

Idaho Veterans Affairs Commission
 April 15, 2015 8:30 a.m. MST
 Idaho State Veterans Home Pocatello – Main Conference Room

Members: Commissioner H. Melvin Napier, Chairman
 Commissioner Leo Dub, Co-Chairman (absent)
 Commissioner Arthur L. Gimpel
 Commissioner John A. Spurny (video-conference)
 Commissioner Thomas Prewitt (tele-conference)
 Commissioner David E. Brasuell, Executive Secretary; Administrator, IDVS
 Tamara Mackenthun, Deputy Administrator, IDVS (video-conference)
 Tracy Schaner, Human Resource Officer, IDVS
 Debbie Spence, Financial Manager, IDVS
 Randal Barnes, Administrator, ISVH – Boise (video-conference)
 Kenneth Shull, Administrator, ISVH – Lewiston (video-conference)
 Josiah Dahlstrom, Administrator, ISVH – Pocatello
 Bill Heyob, Director, Office of Veterans Advocacy
 James Earp, Director, Veterans Cemetery
 Tom Byrns, Veterans Education Coordinator
 Kevin Wallior, Administrative Assistant II, IDVS (video-conference)

Guests:

I. ANNOUNCEMENTS:

Meeting commenced at 8:35 AM

Fiscal will brief first to present charge increases for the ISVH to be voted upon. Due to the surveyors arriving at ISVH-Boise, the order of the agenda has shifted. The Administrator of the Boise Home will brief immediately following the Fiscal Briefing.

II. OLD BUSINESS:

Topic A.	Minutes of Last Meeting (10-16-14):
Information/Data Discussion:	Minutes were sent electronically to the Commissioners for review prior to this meeting. There were no changes offered.
Action/Decision/ Conclusion:	8:56 AM Commissioner Gimpel made a motion to dispense with the reading of the minutes and accept the minutes as written. Commissioner Spurney seconded. Vote was held and the minutes were unanimously approved as written.
Responsible Party:	Administrative Assistant II, IDVS
Target Completion Date:	N/A
Status:	CLOSED

II. STANDING ITEMS:

Topic A.	Financial Report (Debbie Spence – Financial Manager):
<p>Information/Data Discussion:</p>	<ol style="list-style-type: none"> 1. Conducted a nursing charge comparison survey. <ul style="list-style-type: none"> • Average cost per day is \$238/day for a semi-private • ISVH current rate is \$168/day • Proposed a 1% increase to charges for ISVH to meet current and future needs. • Breakdown of increases effective June 1, 2015 is as such: <ul style="list-style-type: none"> ○ The Maximum Monthly Charge for ISVH-Pocatello Private Room, Nursing Care, Veterans will increase to \$199.00 per day plus ancillaries. ○ The Maximum Monthly Charge for ISVH-Pocatello Private Room, Nursing Care, Non-Veteran Spouse will increase to \$199.00 per day plus ancillaries and current VA per diem rate. ○ The Maximum Monthly Charge for ISVH Private Payers, Nursing Care, Veterans will increase to \$170.00 per day plus ancillaries. ○ The Maximum Monthly Charge for ISVH Private Payers, Nursing Care, Non-Veteran Spouses will increase to \$170.00 per day plus ancillaries and current VA per diem rate. • Commissioner Gimpel motioned to approve all charge increases for each facility. Commissioner Spurny seconded. • Motion carried. 2. YTD Nursing Per Diem Costs as of March 15, 2015 <ul style="list-style-type: none"> • Boise: \$293.08 • Pocatello: \$365.78 • Lewiston: \$280.59 • Average: \$304.86 3. Occupancy Rates as of April 13, 2015 <ul style="list-style-type: none"> • Dom/Res Care: 80.6% • IDVS Nursing: 88.6% • Idaho Statewide Nursing: 63.0% 4. FY 15 Budget <ul style="list-style-type: none"> • Fiscal year end coming • Closely watching revenue and cash flow • No foreseeable issues

	<p>5. FY16 Budget Appropriation</p> <ul style="list-style-type: none"> • \$32,168,700 <ul style="list-style-type: none"> ○ Federal Funds <ul style="list-style-type: none"> ▪ \$15,179,500 ▪ 47% ○ Miscellaneous Revenue <ul style="list-style-type: none"> ▪ \$14,708,400 ▪ 46% ○ General Funds <ul style="list-style-type: none"> ▪ \$987,400 ▪ 3% ○ Endowment Income <ul style="list-style-type: none"> ▪ \$893,400 ▪ 3% ○ Veterans Recognition Income <ul style="list-style-type: none"> ▪ \$400,000 ▪ 1% • Highlights <ul style="list-style-type: none"> ○ \$197,900 Change in Benefit Costs ○ \$493,200 Inflationary Adjustments (general, medical & contract inflation) ○ \$1,405,200 Replacement Items & DPW Self-Funded Projects (medical, kitchen equipment, furniture, computers, etc.) ○ \$420,000 Change in Employee Compensation ○ \$218,500 3 Full-Time Positions ○ \$25,600 Temporary Staff Health Benefits ○ \$666,000 New Capital Outlay Items ○ \$100,600 Ongoing IT Needs ○ \$400,000 Veterans Recognition Income Fund ○ \$100,000 Idaho Suicide Hotline ○ General Funds 3.1% of Total Budget <p>6. FY17 Budget Request</p> <ul style="list-style-type: none"> • Started in March 2015 • Address future requirements, objectives, and Veterans Recognition annual allocation plan • Submit agency budget request by September 1, 2015 <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 Manager
Target Completion Date:	Update each meeting.

Status:	INFORMATION
Topic B.	Idaho State Veterans Home - Boise (Randal Barnes – Administrator):
Information/Data Discussion:	<p>Boise Home is in VA Survey</p> <ol style="list-style-type: none"> 1. Boise Census <ul style="list-style-type: none"> • At 122, soon to be 123 <ul style="list-style-type: none"> ○ 6 Medicare ○ Met with Boise VAMC; since have had 3 referrals and admits from them. ○ Boise VAMC is working on an orthopedic program; will look for a therapy grant. ○ ISVH-B informed Boise VAMC that they do short term rehab, as well as long term rehab. 2. DPW/Projects <ul style="list-style-type: none"> • Shower project finished <ul style="list-style-type: none"> ○ All showers completed. • Currently replacement cabinets are being installed in 1W and 2W <ul style="list-style-type: none"> ○ 2W is complete ○ 1W still be worked on • Rumlbers are being worked on by Stanley Healthcare determining why 1W and 2W controllers aren't working 3. Activities <ul style="list-style-type: none"> • In March the Idaho Stampede presented a \$5400 check to IVAL after a military appreciation fundraising event. • Music & Memories program <ul style="list-style-type: none"> ○ ISVH-Boise received a Pillars of Excellence Award from NASDVA. ○ John Spurny presented the award to the ISVH-Boise staff. ○ An event is planned to present it to the volunteers who participated in the program, as well. 4. Staffing <ul style="list-style-type: none"> • Working to increase staffing and reduce need from the staffing agency ISVH-Boise uses to cover shortages. <p>Floor opened for questions and/or comments. Josiah asked how the survey was going. Randal responded that no major issues have cropped up and Activities particularly received rave reviews.</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 C.	Human Resources (Tracy Schaner – Human Resource Director):
Information/Data Discussion:	<ol style="list-style-type: none"> 1. FY16 Personnel Budget <ul style="list-style-type: none"> • 3% Change in Employee Compensation (CEC) <ul style="list-style-type: none"> ○ \$420,000 • Change in Benefit Costs <ul style="list-style-type: none"> ○ \$197,900 • Temporary Staff Health Benefits <ul style="list-style-type: none"> ○ \$25,600 • Additional Staffing - 3 Classified Positions <ul style="list-style-type: none"> ○ \$218,500 ○ 1.00 FTP – Veterans Service Officer (OVA-Twin Falls) ○ 1.00 FTP – Administrative Assistant (OVA-Twin Falls) ○ 1.00 FTP – Technical Records Specialist 2 (Division HQ – 3 Homes) • Payline Move (68% to 70%) 2. IDVS Employee Merit Increases <ul style="list-style-type: none"> • In keeping with the legislative intent language and guidance, IDVS has established and submitted a plan to use our ongoing personnel salary savings and the FY 2016 appropriated CEC funding to help address pay issues including: <ul style="list-style-type: none"> ○ Meritorious performance ○ Low entry salaries ○ Salary compression ○ Market rate issues ○ Pay inequities ○ Turnover ○ Retention • IDVS Merit Matrix System <ul style="list-style-type: none"> ○ Initial 3 factors within the scale: <ul style="list-style-type: none"> ▪ The employees’ performance; ▪ The employees’ pay rate in relation to policy rate (compa-ratio); ▪ The employees’ number of years in their current classification. ○ Last 2 factors evaluate job classifications: <ul style="list-style-type: none"> ▪ Internal and external market pay equity issues; ▪ Pay compression issues • IDVS Employee Compensation Plan

	<ul style="list-style-type: none"> ○ Eligible: <ul style="list-style-type: none"> ▪ Permanent classified and non-classified employees with a current PE; rated at least an APS. ▪ Probationary employees when they come off probation and as long as they receive a PE rating of at least APS. ○ Not Eligible: <ul style="list-style-type: none"> ▪ Temporary non-classified employees. ▪ Employees with DNA PE ratings. ▪ Employees who received formal disciplinary action on or after July 2014. ▪ Probationary employees who had the probationary period extended related to performance issues on or after July 2014 ○ Based on these elements, 96.4% (290 out of 301) of our permanent classified and non-classified employees were determined eligible to receive a merit increase. <p>Floor opened for questions and/or comments. No questions or comments.</p>
Action/Decision/Conclusion:	As above; information update as available.
Responsible Party:	Human Resource Director
Target Completion Date:	Update each meeting until complete.
Status:	INFORMATION
Topic D.	Veterans Education – GI Bill (Tom Byrns – Veterans Education Coordinator):
Information/Data Discussion:	<ol style="list-style-type: none"> 1. VA Contractual Obligations for FY15 – Compliance Surveys Remaining: <ul style="list-style-type: none"> • IHL <ul style="list-style-type: none"> ○ U of Idaho – Moscow ○ LCSC – Lewiston ○ NIC – Coeur d’Alene • Licensing/Certification <ul style="list-style-type: none"> ○ 20 sites • NCDs <ul style="list-style-type: none"> ○ Headmasters School of Hair Design - Lewiston ○ Mr. Leon’s - Moscow ○ Toni & Guy - Coeur d’Alene • Apprenticeship <ul style="list-style-type: none"> ○ None remaining 2. Upcoming SAA Training and Travel

	<ul style="list-style-type: none"> • 14-15 MAY – Travel to Seattle for Northwest Career Colleges Federation conference. • 17-21 MAY – Travel to Northern Idaho (Lewiston, Coeur d’Alene, Moscow) for compliance visits. • 26-29 July – WAVES Conference in Anaheim, CA <p>3. Number of Approved Facilities in Idaho</p> <ul style="list-style-type: none"> • Apprenticeship – 106 • OJT – 102 • NCD – 46 • IHL – 24 • Flight Schools – 2 <p>4. Approximate Number of Veterans Utilizing Educational Benefits</p> <ul style="list-style-type: none"> • IHL – 3,190 • NCD – 82 • OJT – 62 • Apprenticeship – 52 • Flight Schools – 29 <p>5. Issues/In the Works</p> <ul style="list-style-type: none"> • Updating information on the IDVS Education Benefits website. • Section 702 of Veterans Choice Act – all schools confirmed except TVCC and NIC. • Continuing collaboration with US and Idaho DOL <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 E.	Idaho State Veterans Home - Lewiston (Kenneth Shull – Administrator):
Information/Data Discussion:	Unable to physically attend IVAC because of a meeting with the new CEO of the hospital in Lewiston. The new CEO reached out to discuss ways to improve veterans' healthcare in the area, specifically regarding mental health care. <p>1. Lewiston Census</p> <ul style="list-style-type: none"> • At 65, soon to be 66 <ul style="list-style-type: none"> ○ Consistently at 99% Census rate.

	<ul style="list-style-type: none"> ○ There is a waiting list, and individuals on the list are contacted weekly. <p>2. Receipts</p> <ul style="list-style-type: none"> ● Pharmacy, Janitorial, and Laundry costs are all within norms ● Janitorial, Therapy, and Dietary Consultant contract bids are upcoming ● Food costs are within norms <ul style="list-style-type: none"> ○ Plan on implementing breakfast steam table. ● Marketing dollars were reallocated from areas that weren't seeing returns and reinvested into areas that were. <p>3. Staffing</p> <ul style="list-style-type: none"> ● Brainstormed with HR ways to increase staffing and improve competitiveness with private facilities. ● Volunteer hours are up; approximately 1500 hours. ● Increased in-house trainings with webinars and with staff from Division HQ. ● New hires at DNS, RN Manager, and MDS. <ul style="list-style-type: none"> ○ These positions were internal promotions of long-time employees. ○ Expect stability at those positions for multiple years. <p>4. DPW/Projects</p> <ul style="list-style-type: none"> ● Approved to change out fire-sprinkler systems from water to chemical for kitchen hood. ● New tables, benches, walking paths, and exercise equipment was provided by IVAL. ● New digital activity system funded by IVAL; flat screen TVs around the facility showing activities, announcements, and menus. <ul style="list-style-type: none"> ○ In the future there will be a link on the ISVH-L webpage allowing family and loved ones to access what the veterans are viewing on those TVs. <p>5. Audited by state fire marshal, no deficiencies noted.</p> <p>Floor opened for questions and/or comments. No questions or comments.</p>
<p>Action/Decision/Conclusion:</p>	<p>As above; information update as available.</p>
<p>Responsible Party:</p>	<p>Lewiston Home Administrator</p>

Target Completion Date:	Update each meeting until complete.
Status:	INFORMATION
Topic F.	Idaho State Veterans Home - Pocatello (Josiah Dahlstrom – Administrator):
Information/Data Discussion:	<ol style="list-style-type: none"> 1. Produced a marketing pamphlet that illustrates the history of ISVH-Pocatello. 2. Census <ul style="list-style-type: none"> • Lowest point was 40, number has increased to 49 and possibly as high as 52 in the coming weeks. • Average of 45 over last quarter, which is just under 70%, currently at 75%. • Many of the admissions have been veterans on hospice care. 3. Receipts <ul style="list-style-type: none"> • Laundry, pharmacy, and janitorial costs have all lowered. <ul style="list-style-type: none"> ○ Credit given to the work Tracy and Debbie have done to help ISVH-Pocatello find more cost effective options. • Meal services are frequently praised by veterans and their families. 4. Staffing <ul style="list-style-type: none"> • Volunteer hours continue to improve. • Working with ISU to host clinical students. 5. Dialogue with SLC VAMC to serve veterans who need additional care when there is no room in Utah Veterans Homes. 6. Community Activities <ul style="list-style-type: none"> • George Washington statue has been dedicated and installed in the main foyer of the ISVH-Pocatello. <ul style="list-style-type: none"> ○ Residents have appreciated the statue. ○ Local news station televised the unveiling of the statue. • Been dedicated to posting updates on the ISVH-Pocatello Facebook page to better serve the community. <p>Floor opened for questions and/or comments. No questions or comments.</p>
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 G.	Idaho State Veterans Cemetery (James Earp – Director):
Information/Data Discussion:	<p>1. Cemetery Update.</p> <ul style="list-style-type: none"> • The cemetery completed 3rd quarter FY15 with 148 interments conducted. The lower number of interments in February showed a decline of 5.7% from our 2nd quarter totals of 157. A five year analysis of FY interments from July to March for FY's 2011 through 2015 shows total interments have risen from 400 to 487 an increase of 21.75% while maintaining the original staffing capabilities. • The YTD Interment Revenue FY15 & Priors shows a steady increase and return of revenue from burial services conducted by the ISVC. This increase represents the raise in VA burial plot allowance coupled with the rising number of services conducted. In this five year depiction of FY's through March the increase is a significant 161.5%. • James is working with Tamara on some proposed IDAPA code changes. <ul style="list-style-type: none"> ○ The first will establish an annual rise to the upper interment fee that covers the costs for the purchase, placement, manpower, and logistics for the casket vaults required in the upper interment sections. The increase will mirror the percentage of increase from the VA's annual burial plot allowance issued on 1 October. ○ The 2nd proposed change is for VA supplied "In Memory Of" markers for eligible Veterans to be placed at the cemetery. This request will establish a charge of \$350 to cover the marker processing, placement, and perpetual care with an annual increase equal to the percentage of the VA plot allowance. This service is currently not charged at the ISVC. • The cemetery sent their Senior Landscape Technician to NCA training in St. Louis. He attended the Cemetery Foreman Boot camp and returned with positive examples and ideas to assist ISVC operations. • ISVC has transitioned its operations in preparation for spring and summer weather. <ul style="list-style-type: none"> ○ Irrigation has been turned on and they are testing the system looking for deficiencies. ○ Mowing and fertilizing are being conducted.

	<ul style="list-style-type: none"> ○ Welcomed back their seasonal hire, for a fifth season. <p>2. Construction.</p> <ul style="list-style-type: none"> ● The cemetery water well project has been completed to a point. <ul style="list-style-type: none"> ○ All exploratory work has been completed and the well is cased and capped. ○ Next phase of the work will be gaining waiver from Idaho Department of Water Resources (IDWR) to allow continued effort to allow this well to be used for contingency operations. ● Administrative building HVAC upgrade is complete pending the final punch-list review project closeout. ● Remaining work to the change orders from the cemetery expansion project will soon start. These efforts include <ul style="list-style-type: none"> ○ Reconditioning of the existing benches and the addition of a third bench in the columbaria. ○ Completing the stone façade along the newly poured concrete surfaces of the Committal Shelter ○ Installing utility cabinet covers over the exposed utility panels at three locations for the security cameras. ● Twin Falls VA Rural Cemetery: Nothing significant to report. <p>3. Volunteer Update.</p> <ul style="list-style-type: none"> ● Completed a total of 754.25 volunteer hours for the quarter. <p>4. Events.</p> <ul style="list-style-type: none"> ● On May 6th at 10:40 the Permanent Building Fund Advisory Council will visit the Cemetery. This is a drive by event. ● Memorial Day 2015 planning is continuing. Much of the coordination has been established and locked in, giving us an early start this year. <p>Floor opened for questions and/or comments. No questions or comments.</p>
<p>Action/Decision/Conclusion:</p>	<p>As above; information update as available.</p>
<p>Responsible Party:</p>	<p>Idaho State Veterans Cemetery Director</p>

Target Completion Date:	Update each meeting until complete.
Status:	INFORMATION
Topic H.	Office of Veterans Advocacy (Bill Heyob – Director):
Information/Data Discussion:	<p>1. Statistics</p> <ul style="list-style-type: none"> • Numbers are increasing rapidly • 3rd quarter FY2015 <ul style="list-style-type: none"> ○ 2,143 Office Interviews conducted <ul style="list-style-type: none"> ▪ 304 more interviews than 3rd Quarter FY2014 ○ 1,378 Claims Filed <ul style="list-style-type: none"> ▪ 244 more claims filed than 3rd Quarter FY2014 ○ 1,002 PoAs filed <ul style="list-style-type: none"> ▪ 249 more PoAs filed than 3rd Quarter FY2014 • Increased productivity, and more veterans helped. <p>2. Boise VARO</p> <ul style="list-style-type: none"> • # of days pending for a claim is an average of 115 days <ul style="list-style-type: none"> ○ National goal is for a claim to be rated in under 125 days. ○ Boise is well under the requirement • Boise's inventory of rated claims pending is 1,700 <ul style="list-style-type: none"> ○ As such, Central Office brokered in over 800 additional claims from Honolulu, Denver, Seattle, and Winston-Salem ○ Kathy Malin said this is a good thing; Boise has been allowed to increase their personnel because of their overall quality of work. Additional claims justify the additional staff. • National Work Queue will be nationwide by August-September time frame. • Boise is better than the national average regarding appeals. • Standardized forms initiative went into effect this year. <ul style="list-style-type: none"> ○ Notice of disagreement form is being sent out with each awards letter. • Rating Tables are being rewritten. <ul style="list-style-type: none"> ○ First major change since 1945 ○ Expectation that a veteran with sleep apnea who is being treated with CPAP machine will no longer be rated 50% • VA Choice Card Program <ul style="list-style-type: none"> ○ Difficulties involved ○ Veterans have been confused about how the program actually works. They see Choice and

	<p>think they can opt out of VA care and see a local doctor even if a VA facility is close by.</p> <ul style="list-style-type: none"> ○ The program is only for Veterans 40 miles away (by driving distance) or who have an appointment scheduled more than 30 days out. ○ Doctors have to be approved by Tricare West. <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 Director
Target Completion Date:	Update each meeting until complete.
Status:	INFORMATION
Topic I.	Idaho Division of Veterans Services (David Brasuell – Administrator):
Information/Data Discussion:	<ol style="list-style-type: none"> 1. Legislative Session <ul style="list-style-type: none"> • Emphasis on improving recruitment of private businesses and trained workers in STEM fields. • Potatoes weren't the number 1 income for Idaho this year, technology was. • As such, it behooves Veterans to pursue training in the STEM fields. • Additionally, there are many Veterans and military retirees that already have backgrounds in those fields that would make great additions to the Idaho community. 2. Southeast Idaho Cemetery Initiative <ul style="list-style-type: none"> • David has been asked to send out a formal request soliciting for land donation <ul style="list-style-type: none"> ○ Attorney General's office has come up with some recommendations. • Need to develop a timeline for coming years regarding this project. 3. Capacity Study <ul style="list-style-type: none"> • Met with architects and planners. • Final report will be shared with the commission upon completion. 4. VAMC <ul style="list-style-type: none"> • Community Living Center will be opening soon. • Residential Substance Treatment Center was dedicated

	<ul style="list-style-type: none"> ○ 30 bed, 6-week treatment program for veterans. ● A lot of growth has occurred in Behavioral Health at Boise VAMC in the last few years. <p>5. Dreams for Veterans Foundation asked David to present a Dream package to a terminally ill Veteran. The Dream package will pay for the veteran and his family to travel to Southern California for a family reunion.</p> <p>6. OVA retreat is upcoming.</p> <p>7. Veteran's identification on ID driver's licenses has seen a lot of support from the Veterans' community.</p> <p>8. IDVS has supported the Warhawk Museum with conducting seminars associated with the 50th Anniversary Vietnam War Commemoration.</p> <p>9. Biannual Women's Veterans Conference was supposed to happen this year, but due to the last minute cancellation of the guest speaker the Conference will be shifted to next year.</p> <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:

Next meeting is scheduled for
Wednesday, July 22, 2015
Idaho Division of Veterans Services – Headquarters
Main Conference Room

The Veterans Recognition Fund Committee Meeting will be held following the July IVAC meeting. Commissioner Gimpel motioned that the meeting be adjourned; Commissioner Prewitt seconded. Meeting was adjourned at 11:02 am MST.

H. Melvin Napier, Chairman

David Brasuell, Executive Secretary