

NORTH DAKOTA VETERANS HOME 2021-2023 BUDGET DETAIL

ADMINISTRATION DEPARTMENT

EXPLANATION OF PROGRAM COSTS

Program costs for the administration department include salaries and benefits for administrative staff and facility expenses for insurance, legal fees, postage, office supplies, information technology, telephone, data processing, employee background checks and drug testing, board meeting fees and auditing fees.

BUDGET BY TRADITIONAL LINE

Description	Base Level	Executive Recommendation	Executive Recommendation	% of	Change
Salaries	1,108,725	1,304,830		49%	196,105
Operating	861,755	932,816		35%	71,061
Capital	405,733	407,271		16%	1,538
Total	2,376,213	2,644,917		100%	268,704
General	704,592	723,525			18,933
Special	1,671,621	1,921,392			249,771
Total	2,376,213	2,644,917			268,704
FTE	5.0	6.0			+1.0

LINE ITEM DETAIL

Salaries and Benefits - \$1,304,830 49% of budget

Administrator 1 FTE

Executive Secretary - 1 FTE

Accounting Manager - 1 FTE

Account Technician - 1 FTE

Human Resource Technician - 1 FTE

*Admissions/Marketing Coordinator - position transferred from Social Services Dept.

Travel - \$63,000 2% of budget

Employee reimbursed travel. governing board travel and housing allowance for Administrator (\$48,000 for biennium)

IT Supplies & Software - \$50,000 2% of budget

IT equipment under \$750 such as cables, data storage, computer drives, switches and printers; various software licenses including It's Never 2 Late, TeleAgenda, Prime Solutions, Ability Network, and Digital Simplistics

Supplies and materials/professional - \$11,200 < 1% of budget

Resource materials, educational supplies and testing supplies

SIGNIFICANT CHANGES

- **Salaries and benefits** - \$196,105 decrease
- Increase of 1 FTE position for our Admissions/Marketing Coordinator – position was transferred from the Social Services department
- Governor's recommended salary and benefit increases

- **IT data processing** - \$44,581 increase
- Includes our optional budget request for \$29,095, OMB's addition of \$3,966 and an additional request for \$11,520 added by the Senate for a total of \$44,581
- Increase in Office 365 costs - needed to add 36 basic licenses for staff that previously did need, licenses going up from \$6.50 currently to \$17.00 each next biennium. State encouraging all staff to have licenses which would add an additional \$44,472 on top of the \$44,581
- Other increases due to other ITD fees, including brokerage fees for our new web-based software systems.

IT Contractual Services & Repairs - \$38,000 increase
Majority of increase for maintenance and support fees for our new nurse call system, staff scheduling system, staff training software and maintenance management software.

Other capital payments - \$1,538 increase
Increase in bond and interest payments for 2021-2023 biennium

REQUESTED BUDGET CHANGES

Add \$50,000 in general fund appropriation authority for advertising. We currently rely on donated money and free advertising as there is no money in our budget for this. With our current census being so low, we need to work on making sure the veterans home is not the "best kept secret" in North Dakota.

Agency Program Reporting Level
Veterans Home
100 Administration
00-313-100-00-00-00-00000000

Object/Revenue
1

EXPENDITURES

Description	Code	2 2017-19 Biennium Expenditures	3 2019-21 Legislative Base	4 2021-23 Total Changes	5 Compensation	6 2021-23 Recommendation	7
Salaries - Permanent							
Salary Increase	511000	737,479	768,767	101,079	0	869,846	0
Benefit Increase	511010	0	0	26,270	26,270	26,270	0
Health Increase	511011	0	0	4,914	4,914	4,914	0
Retirement Increase	511012	0	0	289	289	289	0
Salaries - Other	511013	0	0	6,527	6,527	6,527	0
Overtime	512000	670	600	0	0	600	0
Fringe Benefits	514000	16,087	10,000	0	0	10,000	0
Salaries and Wages	516000	299,553	329,358	57,026	0	386,384	0
	10	1,053,789	1,108,725	196,105	38,000	1,304,830	0
Salaries and Benefits							
Travel	510000	1,585	0	0	0	0	0
Supplies - IT Software	521000	14,998	63,000	0	0	63,000	0
Supply/Material-Professional	531000	42,907	50,000	0	0	50,000	0
Bldg, Ground, Maintenance	532000	9,970	11,200	0	0	11,200	0
Miscellaneous Supplies	534000	25	250	0	0	250	0
Office Supplies	535000	340	250	0	0	250	0
Postage	536000	24,957	25,000	0	0	25,000	0
Printing	541000	7,463	4,500	0	0	4,500	0
IT Equip Under \$5,000	542000	1,744	3,500	0	0	3,500	0
Other Equip Under \$5,000	551000	86,733	80,500	0	0	80,500	0
Office Equip & Furn Supplies	552000	2,799	3,000	0	0	3,000	0
Insurance	553000	14,119	2,500	0	0	2,500	0
Rentals/Leases-Equip & Other	571000	31,916	33,900	0	0	33,900	0
Repairs	581000	11,622	20,000	0	0	20,000	0
IT - Data Processing	591000	2,597	4,000	0	0	4,000	0
IT - Communications	601000	112,489	150,905	33,061	0	183,966	0
IT Contractual Svcs and Rprs	602000	96,178	99,000	0	0	99,000	0
Professional Development	603000	170,287	222,250	38,000	0	260,250	0
Operating Fees and Services	611000	23,594	24,000	0	0	24,000	0
Fees - Professional Services	621000	3,066	4,000	0	0	4,000	0
Medical, Dental and Optical	623000	43,690	60,000	0	0	60,000	0
Operating Expenses	625000	389	0	0	0	0	0
	30	703,468	861,755	71,061	0	932,816	0
Other Capital Payments							
Capital Assets	683000	406,960	405,733	1,538	0	407,271	0
	50	406,960	405,733	1,538	0	407,271	0
TOTAL EXPENDITURES for 100 Administration							
		2,164,217	2,376,213	268,704	38,000	2,644,917	0
MEANS OF FUNDING							
State General Fund	001	521,375	704,592	18,933	16,433	723,525	0
General Fund	GEN	521,375	704,592	18,933	16,433	723,525	0

Displaced Domestic Government Donations Total

Expenditures / 70014D00000000

NORTH DAKOTA VETERANS HOME 2021-2023 BUDGET DETAIL

MAINTENANCE DEPARTMENT

Expenses for the maintenance department include upkeep of the buildings and grounds on our 90-acre campus, motor pool vehicles, utilities, equipment and repairs.

BUDGET BY TRADITIONAL LINE

Description	Base Level	Executive Recommendation	Executive Recommendation	% of	2021-2023
Salaries	922,204	729,793		27%	-192,411
Operating	1,473,050	1,664,971		61%	191,921
Capital	0	337,500		12%	337,500
Total	2,395,254	2,732,264		100%	337,010
General	1,207,169	1,183,835			-23,334
Norgard	0	200,000			200,000
Special	1,188,085	1,348,429			160,344
Total	2,395,254	2,732,264			337,010
FTE	5.4	4.4			-1.0

LINE ITEM DETAIL

Salaries and Benefits - \$729,793 37% of budget
Maintenance Supervisor - 1 FTE
Maintenance Workers - 2 FTE
Night watchman - 1.4 FTE

Travel - \$80,000 3% of budget
Motor pool charges

Professional Supplies & Materials - \$3,000 < 1% of budget
Chemicals

Food and Clothing - \$400 < 1% of budget
Safety clothing

Building, ground and maintenance - \$130,000 5% of budget
Equipment and building supplies; including repair parts, electrical, plumbing, heating and painting supplies

Miscellaneous supplies - \$7,000 < 1% of budget
Tools and miscellaneous equipment under \$750

- **Memorial garden - \$200,000** – Melvin Norgard funds would allow us to complete our memorial garden project. We have raised \$120,000 over the last 8 years; enough to help us complete the first phase of the project. This funding would allow us to complete the entire project.

BUDGET ADJUSTMENTS REQUESTED

Humidifier - \$6,000 – increase equipment over \$5,000 to allow us to purchase one more humidifier. As I mentioned above, only 4 out of the 12 units are fully functional at this time.

Allow us to use the \$131,500 in capital improvements for thermostats rather than carpeting. Funding would be used to replace the thermostats in the basic care unit of the building. They quit manufacturing the current thermostats in July 2017. Replacements are near impossible to find and when we do find them, they run about \$600 per thermostat.

Agency
Program
Reporting Level

Veterans Home
00 Plant Operations
0-313-200-00-00-00-00000000

Object/Revenue
1

Description

Code

2017-19
Biennium
Expenditures

2019-21
Legislative Base

2021-23 Total
Changes

5
Compensation

2021-23
Recommendation

7

EXPENDITURES

Salaries - Permanent

Salary Increase	511000	533,317	539,442	(106,886)	0	432,556	0
Benefit Increase	511010	0	0	14,854	14,854	14,854	0
Health Increase	511011	0	0	3,109	3,109	3,109	0
Retirement Increase	511012	0	0	242	242	242	0
Salaries - Other	511013	0	0	3,246	3,246	3,246	0
Temporary Salaries	512000	7,534	7,000	0	0	7,000	0
Overtime	513000	32,805	45,000	(45,001)	0	(1)	0
Fringe Benefits	514000	4,835	5,000	0	0	5,000	0
Salaries and Wages	516000	259,630	325,762	(61,975)	0	263,787	0
	10	838,121	922,204	(192,411)	21,451	729,793	0

Salaries and Benefits

Travel	510000	1,516	0	0	0	0	0
Supply/Material-Professional	521000	79,990	80,000	0	0	80,000	0
Food and Clothing	532000	3,039	3,000	0	0	3,000	0
Bldg. Ground, Maintenance	533000	61	400	0	0	400	0
Miscellaneous Supplies	534000	157,125	130,000	0	0	130,000	0
IT Equip Under \$5,000	535000	7,680	7,000	0	0	7,000	0
Other Equip Under \$5,000	551000	4,449	0	0	0	0	0
Utilities	552000	20,504	5,950	0	0	5,950	0
Insurance	561000	1,140,749	1,093,000	0	0	1,093,000	0
Rentals/Leases-Equip & Other	571000	425	1,000	0	0	1,000	0
Rentals/Leases - Bldg/Land	581000	960	1,000	0	0	1,000	0
Repairs	582000	3,716	4,000	0	0	4,000	0
Professional Development	591000	109,606	132,600	191,921	0	324,521	0
Operating Fees and Services	611000	620	500	0	0	500	0
Fees - Professional Services	621000	1,220	1,000	0	0	1,000	0
Operating Expenses	623000	2,788	13,600	0	0	13,600	0
	30	1,534,448	1,473,050	191,921	0	1,664,971	0

and and Buildings

Extraordinary Repairs	682000	64,291	0	0	0	0	0
Equipment Over \$5000	684000	0	0	331,500	0	331,500	0
Capital Assets	691000	32,012	0	6,000	0	6,000	0
	50	96,303	0	337,500	0	337,500	0

Other Capital Payments

Capital Construction Carryover	683000	214,071	0	0	0	0	0
	51	214,071	0	0	0	0	0

OTAL EXPENDITURES for 200 Plant Operations

2,682,943 2,395,254 337,010 21,451 2,732,264 0

MEANS OF FUNDING

State General Fund	001	895,887	1,207,169	(23,334)	12,163	1,183,835	0
General Fund	GEN	895,887	1,207,169	(23,334)	12,163	1,183,835	0

NORTH DAKOTA VETERANS HOME 2021-2023 BUDGET DETAIL

DIETARY DEPARTMENT

EXPLANATION OF PROGRAM COSTS

The dietary department is responsible for cooking meals, ordering and stocking food supplies for the main kitchen and all the household pantries. The Veterans Home serves approximately 10,000 – 11,000 meals per month.

Expenses include food and supplements, dishes and silverware, dietary equipment, continuing education, resource materials, paper products, and cleaning supplies.

BUDGET BY TRADITIONAL LINE

Description	2021-2023			% of Executive Recommendation	Change
	Base	Executive Recommendation	Executive Recommendation		
Salaries	764,113	1,929,595	948,200	67%	1,165,482
Operating	950,100	0	0	33%	-1,900
Capital	0	0	0	0%	0
Total	1,714,213	2,877,795	2,877,795	100%	1,163,582
General	348,156	235,123	235,123		-113,033
Special	1,366,057	2,642,672	2,642,672		1,276,615
Total	1,714,213	2,877,795	2,877,795		1,163,582
FTE	5	14			+9.0

LINE ITEM DETAIL

Salaries and Benefits - \$1,929,595 67% of budget
Dietary Manager – 1 FTE
Cooks - 11 FTE
Food service assistant– 1 FTE
Food services operations supervisor – 1 FTE
Travel - \$2,000 < 1% of budget
Employee reimbursed travel expenses for food shows and workshops
Professional supplies and materials - \$25,000 < 1% of budget
Chemicals, resource materials, serve safe training materials
Food - \$800,000 28% of budget
Food, supplements
*We cut \$221,546 to meet budget guidelines, Governor restored

Agency Veterans Home
 Program 300 Dietary
 Reporting Level 00-313-300-00-00-00-00000000

1
 Object/Revenue

Description

EXPENDITURES

2
 2017-19
 Biennium
 Expenditures

3
 2019-21
 Legislative Base

4
 2021-23 Total
 Changes

5
 Compensation

6
 2021-23
 Recommendation

7

Salaries - Permanent

Salary Increase	511000	369,612	395,114	916,343	0	1,311,457	0
Benefit Increase	511010	0	0	39,607	39,607	39,607	0
Health Increase	511011	0	0	4,266	4,266	4,266	0
Retirement Increase	511012	0	0	438	438	438	0
Salaries - Other	511013	0	0	4,904	4,904	4,904	0
Temporary Salaries	512000	365	15,000	0	0	15,000	0
Overtime	513000	38,524	85,000	(5,000)	0	80,000	0
Fringe Benefits	514000	3,635	9,300	5,700	0	15,000	0
Salaries and Wages	516000	228,154	259,699	199,224	0	458,923	0
	10	640,290	764,113	1,165,482	49,215	1,929,595	0

Salaries and Benefits

Travel	510000	1,413	0	0	0	0	0
Supplies - IT Software	521000	728	2,000	0	0	0	0
Supply/Material-Professional	531000	78	0	0	0	2,000	0
Food and Clothing	532000	23,241	25,000	0	0	0	0
Bldg. Ground, Maintenance	533000	829,479	800,000	0	0	25,000	0
Miscellaneous Supplies	534000	8,031	10,000	0	0	800,000	0
Office Supplies	535000	91,232	85,000	0	0	10,000	0
Other Equip Under \$5,000	536000	112	200	0	0	85,000	0
Repairs	552000	31,152	7,000	0	0	200	0
Professional Development	591000	8,001	16,500	0	0	7,000	0
Operating Fees and Services	611000	3,147	3,400	(1,900)	0	16,500	0
Medical, Dental and Optical	621000	2,215	1,000	0	0	1,500	0
Operating Expenses	625000	240	0	0	0	1,000	0
	30	999,069	950,100	(1,900)	0	948,200	0

Equipment Over \$5000

Capital Assets

	691000	8,211	0	0	0	0	0
	50	8,211	0	0	0	0	0

TOTAL EXPENDITURES for 300 Dietary

MEANS OF FUNDING

State General Fund
 General Fund

Soldiers Home Fund 380
 Special Funds

TOTAL FUNDING for 300 Dietary

AUTHORIZED EMPLOYEES

TE

Total Available

Budget Dominant System: Donations Fund

Worksheet: 7004100000000

NORTH DAKOTA VETERANS HOME 2021-2023 BUDGET DETAIL

BASIC CARE NURSING DEPARTMENT

EXPLANATION OF PROGRAM COSTS

The basic care nursing department is responsible for the medical needs of the basic care residents. The nursing department dispenses medications, provides blood pressure checks, glucose screenings, nebulizer treatments and various other tests and services for the residents.

Expenses cover such things as medical supplies, primary care expenses for medical services, labs, x-rays and various other tests, consulting fees for physical, occupational and speech therapists, psychiatrists and continuing education for employees.

BUDGET BY TRADITIONAL LINE

Description	Base	Executive	Executive	2021-2023	Change
	Budget	Recommendation	Recommendation		
Salaries	4,711,351	3,805,406	97%	-905,945	0
Operating	116,000	116,000	3%	0	0
Capital	0	0	0	0	0
Total	4,827,351	3,921,406	100%	-905,945	
General	931,646	717,823		-213,823	
Special	3,895,705	3,203,583		-692,122	
Total	4,827,351	3,921,406		-905,945	
FTE	35.28	25.95		-9.33	

LINE ITEM DETAIL

Salaries and Benefits - \$3,805,406 97% of budget
 Clinical Care Partner (RN) - 1 FTE
 RNs - 1.6 FTE
 LPNs - 8.6 FTE
 Med Techs - 5.75 FTE
 C.N.A.s - 4 FTE
 Medical Records - 1 FTE
 Vacant unfunded positions - 4 FTE

Travel - \$1,000 < 1% of budget
 Employee travel for workshops and continuing education
 Supplies and materials/professional - \$3,000 < 1% of budget
 Hand sanitizer, resource materials and educational supplies

Agency Veterans Home
Program 401 Nursing Basic Care
Reporting Level 00-313-401-00-00-00-00-00000000

Object/Revenue 1

Object/Revenue

Description

EXPENDITURES

Code	2 2017-19 Biennium Expenditures	3 2019-21 Legislative Base	4 2021-23 Total Changes	5 Compensation	6 2021-23 Recommendation	7
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Salaries - Permanent	511000	2,265,061	2,417,364	(825,290)	0	1,592,074	0
Salary Increase	511010	0	0	71,824	71,824	71,824	0
Benefit Increase	511011	0	0	15,428	15,428	15,428	0
Health Increase	511012	0	0	1,652	1,652	1,652	0
Retirement Increase	511013	0	0	16,878	16,878	16,878	0
Salaries - Other	512000	115,756	110,000	10,000	0	120,000	0
Temporary Salaries	513000	186,421	150,000	50,000	0	200,000	0
Overtime	514000	48,317	100,000	0	0	100,000	0
Fringe Benefits	516000	1,591,262	1,933,987	(246,437)	0	1,687,550	0

Salaries and Wages

Salaries and Benefits	510000	9,991	0	0	0	0	0
Travel	521000	677	1,000	0	0	1,000	0
Supply/Material-Professional	532000	3,018	3,000	0	0	3,000	0
Food and Clothing	533000	6,248	6,000	0	0	6,000	0
Bldg, Ground, Maintenance	534000	84	0	0	0	0	0
Miscellaneous Supplies	535000	4,172	4,000	0	0	4,000	0
Other Equip Under \$5,000	552000	713	0	0	0	0	0
Repairs	591000	707	0	0	0	0	0
Professional Development	611000	1,857	1,500	0	0	1,500	0
Operating Fees and Services	621000	2,874	6,000	0	0	6,000	0
Fees - Professional Services	623000	57,972	63,000	0	0	63,000	0
Medical, Dental and Optical	625000	28,872	31,500	0	0	31,500	0
Operating Expenses	30	117,185	116,000	0	0	116,000	0

TOTAL EXPENDITURES for 401 Nursing Basic Care

MEANS OF FUNDING

State General Fund
General Fund

Soldiers Home Fund 380
Special Funds

TOTAL FUNDING for 401 Nursing Basic Care

AUTHORIZED EMPLOYEES

TE

TOTAL AUTHORIZED EMPLOYEES for 401 Nursing Basic
Care

**NORTH DAKOTA VETERANS HOME
2021-2023 BUDGET DETAIL**

SKILLED CARE NURSING DEPARTMENT

EXPLANATION OF PROGRAM COSTS

The skilled care nursing department is responsible for the overall medical needs of the skilled residents. The nursing department dispenses medications, provides blood pressure checks, glucose screenings, nebulizer treatments and various other tests and services for the residents.

Besides salaries and wages, expenses cover such things as lab and medical supplies, over-the-counter medications, briefs, health and beauty supplies, primary care expenses for medical services, labs, x-rays and other medical tests, consulting fees for physical, occupational and speech therapists, psychiatrists and continuing education for employees.

BUDGET BY TRADITIONAL LINE

Description	2021-2023			FTE
	Base	Executive	% of	
Salaries	8,648,530	8,419,838	93%	
Operating	634,510	634,510	7%	
Capital	0	0	0	
Total	9,283,040	9,054,348	100%	
General	1,288,126	1,063,267		
Special	7,994,914	7,991,081		
Total	9,283,040	9,054,348		
				-228,692
				-3,833
				-224,859
				-5.6

LINE ITEM DETAIL

Salaries and Benefits - \$8,419,838 93% of budget

RNs - 5.1 FTE

LPNs - 2.1 FTE

Med Tech - 3.9 FTE

C.N.A.s - 27.54 FTE

Travel - \$,000 > 1% of budget

Employee reimbursed travel for workshops, continuing education

Supplies and materials/professional - \$20,000 > 1% of budget

Hand sanitizer, resource materials, educational supplies/materials

Therapy - 1 FTE

Director of Nursing - 1 FTE

Household Coordinator - 1 FTE

Clinical Care Partners (RN) - 4 FTE

Agency Veterans Home
 Program 402 Nursing Skilled Care
 Reporting Level 00-313-402-00-00-00-00000000

1 Object/Revenue		2 2017-19 Biennium Expenditures	3 2019-21 Legislative Base	4 2021-23 Total Changes	5 Compensation	6 2021-23 Recommendation	7
Description	Code						
EXPENDITURES							
Salaries - Permanent	511000	4,309,597	4,362,358	(315,804)	0	4,046,554	0
Salary Increase	511010	0	0	133,049	133,049	133,049	0
Benefit Increase	511011	0	0	28,770	28,770	28,770	0
Health Increase	511012	0	0	2,716	2,716	2,716	0
Retirement Increase	511013	0	0	30,352	30,352	30,352	0
Salaries - Other	512000	271,603	280,000	20,000	0	300,000	0
Temporary Salaries	513000	668,077	635,000	115,000	0	750,000	0
Overtime	514000	125,279	200,000	20,000	0	220,000	0
Fringe Benefits	516000	2,745,880	3,171,172	(262,775)	0	2,908,397	0
Salaries and Wages	10	8,120,436	8,648,530	(228,692)	194,887	8,419,838	0
Salaries and Benefits	510000	14,573	0	0	0	0	0
Travel	521000	3,573	4,000	0	0	4,000	0
Supply/Material-Professional	532000	15,467	20,000	0	0	20,000	0
Food and Clothing	533000	67,406	70,000	0	0	70,000	0
Bldg, Ground, Maintenance	534000	6,158	5,000	0	0	5,000	0
Miscellaneous Supplies	535000	30,883	30,000	0	0	30,000	0
Office Supplies	536000	49	350	0	0	350	0
Other Equip Under \$5,000	552000	36,744	30,400	0	0	30,400	0
Rentals/Leases-Equip & Other	581000	0	1,000	0	0	1,000	0
Repairs	591000	1,405	2,500	0	0	2,500	0
Professional Development	611000	21,048	21,000	0	0	21,000	0
Operating Fees and Services	621000	6,215	8,500	0	0	8,500	0
Fees - Professional Services	623000	204,406	261,760	0	0	261,760	0
Medical, Dental and Optical	625000	186,722	180,000	0	0	180,000	0
Operating Expenses	30	594,649	634,510	0	0	634,510	0
TOTAL EXPENDITURES for 402 Nursing Skilled Care		8,715,085	9,283,040	(228,692)	194,887	9,054,348	0
MEANS OF FUNDING							
State General Fund	001	1,967,224	1,288,126	(224,859)	29,515	1,063,267	0
General Fund	GEN	1,967,224	1,288,126	(224,859)	29,515	1,063,267	0
Soldiers Home Fund 380	380	6,747,861	7,994,914	(3,833)	165,372	7,991,081	0
Special Funds	SPEC	6,747,861	7,994,914	(3,833)	165,372	7,991,081	0
TOTAL FUNDING for 402 Nursing Skilled Care		8,715,085	9,283,040	(228,692)	194,887	9,054,348	0
AUTHORIZED EMPLOYEES							
TE		51.24	51.24	(5.60)	0.00	45.64	0.00

**NORTH DAKOTA VETERANS HOME
2021-2023 BUDGET DETAIL**

RESIDENT SERVICES (ACTIVITIES) DEPARTMENT

EXPLANATION OF PROGRAM COSTS

The majority of the expenses for resident services are salaries and benefits for our activities staff that coordinate all group activities as well as activities in each individual household. Some additional funding is available for workshops, travel and supplies. All funding for resident activities is from donations.

BUDGET BY TRADITIONAL LINE

Description	Base	Executive	2021-2023 Executive	% of Recommendation	Change
	Budget	Recommendation	Recommendation	Recommendation	
Salaries	290,826	269,225	269,225	98%	-21,601
Operating	5,000	5,000	5,000	2%	0
Capital	0	0	0	0%	0
Total	295,826	274,225	274,225	100%	-21,601
General	51,014	64,827	64,827		13,813
Special	244,812	209,398	209,398		-35,414
Total	295,826	274,225	274,225		-21,601
FTE	2	2	2		0

LINE ITEM DETAIL

Salaries and Benefits - \$269,225 98% of budget
Activities coordinator – 1 FTE
Activities assistant – 1 FTE

Travel - \$1,000 < 1% of budget
Employee reimbursed travel for workshops, continuing education

Miscellaneous supplies - \$500 < 1% of budget
Recreational supplies

Printing - \$1,750 < 1% of budget

Printing and mailing of the Scuttlebutt, our semi-annual newsletter that is sent out to about 1,000 organizations and individuals

Professional development - \$1,000 < 1% of budget
Workshop and convention registrations, membership fees

Agency Veterans Home
Program 500 Resident Services
Reporting Level 00-313-500-00-00-00-00000000

Description	1	2	3	4	5	6	7
	Object/Revenue	2017-19 Biennium Expenditures	2019-21 Legislative Base	2021-23 Total Changes	Compensation	2021-23 Recommendation	
EXPENDITURES							

Salaries - Permanent	511000	141,603	149,715	(5,445)	0	144,270	0
Salary Increase	511010	0	0	4,357	4,357	4,357	0
Benefit Increase	511011	0	0	961	961	961	0
Health Increase	511012	0	0	98	98	98	0
Retirement Increase	511013	0	0	1,081	1,081	1,081	0
Salaries - Other	512000	710	1,000	0	0	1,000	0
Temporary Salaries	513000	2,082	30,000	(20,000)	0	10,000	0
Overtime	514000	5,513	4,500	1,500	0	6,000	0
Fringe Benefits	516000	91,595	105,611	(4,153)	0	101,458	0
Salaries and Wages	10	241,503	290,826	(21,601)	6,497	269,225	0

Salaries and Benefits	510000	586	0	0	0	0	0
Travel	521000	1,480	1,000	0	0	1,000	0
Miscellaneous Supplies	535000	660	500	0	0	500	0
Printing	542000	1,361	1,750	0	0	1,750	0
Professional Development	611000	1,049	1,000	0	0	1,000	0
Operating Fees and Services	621000	85	150	0	0	150	0
Fees - Professional Services	623000	443	600	0	0	600	0
Operating Expenses	30	5,664	5,000	0	0	5,000	0

TOTAL EXPENDITURES for 500 Resident Services

247,167	295,826	(21,601)	6,497	274,225	0
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MEANS OF FUNDING

State General Fund	001	52,150	51,014	13,813	1,203	64,827	0
General Fund	GEN	52,150	51,014	13,813	1,203	64,827	0
Soldiers Home Fund 380	380	195,017	244,812	(35,414)	5,294	209,398	0
Special Funds	SPEC	195,017	244,812	(35,414)	5,294	209,398	0

TOTAL FUNDING for 500 Resident Services

247,167	295,826	(21,601)	6,497	274,225	0
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AUTHORIZED EMPLOYEES

FTE	2.00	2.00	0.00	0.00	2.00	0.00
TOTAL AUTHORIZED EMPLOYEES for 500 Resident Services	2.00	2.00	0.00	0.00	2.00	0.00

**NORTH DAKOTA VETERANS HOME
2021-2023 BUDGET DETAIL**

SOCIAL SERVICES DEPARTMENT

EXPLANATION OF PROGRAM COSTS

The social services department acts as the liaison and resident advocate for resident and family members regarding individual issues to ensure that the residents' personal, social and emotional needs are being met. Social service costs include salaries and benefits for our social services staff, transportation staff, resident worker wages, pastoral fees, resource materials and supplies, membership dues, and professional development.

BUDGET BY TRADITIONAL LINE

Description	Base	Executive	% of	2021-2023	FTE
	Budget	Recommendation	Recommendation	Change	
Salaries	1,331,627	1,126,654	98%	-204,973	
Operating	73,250	17,750	2%	-55,500	
Capital	0	0	0%	0	
Total	1,404,877	1,144,404	100%	-260,473	
General	703,042	717,248		14,206	
Special	701,835	427,156		-274,679	
Total	1,404,877	1,144,404		-260,473	
	8.2	7.2		-1.0	

LINE ITEM DETAIL

Salaries and Benefits - \$1,126,654 98% of budget
 Social Services Director 1 FTE
 Social Workers - 3 FTE
 Transportation Coordinator - .8 FTE
 Transportation employees - 2.4 FTE

Travel - \$7,000 < 1% of budget
 Employee reimbursed travel for workshops, continuing education, meal reimbursements for transportation staff

Supplies and materials/professional - \$250 < 1% of budget
 Resource materials and educational supplies

Agency Veterans Home
 Program 300 Social Services
 Reporting Level 00-313-600-00-00-00-00000000

1 Object/Revenue	2 2017-19 Biennium Expenditures	3 2019-21 Legislative Base	4 2021-23 Total Changes	5 Compensation	6 2021-23 Recommendation	7
EXPENDITURES						
Salaries - Permanent	511000 768,559	802,577	(138,302)	0	664,275	0
Salary Increase	511010 0	0	20,060	20,060	20,060	0
Benefit Increase	511011 0	0	4,261	4,261	4,261	0
Health Increase	511012 0	0	390	390	390	0
Retirement Increase	511013 0	0	4,980	4,980	4,980	0
Salaries - Other	512000 333	500	250	0	750	0
Temporary Salaries	513000 25,068	30,000	(25,000)	0	5,000	0
Overtime	514000 10,784	15,000	(5,000)	0	10,000	0
Fringe Benefits	516000 434,470	483,550	(66,612)	0	416,938	0
Salaries and Wages	10 1,239,214	1,331,627	(204,973)	29,691	1,126,654	0
Salaries and Benefits	510000 2,343	0	0	0	0	0
Travel	521000 6,503	7,000	0	0	7,000	0
Supply/Material-Professional	532000 189	250	0	0	250	0
Professional Development	611000 3,089	3,000	0	0	3,000	0
Operating Fees and Services	621000 2,445	2,500	0	0	2,500	0
Fees - Professional Services	623000 58,158	60,500	(55,500)	0	5,000	0
Operating Expenses	30 72,727	73,250	(55,500)	0	17,750	0
TOTAL EXPENDITURES for 600 Social Services						
	1,311,941	1,404,877	(260,473)	29,691	1,144,404	0
MEANS OF FUNDING						
State General Fund	001 304,913	703,042	14,206	18,563	717,248	0
General Fund	GEN 304,913	703,042	14,206	18,563	717,248	0
Soldiers Home Fund 380	380 1,007,028	701,835	(274,679)	11,128	427,156	0
Special Funds	SPEC 1,007,028	701,835	(274,679)	11,128	427,156	0
TOTAL FUNDING for 600 Social Services						
	1,311,941	1,404,877	(260,473)	29,691	1,144,404	0
AUTHORIZED EMPLOYEES						
FTE	8.20	8.20	(1.00)	0.00	7.20	0.00
TOTAL AUTHORIZED EMPLOYEES for 600 Social Services						
	8.20	8.20	(1.00)	0.00	7.20	0.00

NORTH DAKOTA VETERANS HOME 2021-2023 BUDGET DETAIL

HOUSEKEEPING DEPARTMENT

EXPLANATION OF PROGRAM COSTS

Housekeeping staff work to upkeep the 171,000 square feet of the Veterans Home clean and maintained. Housekeeping costs include salaries and wages, cleaning supplies and chemicals, pest control, toiletry items, equipment and repairs.

BUDGET BY TRADITIONAL LINE

Description	2021-2023			FTE
	Base	Executive	% of Executive Recommendation	
Salaries	462,080	573,391	81%	
Operating	119,050	119,050	17%	
Capital	0	10,700	02%	
Total	581,130	703,141	100%	
General	194,319	313,641		
Special	386,811	389,500		
Total	581,130	703,141		
				5.05
				+1.0

LINE ITEM DETAIL

Salaries and Benefits - \$573,391 81% of budget
Housekeeping supervisor - 1 FTE
Housekeepers - 4.05 FTE
Supplies and materials/professional - \$32,000 5% of budget
Chemicals for cleaning
Food and Clothing - \$1,500 < 1% of budget
Safety items - gloves
Building, ground and maintenance - \$35,000 5% of budget
Janitorial supplies and misc. building supplies
Miscellaneous supplies - \$35,000 5% of budget
Paper products such as paper towels, toilet paper, tissues
Office Supplies - \$500 < 1% of budget
Other equipment under \$5,000 - \$5,000 < 1% of budget
Vacuum cleaners and carpet shampooers

Agency Veterans Home
Program 700 Housekeeping
Reporting Level 00-313-700-00-00-00-00000000

Description	1 Object/Revenue	2 2017-19 Biennium Expenditures					7
		3 2019-21 Legislative Base	4 2021-23 Total Changes	5 Compensation	6 2021-23 Recommendation		
EXPENDITURES							

EXPENDITURES

Salaries - Permanent	511000	252,173	259,211	56,158	0	315,369	0
Salary Increase	511010	0	0	9,524	9,524	9,524	0
Benefit Increase	511011	0	0	2,053	2,053	2,053	0
Health Increase	511012	0	0	247	247	247	0
Retirement Increase	511013	0	0	2,364	2,364	2,364	0
Salaries - Other	512000	1,445	1,000	0	0	1,000	0
Temporary Salaries	513000	6,643	4,000	(4,000)	0	0	0
Overtime	514000	1,973	2,000	0	0	2,000	0
Fringe Benefits	516000	187,900	195,869	44,965	0	240,834	0
Salaries and Wages	10	450,134	462,080	111,311	14,188	573,391	0

Salaries and Benefits	510000	1,171	0	0	0	0	0
Travel	521000	234	0	0	0	0	0
Supply/Material-Professional	532000	35,416	32,000	0	0	32,000	0
Food and Clothing	533000	1,788	1,550	0	0	1,550	0
Bldg, Ground, Maintenance	534000	34,605	35,000	0	0	35,000	0
Miscellaneous Supplies	535000	28,186	30,000	0	0	30,000	0
Office Supplies	536000	211	500	0	0	500	0
Other Equip Under \$5,000	552000	5,025	5,000	0	0	5,000	0
Office Equip & Furn Supplies	553000	2,460	0	0	0	0	0
Repairs	591000	17,897	9,500	0	0	9,500	0
Professional Development	611000	0	500	0	0	500	0
Operating Fees and Services	621000	4,430	5,000	0	0	5,000	0
Operating Expenses	30	131,423	119,050	0	0	119,050	0

Equipment Over \$5000	691000	6,649	0	10,700	0	10,700	0
Capital Assets	50	6,649	0	10,700	0	10,700	0

TOTAL EXPENDITURES for 700 Housekeeping

MEANS OF FUNDING

State General Fund	001	154,214	194,319	119,322	6,544	313,641	0
General Fund	GEN	154,214	194,319	119,322	6,544	313,641	0
Soldiers Home Fund 380	380	433,992	386,811	2,689	7,644	389,500	0
Special Funds	SPEC	433,992	386,811	2,689	7,644	389,500	0

TOTAL FUNDING for 700 Housekeeping

588,206	581,130	122,011	14,188	703,141	0
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AUTHORIZED EMPLOYEES

FTE	4.05	4.05	1.00	0.00	5.05	0.00
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**NORTH DAKOTA VETERANS HOME
2021-2023 BUDGET DETAIL**

LAUNDRY DEPARTMENT

EXPLANATION OF PROGRAM COST

Laundry services are provided 5 days per week with an average of 7,200 lbs. of laundry per month for basic and 11,300 lbs. of laundry per month for skilled. Costs for the laundry department include salaries and benefits for 2 full-time and 1 part-time employee, laundry supplies, equipment and repairs, bed linens, towels, and pillows for the residents.

BUDGET BY TRADITIONAL LINE

Description	Base	Executive	Executive	% of	Change
	Budget	Recommendation	Recommendation	Recommendation	
Salaries	293,422	302,642	302,642	82%	9,220
Operating	64,500	64,500	64,500	18%	0
Capital	0	0	0	0%	0
Total	357,922	367,142	367,142	100%	9,220
General	105,961	96,364	96,364		-9,597
Special	251,961	270,778	270,778		18,817
Total	357,922	367,142	367,142		9,220
FTE	2.55	2.55	2.55		0

LINE ITEM DETAIL

Salaries and Benefits - \$302,642 82% of budget
Laundry supervisor - 1 FTE
Laundry workers - 1.55 FTE

Supplies and materials/professional - \$31,000 8% of budget
Chemicals for laundry

Food and Clothing - \$10,000 3% of budget
Linens, pillows, towels and washcloths

Building, grounds and maintenance - \$7,500 2% of budget
Equipment repair parts

Miscellaneous supplies - \$5,500 1% of budget
Laundry supplies

Repairs - \$10,000 3% of budget
Equipment repairs

Veterans Home
800 Laundry
00-313-800-00-1

EXPENDITURES

Salaries - Permanent

Salary Increase
Benefit Increase
Health Increase
Retirement Increase
Salaries - Other
Overtime
Fringe Benefits
Salaries and Wages

[illegible]

Salaries and Benefits
Supply/Material-Professional
Food and Clothing
Bldg, Ground, Maintenance
Miscellaneous Supplies
Other Equip Under \$5,000
Repairs
Operating Fees and Services
Operating Expenses

510000	689	0	0	0	0
532000	38,772	31,000	0	31,000	0
533000	20,387	10,000	0	10,000	0
534000	7,706	7,500	0	7,500	0
535000	3,558	5,500	0	5,500	0
552000	2,109	0	0	0	0
591000	200	10,000	0	10,000	0
621000	546	500	0	500	0
30	73,967	64,500	0	0	0

352.921	357.922	9.220	7.470	227.442
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**State General Fund
General Fund**

Soldiers Home Fund 380
Special Funds

TOTAL FUNDING for 800 Laundry

FTE

TOTAL AUTHORIZED EMPLOYEES for 800 Laundry

2.55	2.55	0.00	0.00	2.55	0.00
2.55	0.00	0.00	0.00	0.00	0.00

NORTH DAKOTA VETERANS HOME 2021-2023 BUDGET DETAIL

PHARMACY DEPARTMENT

EXPLANATION OF PROGRAM COSTS

The pharmacy dispensed 14,178 medications from July 1, 2019 to June 30, 2020. Of these, 2,532 were new prescriptions and 11,646 were refills. The average cost of these prescriptions was \$34.35; 15% of these prescriptions had a resident copay, 7% were billed to the VA for reimbursement, 6% was billed to Medicare and the remaining 72% was the responsibility of the Veterans Home. Program costs include salaries and benefits, medications, packaging and labeling supplies, licensing, computer programs, and resource materials.

BUDGET BY TRADITIONAL LINE

Description	2021-2023			FTE
	Base	Executive	% of Executive Recommendation	
Salaries	383,754	399,425	28%	
Operating	786,516	1,025,016	72%	
Capital	0	0		
Total	1,170,270	1,424,441	100%	
General	120,299	351,048		
Special	1,049,971	1,073,393		
Total	1,170,270	1,424,441		
				2.0
				0

LINE ITEM DETAIL

Salaries and Benefits - \$399,425 28% of budget
Pharmacist - .5 FTE
Pharmacy Techs - 1.5 FTE

Travel - \$100 < 1% of budget
Employee reimbursed travel for continuing education

IT software/supplies - \$9,000 < 1% of budget
Software license for pharmacy computer software

Professional supplies and materials - \$2,500 < 1% of budget
Resource materials

Printing - \$500 < 1% of budget
Prescription pads

Agency Veterans Home
Program 900 Pharmacy
Reporting Level 00-313-900-00-00-00-00000000

Description	Object/Revenue 1	Code	2 2017-19 Biennium Expenditures	3 2019-21 Legislative Base	4 2021-23 Total Changes	5 Compensation	6 2021-23 Recommendation	7

EXPENDITURES

Salaries - Permanent	511000	229,116	230,059	1,848	0	231,907	0
Salary Increase	511010	0	0	7,004	7,004	7,004	0
Benefit Increase	511011	0	0	1,489	1,489	1,489	0
Health Increase	511012	0	0	150	150	150	0
Retirement Increase	511013	0	0	1,741	1,741	1,741	0
Salaries - Other	512000	22	50	0	0	50	0
Overtime	514000	90	1,500	0	0	1,500	0
Fringe Benefits	516000	136,891	152,145	3,439	0	155,584	0
Salaries and Wages	10	366,119	383,754	15,671	10,384	399,425	0

Salaries and Benefits	510000	586	0	0	0	0	0
Travel	521000	0	100	0	0	100	0
Supplies - IT Software	531000	8,831	9,000	0	0	9,000	0
Supply/Material-Professional	532000	2,150	2,500	0	0	2,500	0
Food and Clothing	533000	0	500	0	0	500	0
Printing	542000	460	500	0	0	500	0
IT Contractual Svcs and Rprs	603000	3,000	3,200	0	0	3,200	0
Professional Development	611000	1,964	2,000	0	0	2,000	0
Operating Fees and Services	621000	450	5,000	0	0	5,000	0
Fees - Professional Services	623000	5,945	10,500	0	0	10,500	0
Medical, Dental and Optical	625000	712,495	753,216	238,500	0	991,716	0
Operating Expenses	30	735,881	786,516	238,500	0	1,025,016	0

TOTAL EXPENDITURES for 900 Pharmacy

1,102,000	1,170,270	254,171	10,384	1,424,441	0
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MEANS OF FUNDING

State General Fund	001	474,177	120,299	230,749	0	351,048	0
General Fund	GEN	474,177	120,299	230,749	0	351,048	0
Soldiers Home Fund 380	380	627,823	1,049,971	23,422	10,384	1,073,393	0
Special Funds	SPEC	627,823	1,049,971	23,422	10,384	1,073,393	0

TOTAL FUNDING for 900 Pharmacy

1,102,000	1,170,270	254,171	10,384	1,424,441	0
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AUTHORIZED EMPLOYEES

FTE	2.00	2.00	0.00	0.00	2.00	0.00
TOTAL AUTHORIZED EMPLOYEES for 900 Pharmacy	2.00	2.00	0.00	0.00	2.00	0.00

SB 2007 Requested Budget Changes

- | | |
|--|--|
| 1. Add language to allow us to carry over funding authority for the dryer | \$20,700 special funds |
| 2. Add funding for an additional humidifier – requested 2 in budget, funding was provided for 1 | \$6,000 special funds |
| 3. Allow us to use the capital money in the maintenance budget for thermostats instead of carpeting | \$131,500 special funds |
| 4. Add section to our bill allowing us to use the remaining money from the demolition project in the current budget for the unexpected capital items - i.e. security cameras, humidifier, building automation system | \$54,925 from class 31372 to class 31350 |
| 5. Add money to the 2021-2023 budget for advertising | \$50,000 general funds |