop # 217 Thank you Card Delivery & visit, Festival of Trees ○ Alex Prescott Eagle Project Christmas Tree – Donated and decorated 12-Foot tree in front entry ● December <ul style="list-style-type: none"> ○ Pocatello staff attended an Evacuation TTX held at the State Health Department to discuss a fire at an area skilled nursing facility in November. ○ American Legion Auxiliary Gift Table, ○ Civil Air Patrol Wreath Delivery
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	<ul style="list-style-type: none"> ○ INL BINGO- Provided PIZZA Lunch & adopted 20 Veterans, ○ Elks Christmas Party and Gifts ○ Christmas Karaoke <p>4. Special Meals</p> <ul style="list-style-type: none"> ● October <ul style="list-style-type: none"> ○ New menus this year have provided us with a better variety and healthier options. ○ OCTOBER 13, 2017 HARVEST DINNER Pork Tenderloin, Roasted Red Potatoes, Sautéed Cabbage, Fresh Fruit Kabobs, Dinner Rolls, Cherry Pie ○ Oct 31, 2017 Country Fried Steak, Corn Cob, Mashed Potatoes Country Gravy, Garden Salad, Fresh Croutons, Bread Basket, Cherry Pie ● November <ul style="list-style-type: none"> ○ Nov. 11, 2017 Marinated Grilled Steak, Mushrooms & Onions, Baked Potatoes, Sour Cream & Chives, French Cut Green Beans, Garden Salad Bar, Dinner Rolls, Ice Cream Sundae ○ Nov. 23, 2017 Roast Turkey, Sage Stuffing, Mashed Potatoes & Gravy, Green Bean Casserole, Sweet Potatoes, 5 Layer Salad, Dinner Rolls, Pumpkin Pie, Whipped Topping ● December <ul style="list-style-type: none"> ○ 12/12/2017 MOAA Sponsored Dinner, Fried Chicken, Mashed Potatoes & Gravy, Mixed Vegetables Dinner Rolls / Butter, Banana Cream Pie ○ 12/13/2017 GREAT WESTERN MALTING DINNER, Baked Ham/ Mustard Sauce, Prime Rib/ Horseradish, Sautéed Mushrooms & Onions, Scalloped Potatoes, Steamed Baby Carrots, Dinner Rolls/ Honey Butter, Coconut Cream Pie ○ 12/22/2013 INL, Pizza Party, Salads, Lemon Cream Cake ○ 12/25/2017 LUNCH, Herb Crusted Roast Beef, Horseradish sauce, Potatoes & Gravy, Fresh Spinach Salad, Buttered Carrots, Home Made Dinner Rolls, Dutch Apple Pie ○ DINNER, Baked Pit Ham/ Mustard Sauce, Hash browns Supreme, Capri Vegetables, Salad, Dinner Rolls, Pumpkin Pie, Whipped Topping
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	Floor opened for questions and/or comments. No questions or comments.
Action/Decision/Conclusion:	As above; information update as available.
Responsible Party:	Pocatello Home Administrator
Target Completion Date:	Update each meeting until complete.
Status:	INFORMATION
Topic E.	Idaho State Veterans Home - Lewiston (Mark High – Administrator):
Information/Data Discussion:	<p>1. FY 2018 2nd Quarter Operations Report</p> <ul style="list-style-type: none"> • Census <ul style="list-style-type: none"> ○ Nursing Care Occupancy Rate 83% for the quarter <ul style="list-style-type: none"> ▪ October 84% ▪ November 83% ▪ December 82% ○ Medicare A Average Daily Census 4.4 <ul style="list-style-type: none"> ▪ October 6.0 ▪ November 4.2 ▪ December 2.9 ○ Nursing Admissions and Discharges <ul style="list-style-type: none"> ▪ October 6 Admissions, 3 Discharges, 2 Deaths ▪ November 1 Admission, 2 Discharges, 1 Death ▪ December 3 Admissions, 2 Discharges, 4 Deaths • Receipts <ul style="list-style-type: none"> ○ Medicaid \$288,381 ○ VA Per Diem \$708,601 ○ All Other Receipts \$549,893 ○ Medicare Part A \$133,690 ○ Medicare Part B \$19,384 • Pharmacy <ul style="list-style-type: none"> ○ Medicare Part D \$13,137 ○ VA Pharmacy Receipts \$3,597 ○ Pharmacy Costs \$89,714 ○ Average Cost PPD \$17.77 <p>2. DPW Projects/Major Maintenance</p> <ul style="list-style-type: none"> • October

	<ul style="list-style-type: none"> ○ Maintenance continues to prepare for the CMS and Life Safety changes and preparing our staff. Documentation continues for compliance with the new Code requirements. ○ Working on a retrofit project to convert our lights to LED for energy conservation. ● November <ul style="list-style-type: none"> ○ Maintenance has completed preparations for the winter weather. Equipment has been serviced and ice melt stockpiled. ○ CKA Architects have started work on the Chapel/OVA expansion project. The preliminary floor plans were reviewed by the Chaplin and OVA staff with minor revisions. ○ K&G Contractors have been awarded the contract to replace the Nurse's station cabinets. Work is scheduled to start the second week in January. It is anticipated the work will take one week to complete. ● December <ul style="list-style-type: none"> ○ CKA Architects are working on the chapel and the OVA expansion project. Site evaluation and excavation measurements have been made. ○ K&G Construction has made final measurements for the cabinet replacement project for the nurse's station. Material has arrived, and the sub-contractor is scheduled to start building the cabinets. The cabinet replacement is scheduled to start the middle of January. ○ The Life Safety survey was conducted on the 14th of December. One deficiency was cited. They noted fire protective coating missing on an I beam in the Mechanical room. Repair material has been ordered and will be applied when we receive. They reviewed the Water Management and Emergency Preparedness plan and they found no deficiencies. <p>3. Significant Community Activities</p> <ul style="list-style-type: none"> ● October events: <ul style="list-style-type: none"> ○ The community Trick or Treat event was a great success with over 100 community ghosts and goblins visiting. Several of our residents enjoyed wearing Halloween masks and hats during the evening. ○ During the month of October, our residents participated in several craft activities such as
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	<p>sanding wooden pieces for tic-tack-toe games for our Family Thanksgiving Dinner and making piñatas for two Daycare groups to break during their Halloween visits. We are all gearing up for the Holiday season and hoping the snow holds off for a while.</p> <ul style="list-style-type: none"> • November <ul style="list-style-type: none"> ○ On November 16th, we held our Annual Thanksgiving Dinner for the residents and their families. Everyone enjoyed the Turkey dinner with all the trimmings and good conversation. ○ We continue to enjoy our Pets for Vets visits weekly and our marvelous musical entertainers and card and bingo players and sponsors. • December <ul style="list-style-type: none"> ○ On December 7th, the residents enjoyed an outing to the VFW Hall for their Pearl Harbor Ceremony. They enjoyed getting out of the facility and the Ceremony was very moving. ○ During this Christmas season we had several school and community groups in to entertain the residents. ○ Our residents enjoyed being able to shop for their families at the American Legion Auxiliary Gift Table again this year. Jinny Cash, our very own IVAC Commissioner, entertained our residents with a Sing Along and they had a great time. ○ Our Annual Resident Christmas party with Santa was enjoyed by all. A big thank you to everyone who donated gifts and funds for our event. ○ Christmas day brought in many family and community members to visit their loved ones and wish our residents a very Merry Christmas. <p>4. Special Meals</p> <ul style="list-style-type: none"> • October <ul style="list-style-type: none"> ○ The residents enjoyed their special meal consisting of BBQ Beef Brisket, Loaded Potato Salad, Baked Beans, and Pineapple Upside Down cake. • November <ul style="list-style-type: none"> ○ Our special meal consisted of Roasted Turkey w/Cornbread Stuffing, Mashed Potatoes and Gravy, Peas and Carrots, a Hot Roll and Cherry Pie. • December
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	<ul style="list-style-type: none"> ○ Our special meal this month consisted of Prime Rib, Caesar Salad, Baked Potato with all the trimmings, and Baby Carrots. For desert the residents enjoyed Chocolate Mousse. <p>5. Miscellaneous</p> <ul style="list-style-type: none"> ● We continue with our Resident recruitment through the radio station. In October we initiated a new ad focusing on the fact that our Home can assist with both Long Term and Short Term stays with Rehabilitation benefits. ● Continue to educate Admissions/Discharge staff at local hospitals. Re-emphasize that the Lewiston Veterans Home is there for Veterans. <ul style="list-style-type: none"> ○ Mark described a situation in which a Veteran's family was erroneously told that their family member was not eligible for the Lewiston Home. ○ A Veterans Service Officer managed to provide accurate information to the family and they admitted the veteran into the Lewiston facility. ○ The Veteran was provided quality end of life care, for which the family was immensely grateful. <p>Floor opened for questions and/or comments. No questions or comments.</p>
Action/Decision/Conclusion:	As above; information update as available.
Responsible Party:	Lewiston Home Administrator
Target Completion Date:	Update each meeting until complete.
Status:	INFORMATION
Topic F	Idaho State Veterans Cemetery (James Earp – Director):
Information/Data Discussion:	<p>1. Introduction</p> <ul style="list-style-type: none"> ● The cemetery grounds crew continues to perform pristine caretaking of the cemetery. All the labor tasks are completed in all weather conditions; from burials, landscape care, irrigation, snow removal and the precision installation of headstones and flat granite markers. <p>2. Cemetery Update.</p> <ul style="list-style-type: none"> ● The cemetery completed the 2nd quarter of FY18 as the most productive 2nd Quarter in five years. Our

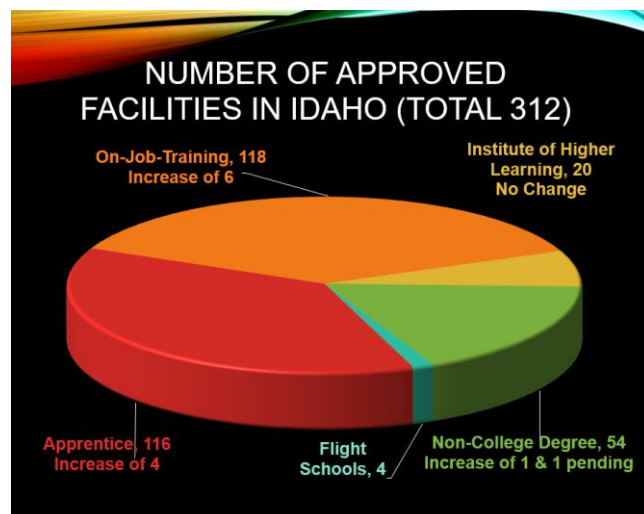
	<p>operations seen an increase of 14% in the number of interment services for the 2nd quarter of FY17.</p> <ul style="list-style-type: none"> • Interment Revenue: The 2nd quarter FYTD interment revenue includes revenue received in July through December for each fiscal year. The total revenue for FY18 is \$312,367. This reflects the increased VA Burial Plot Allowance rate of \$762. <p>3. Volunteer Update</p> <ul style="list-style-type: none"> • Our volunteers completed a total of 684 volunteer hours in the 2nd quarter. • The Volunteer staff has been refined, by the volunteers, into shifts which has decreased the time any given volunteer is not specifically performing duties or assisting visitors. • It shows in the number we are doing more interments with less volunteer hours. • Much of this is also attributed to the increased communication among our volunteers to establish an appropriate team to task. • The volunteer program remains strong with loyal, dedicated and compassionate volunteers. <p>4. Construction</p> <ul style="list-style-type: none"> • DPW project 17602 for road repairs and re-stripping has concluded. We are working with our Field Representative on designs and quotes for the additional drainage improvements to mitigate erosion in the upper section of the cemetery. • We received our replacement backhoe. This new piece of equipment will replace our aging older equipment and provide many years of reliable and safe operations. <p>5. Events</p> <ul style="list-style-type: none"> • In December our cemetery held the two events for Wreaths Across America. <ul style="list-style-type: none"> ○ December 11th the Statehouse Wreath was presented by the Daughters of the American Revolution at the Governor's office ○ December 16th National Remembrance Day ceremony at the Veterans Cemetery. The event was attended by over 600 visitors and participants to place over 4,300 holiday wreaths throughout the cemetery. Retirement of the wreaths will be January 20th at 9am. • Two of our Volunteers, Mr. Steve Spickelmeir and Mr. Terry Meiners were recognized for their selfless
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	<p>contributions with the Senator Crapo, Spirit of Freedom Awards.</p> <ul style="list-style-type: none"> • Other events held included our Group Military Honors ceremony and attendance at the Boise Rescue Mission's Veterans Day Luncheon. • Special recognition to the Ackerman Family. The family of three hand placed and recovered over 4,200 flags throughout the cemetery. <p>6. Admin Update</p> <ul style="list-style-type: none"> • A meeting has been requested to review recommendations for updates and possible additions to the IDAPA rules governing the Veterans Cemetery. Areas to review include upper interment burial fees and establishing regulations for grave marker re-orders and fees for placement of In-Memory Of markers. • Our administrative staff will do a physical records audit to update our internal Cemetery Management Database to account for all second interments. A review of the database shows that no 2nd interments were recorded from 2005 to 2011. <p>7. Eastern Idaho Veterans Cemetery Update</p> <ul style="list-style-type: none"> • Transfer of water rights has been completed for the Blackfoot property. Further discussions with DPW will include construction planning of irrigation infrastructure to the site. • The Veterans Cemetery Grants Program (VCGP) released the FY 2018 Priority List of pending construction grant pre-applications. <ul style="list-style-type: none"> ○ This Priority List, has Idaho currently ranked #27 (Group 1 – Priority Group 2) out of 105 pre-applications. ○ The number of projects to which the VCGP will commit will not be known until the VA's annual budget is formally approved, it is expected the VCGP will fund up to #19 on the FY 2018 Priority List (to include the top 18 Veteran cemetery expansions and only 1 (one) new cemetery establishment). ○ With Idaho being near the top of the opportunity list, it is estimated there would need to be 5 (five) deferments for us to receive a grant opportunity in FY 2018. ○ As such, we will stay in contact and work closely with the VCGP for any updates on our status throughout FY 2018.
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	<ul style="list-style-type: none">○ We will also continue to move ahead on meeting the VCGP's deliverables to include:<ul style="list-style-type: none">▪ master planning▪ programming, and▪ completion of the schematic drawings○ Completion of these tasks will place Idaho in a strong position to accept and proceed with our grant opportunity when offered. <p>Floor opened for questions and/or comments. No questions or comments.</p>																																								
Action/Decision/Conclusion:	As above; information update as available.																																								
Responsible Party:	State Veterans Cemetery Director																																								
Target Completion Date:	Update each meeting until complete.																																								
Status:	INFORMATION																																								
Topic G.	Office of Veterans Advocacy (Bill Heyob – Program Director):																																								
Information/Data Discussion:	<p>1. The Office of Veterans Advocacy continues to serve Idaho's Veterans and family members diligently. Here are the statistics comparing Fiscal Year-to-Date totals from 2nd Quarter 2017 and 2018:</p> <table><tr><td></td><td><u>2nd Qtr 2018 Totals</u></td><td><u>2nd Qtr 2017 Totals</u></td><td><u>Increase/Decrease</u></td></tr><tr><td>Interviews YTD</td><td>3,397</td><td>3,573</td><td>- 176</td></tr><tr><td>POAs Filed YTD</td><td>2,649</td><td>2,827</td><td>- 178</td></tr><tr><td>Claims Filed YTD</td><td>4,010</td><td>3,657</td><td>+ 353</td></tr><tr><td>Correspondence</td><td>3,502</td><td>2,436</td><td>+1,066</td></tr><tr><td>Appeals YTD</td><td>178</td><td>187</td><td>- 9</td></tr><tr><td>Home Visits</td><td>146</td><td>179</td><td>- 33</td></tr></table> <table><tr><td></td><td><u>2nd Qtr FY18</u></td><td><u>2nd Qtr FY17</u></td><td><u>Increase/Decrease</u></td></tr><tr><td>Veterans Seen by OVA in Veterans Treatment Courts</td><td>201</td><td>97</td><td>+ 104</td></tr><tr><td>State Emergency Grants Approved</td><td>0</td><td>4</td><td>-4</td></tr></table> <p>2. Notable changes from September 2016 and 2017:</p> <ul style="list-style-type: none">• 2nd Quarter 2018 had 350 additional claims submitted, 319 more claims correspondence submissions and 20 more Hearings compared to the same period in 2016. <p>3. Noteworthy Issues currently happening with the VA</p> <ul style="list-style-type: none">• 2017 was the most productive year that the Boise VARO has ever had in the number of claims rated.		<u>2nd Qtr 2018 Totals</u>	<u>2nd Qtr 2017 Totals</u>	<u>Increase/Decrease</u>	Interviews YTD	3,397	3,573	- 176	POAs Filed YTD	2,649	2,827	- 178	Claims Filed YTD	4,010	3,657	+ 353	Correspondence	3,502	2,436	+1,066	Appeals YTD	178	187	- 9	Home Visits	146	179	- 33		<u>2nd Qtr FY18</u>	<u>2nd Qtr FY17</u>	<u>Increase/Decrease</u>	Veterans Seen by OVA in Veterans Treatment Courts	201	97	+ 104	State Emergency Grants Approved	0	4	-4
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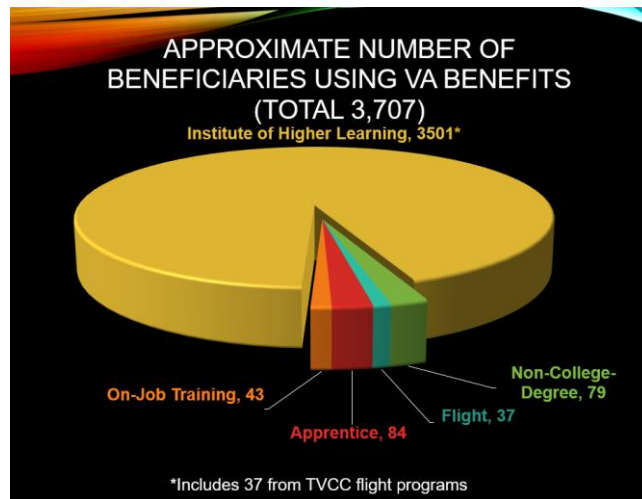
	<ul style="list-style-type: none"> • Average days to complete a Disability Comp Claim is 92.6 days. • Current inventory of back-logged claims (over 125 days old) is at 78k and working to keep below 80k. • The VA Central Office (VACO) has made changes to the VBMS system that now allows OVA to track Idaho claims regardless of where they are being worked. • VACO still working on releasing new rating tables for 38 CFR. New musculoskeletal table could be out this month. • Boise VARO Employees will begin mandatory overtime following holidays. • Approximately 25-30% of Boise VARO workload is for Idaho Veterans. • Boise VARO has been selected to be one of the test sites for centralized printing. • Awaiting VA Secretary's decision on additional Agent Orange presumptive conditions. • VA is expanding the Decision Ready Claim Process which was implemented by the VA on September 1, 2017. The Program still does not have the support of the major Veteran Service Organizations. • Appeals Modernization Act was signed into Law which creates the "3 Lane System" for Veterans to decide how to proceed. We are being told that it may take upwards of 18 months before procedures go into effect as VA decides how to handle Legacy Appeals. VA began sending out "RAMP" Letters on November 1st inviting legacy appeals into Appeals Modernization (only Lane 1 or 2). • There is no BVA Travel Board scheduled for Boise during FY-2018. BVA's priority for hearings are for those appeals certified to BVA May 2015 or older. • VA began issuing "Veteran ID Cards" on vets.gov website. Experiencing a lot of delays. <p>4. Significant Events within the OVA</p> <ul style="list-style-type: none"> • Beginning January 1st, Vietnam Veterans of America (VVA) has ended our accreditation for their organization, stating that since there was no full-time presence of a VVA VSO at the Boise VARO, they would not accredit us. • Our Office sent (6) VSOs to the VFW Advanced Service Officer Training in Annapolis, MD November 4-9. <ul style="list-style-type: none"> ○ All performed very well on the final test and all passed.
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	<ul style="list-style-type: none"> It was requested that we provide a State VSO at the Caldwell Veterans Memorial Building which has been renovated over the past several years. <ul style="list-style-type: none"> Lance Santiago is working there one day a week as of January 3 (Wednesdays) on a trial basis to see if there is need for a second service officer serving in Caldwell. Wes McAuslan is already permanently located at the DOL Office in Caldwell. <p>Floor opened for questions and/or comments. No questions or comments.</p>
Action/Decision/Conclusion:	As above; information update as available.
Responsible Party:	Office of Veterans Advocacy Program Director
Target Completion Date:	Update each meeting.
Status:	INFORMATION
Topic H.	Veterans Education – GI Bill (Doug Jacobson – Veterans Education Coordinator):
Information/Data Discussion:	<p>1. Number of Approved Facilities in Idaho</p> <ul style="list-style-type: none"> Total 312 <ul style="list-style-type: none"> 118 On-the-Job (OJT) programs approved (Increase of six additional programs) 116 Apprenticeship programs approved (Increase of four additional programs) 54 Non-College Degree (NCD) programs approved (Increase of one additional program, one program pending) 20 Institution of Higher Learning (IHL) programs approved (No change). 4 Flight Schools approved (No change).



2. Approximate number of veterans utilizing benefits

- 3,707 total
 - 3,501 enrolled in IHLs
 - 79 enrolled in NCDs
 - 84 in apprenticeship programs
 - 37 in flight school
 - 43 in OJT programs



3. FY 2018 VA Compliance

- Completed
 - Eastern Idaho Technical College, in the process of becoming College of Eastern Idaho
 - Elevate Salon
- Upcoming compliance visits this year
 - American Academy of Clinical Massage
 - Aveda Institute
 - College of Idaho
 - College of Southern Idaho
 - Lewis Clark State College
 - Sage Truck Driving - Caldwell
 - Twin Falls Police Department
 - University of Idaho

4. SAA Training and Travel

- Past Quarter Travel and Training
 - October 17-18: ISU, Sage Truck Driving, NWCCF Presentation in Rexburg
 - October 30 – Nov 3: National Training Institute – SAA Training - Tempe, AZ
 - November 7-9: Compliance surveys with College of Eastern Idaho and Elevate Salon
 - November 13-17: Idaho Apprenticeship Week

	<ul style="list-style-type: none"> ○ December 15: NW Lineman College Rodeo - Meridian August 27: Western Idaho Fair - Veteran Services Outreach ● Current Quarter Travel and Training <ul style="list-style-type: none"> ○ January 5: North Idaho – Franssen Electric, Sage Truck Driving, American Institute of Clinical Massage & North Idaho College ○ February 9-15 – Mid-Winter SAA Conference & Sen Crapo Visit, Washington D.C. ○ March 12-23: Compliance surveys with Lewis Clark State College and University of Idaho <p>5. Issues/In the Works</p> <ul style="list-style-type: none"> ● Universities and Colleges: <ul style="list-style-type: none"> ○ Bellevue University is now VA approved at Mountain Home AFB ● Non-College Degree Programs <ul style="list-style-type: none"> ○ Ponderosa Aero Club pending ○ Code Works pending ● Education Office Updates <ul style="list-style-type: none"> ○ Primary focus on OJT / Apprenticeship programs with State & Federal DOL ○ Joined the NASAA Education Committee – focus on TAP & Military Ed ○ Working with St. Luke's on a Medical Assistant apprenticeship program ○ Restructure the education website <p>Floor opened for questions and/or comments. No questions or comments.</p>
Action/Decision/Conclusion:	As above; information update as available.
Responsible Party:	Veterans Education Coordinator
Target Completion Date:	Update each meeting until complete.
Status:	INFORMATION
Topic I.	Idaho Division of Veterans Services (David Brasuell – Administrator):
Information/Data Discussion:	<p>1. Tracy Schaner Brief</p> <ul style="list-style-type: none"> ● 2018 Legislative Session <ul style="list-style-type: none"> ○ January/February Testimony on rules changes to IDAPA 21.01.01 – Temporary and Proposed Rules -Compliance with Federal CMS regulations governing ISVH. <ul style="list-style-type: none"> ▪ Removed a section made unenforceable by CMS regulation changes.

	<ul style="list-style-type: none"> ○ Statutory change to reflect the addition of a new State Veterans Cemetery. <ul style="list-style-type: none"> ▪ Provide Proper Nomenclature to Any State Veterans Cemetery ▪ Technical Corrections to Idaho Code Sections: <ul style="list-style-type: none"> • 54-1144 • 65-108 • 65-202 • 65-204 • Division Renewed a 25-year agreement with the USGS to allow for continued use of property behind ISVH-B owned by USGS. <p>2. David Brasuell's Brief</p> <ul style="list-style-type: none"> • Early 2019 is the targeted completion date for the new parking garage on the Boise VAMC campus. <ul style="list-style-type: none"> ○ This is much needed and will immediately reduce parking frustrations. • IDVS will brief JFAC on the budget on Friday, January 12th <ul style="list-style-type: none"> ○ JFAC convenes at 8 AM and there are three agencies that will testify before us. ○ We expect to begin around 8:45 AM. ○ Please consider attending if your schedules allow for it. ○ In anticipation of the new CMS regulations, IDVS requested new positions in last year's Budget Request. <ul style="list-style-type: none"> ▪ As such, IDVS did not request any new positions. ▪ Will evaluate this year current usage of existing positions to determine the best allocation of staff across programs. • IDVS has a compliance officer to ensure our ISVHs are following all regulations. <ul style="list-style-type: none"> ○ Observation of other states' veteran homes and the issues suffered through a lack of a compliance officer allows IDVS to avoid making the same mistakes. • VA Rural Cemetery in Buhl <ul style="list-style-type: none"> ○ VA will break ground on this facility in the summer with a projected completion date in 2019. • David attended a Whitehouse Briefing on Veterans Issues in November <ul style="list-style-type: none"> ○ VA Secretary Shulkin and his Deputy hosted the discussion.
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	<ul style="list-style-type: none"> ○ Vice President Pence provided brief comments. ○ The Secretaries of Labor and Health and Human Services attended this meeting. ● Over 28,000 veterans have opted into the Veterans Designation on Driver's License since the program's inception. ● IDVS has a meeting scheduled with the anonymous corporation that hosts the Disabled Veterans Elk Hunt every year to discuss ways the program works best as well as ways to improve the program. ● The Idaho Memorials and Monuments program is coming along nicely. The old documents from the original book are almost completely scanned. In the next few months those scans will be uploaded to the History Pin collection for Idaho Memorials and Monuments. ● Joint Legislative Reception hosted by the American Legion and VFW will be at the Red Lion Downtowner and will begin at 5:00 PM. <ul style="list-style-type: none"> ○ You are all encouraged to attend. ○ Excellent opportunity to discuss Veteran issues with elected representatives. <p>Floor opened for questions and/or comments. No questions or comments.</p>
Action/Decision/Conclusion:	As above; information update as available.
Responsible Party:	Division Administrator
Target Completion Date:	Update each meeting until complete.
Status:	INFORMATION

III. NEW BUSINESS:

Leticia Scott, a staff assistant from Senator Crapo's office, emphasized that correcting the Choice Program is a significant concern to the Senator and his colleagues. Informed the Commission that the Senator's office is working on an action plan regarding responses to the Senator's Veterans Survey.

Additionally, discussed concerns regarding Suicide Prevention in the state of Idaho. Tracy Schaner responded that IDVS drafted a suicide prevention policy and created a Suicide Prevention toolkit for IDVS. IDVS' Suicide Prevention Policy was forwarded to the Governor's office for review with hopes that it may prove useful to other state agencies.

Next meeting is scheduled for

Idaho Veterans Affairs Commission
January 11, 2018

January 11, 2018
Idaho Division of Veterans Services – Headquarters
Main Conference Room
351 Collins Road Boise, ID 83702

Commissioner Grace motioned to adjourn. Commissioner Cash seconded. Commissioner Napier adjourned the meeting at 11:05 AM PT.

H. Melvin Napier, Chairman

David Brasuell, Executive Secretary