

**GOVERNING BODY MINUTES**

Monday – March 11, 2024 – 9:00 a.m.  
NDSH - LRC – 2<sup>nd</sup> Floor Conference Room/Teams

**Members Present/Absent:**

- Pam Sagness, Chairperson
- Aaron Olson, Superintendent
- Dr. Eduardo Yabut, Medical Director
- Carlotta McCleary, Executive Director, Mental Health America of ND
- Representative Karen Rohr
- Deborah Jendro, Consumer-at-Large
- Allison Hicks, Attorney General's Office
- Donna Aukland, CFO
- Jeff Stenseth, Operation Director HSC Behavioral Health Clinics
- Wayne Salter, DHHS Commissioner

**Guest:** JLG and Architecture + staff

**Call to Order:** Called to order at 9:00 a.m. by Pam Sagness.

**Approval of Minutes:** MOTION by Donna Aukland – *Approve December 11, 2023, minutes.*  
Second Representative Rohr. Unanimous approval.

**Old Business:**

- **Update on Transitional Living (TL) Transition - Dr. Yabut, Medical Director**  
Discussion: Dr. Yabut deferred the question to Kim Matroni. Kim didn't have any updates for the TL here, but statewide they going to start using a more unified process for referrals with the Human Service Center. Any client that is going into a TL program will fill out the same universal application. It will then go to a review committee. The goal of this group is to ease the process and get placement done sooner. The form should be going live April 2<sup>nd</sup>. Additional information should be sent out in the coming weeks.  
Recommendation:  
Follow-up: Next meeting.
- **Update on Building of New State Hospital - Aaron Olson, Superintendent**  
Discussion: Superintendent Olson introduced a few members from JLG, Architecture +, and Tegra. Todd Medd and Mark Honzay from JLG gave a quick update on where we are in the process of the new build. A presentation was shared showing a timeline of where we are in the process, what's coming up, and what we have accomplished. There are three to four weeks of Schematic Design left then we go into Design Development. Design Development should take us to the end of summer which will then lead us into Construction Documents to end the year. After the presentation was completed Ms. Sagness asked if JLG or Architecture + are seeing any type of unique or out of the normal process feedback from team members that this group should know about. Mark and Todd assured the group that there has been great feedback from hospital staff and there are no concerns at this time. In conclusion, there will be continued opportunities for

the Governing Body to participate and be involved in any kind of feedback from team members.

Recommendation:

Follow-up: Next meeting.

### **New Business:**

- **Governing Body Membership – Pam Sagness, Chairperson**

Discussion: Ms. Sagness asked that a couple of topics get discussed in detail to the governing body members to review before June's meeting. One of those is relating to membership, term limit, and if the executive director of HHS was a nonvoting member. Please take some time to review the membership requirements in the bylaws. Representative Rohr questioned if the bylaws had been sent out to members yet as she had not received them. It was thought they had been sent out a few times prior to the meeting. Deb said she would go back and send them out again to ensure all members have them.

Recommendation:

Follow-up: Next meeting.

- **Governing Body Bylaw Discussion - Deb Eissinger, QM Director**

Discussion: Deb wanted everybody to be aware that the governing body bylaws will need to be voted on if there's any changes at the next Governing Body meeting. She asked for the members to please read and add any comments so all information can be ready by June's meeting. Please send drafted recommendations to Deb.

Recommendation:

Follow-up: Next meeting.

### **Reports:**

- Annual Human Resources Report I – Bobbie Miller, HR Generalist
  - Continued work shortage of personal and employees.
  - Became competitive with other nursing homes in the area and hospitals this year.
  - Right sizing our engineering department and rehabilitation department to make sure that we can get some viable applicants.
  - Our challenge in 2024 is to retain the employees that we're getting.
  - Will be looking into our Gallup survey results and looking to implement some workforce strategy.
  - Still utilizing the supplemental travel nurses to fill in our need for registered nurses and licensed practical nurse.
  - Our turnover rate for 2023 was around the 23.37%.
  - Our vacancy is still running between 70 to 73 positions that we have open.
  - Biggest turnover is in our nursing department, but they also have the most employees and they're the hardest to fill positions.
  - Currently have 361 NDSH employees.
  - HR department has created a new user-friendly dashboard.
  - Bobbie will work on who can get access to the dashboard.
- Superintendent's Report - Aaron Olson, Superintendent
  - Our current census is at 81 and we have fluctuated up to as much as 83.
  - Have been able to lower our waitlist some.
  - In the process of reestablishing ETC with JRMCC.
  - Establishing revenue goals that are efficient with the new biennium coming up.
  - Working on making sure each department has a budget that they're responsible for.
  - The demolition and asbestos project has started.

- Working on the forensic services. Talking with justices and attorneys throughout the state to really look at the rule of law and determine if there's some areas that we need to address. There will be changes brought forward to the legislature and the future here.
- Medical Director's Report - Dr. Yabut, Medical Director
  - Recruitment for permanent clinical psychiatrist, forensic psychologist, and family physician continues.
  - Doctor Shrestha is currently our locum psychiatrist, and he will be here until April 5, 2024.
  - The state hospital continues to be a very important rotation site for 3rd year medical clerks and medical interns.
  - Our current resident is Dr. Michael Solc. He will be here until April 30<sup>th</sup>.
- Quality Management (QM) Comparative Statistics - Deb Eissinger, QM Director
  - We have 117 admissions to all programs on the campus, which is an increase of two from third quarter 2023.
  - Of the 117, 19 were considered forensic admissions, meaning they were either restarted competencies fit to proceed or NGRI.
  - Of the 117 admissions, 54 were considered first time admissions.
  - The average length of stay during fourth quarter was 66.3 days, which is slightly above to 63.1 reported during third quarter.
  - Had one elopement during fourth quarter.
  - During fourth quarter, we were slightly above the national average for our 30-day readmissions.
  - There were 132 eligible surveys that were sent out during fourth quarter with only 59 coming back with a 45% compliance rating compared to the 56% during third quarter.
  - Overall, the satisfaction in all the domains we have a rating of 72.84% and NRI having a rating of 73.74%.
  - For seclusion/restraints, we had 176 events compared with 88 during third quarter.
  - For traditional population during fourth quarter, we had 105 individuals admitted to the traditional population. 25% of those individuals came from those areas and Northwest was the third highest with 13%. For Tompkins, we had 12 individuals admitted during fourth quarter. The highest coming from Southeast at 33%, South Central at 25%, and Lake Region at 25%.
  - We had a total of 29 staff injuries.
- Financial Report - Donna Aukland, CFO
  - We've spent approximately 20% of our budget. Percentage of biennium lapsed is 25%.
  - \$12,500,000 of the budget is for the new state hospital.
  - Donna has accepted the CFO position.
- Safety and RIS Management Report - Larry Culp, Director Safety/Security
  - Received our new two-way radios.
  - The COOP and EOPS has been updated for 2024.
  - Annual fire marshal inspection will either take place in March or April.
  - Updated our fire permit with Jamestown Fire Department.
  - Ordered some file fire cabinets for our fire extinguishers.
  - Updated our safety data binders and distributed those.
  - Updated the emergency supply list.
  - Two elopement drills will be scheduled for March.
  - Will be needing to do a few tornado drills.

- Still looking to fill one more security position.
- Plant Services - Jeff Comer, Plant Services Director
  - Team is still reviewing PM's and is in the process of consolidating a bunch that are very similar.
  - Averaging about 100 to 150 completed ones every week.
  - We had an emergency repair water heater in Lahaug since the last meeting. We have installed the secondary redundant ones.
  - Currently are in the process of interviewing for a ground supervisor position which was due to retirement.
  - Asbestos abatement is complete on all the 5 buildings.
  - Demolition process is going a lot faster and smoother than we thought.
  - Still coordinating with the prison on their new meeting shop, that would potentially be built in place of the employee building.
  - Currently trying to coordinate some concrete projects.
  - Need to start putting together a budget list for the next biennium, capital projects, and equipment to have ready in the next couple months present.
- Department of Health and Human Services Report – Wayne Salter, DHHS Commissioner  
 Commissioner Wayne Salter introduced himself to the group and gave a brief update. We recently released our news strategic framework, which includes a revised vision, a mission statement, strategic priorities, and our guiding principles.

Ms. Sagness jump in and added a few behavioral health specific items. We have hired a revenue cycle director which is a new position to the department that was identified as a need during the last legislative session. Also, wanted to share that we are just starting to kick off our behavioral health integration work. Still needing to meet with various groups, but we are in the beginning stages of the project.

Dr. Yabut asked Ms. Sagness if there were any updates on the CCBHC. First update is that Minot has been chosen as the first region to convert from a human service center to the CCBHC model. There was funding allocated for one human service center to transition. If we had roll up funding from the SUD voucher, we could do two more. This fall during special session, we got approval to utilize funding to do an additional two. We could end up having five in process between now and the end of the biennium, which is next June.

- NDSH Staff and Public Comment Period                      Open to Staff and Public Comments  
 (Approximately 10:00 a.m.)  
 No public comment.
- Other Business  
 NONE

**Adjourn:** MOTION by Dr. Yabut – *adjourn the meeting*, second by Superintendent Aaron Olson. Unanimous approval.

**Next Meeting:** June 10, 2024

**Recorded by:** Kylee Hanson