

**GOVERNING BODY MINUTES**

Monday – September 16, 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
- Vacant Position - Consumer-at-Large
- Allyson Hicks, Attorney General's Office
- Donna Aukland, Chief Financial Officer Courtney Peterson
- Jeff Stenseth, Operation Director HSC Behavioral Health Clinics
- Wayne Salter, DHHS Commissioner

**Call to Order:** Pam Sagness, Chairperson, called the meeting to order.

**\*Agenda Request:** There was a request to move item three under New Business to the beginning of the meeting. There was no discussion. A consensus vote was taken and was approved unanimously.

**Approval of Minutes:** MOTION by Representative Rohr - *Approval of June 10, 2024, minutes.* Second Jeff Stenseth. No discussion. Unanimous approval.

**Old Business:**

- **Update on New Hospital – Aaron Olson, Superintendent**  
Discussion: In July the last design development process meeting was held until Legislative Session begins. There is a mock patient area set up available for staff to see what the design would be like. The architects are asking for staff suggestions when they are looking at it.  
Recommendation: None currently.  
Follow-up: Next meeting.
- **Governing Body Membership – Pam Sagness, Chairperson**  
Discussion: There are currently two positions that are open. One position is the Consumer-at-large position, this position is selected by Mental Health America. Currently making sure we are aligning the accreditation with the requirements for the bylaws and will continue to work on.  
Recommendation: Will continue to accept applications.  
Follow-up: Next Meeting.
- **Bylaw Structure/Administrative Rules Structure – Allyson Hicks, Assist. Atty. General**

Discussion: Allyson, Aaron, and Jon Alm are working together on making the changes with bylaws and administrative rules.

Recommendation: They have reached out to Joint Commission and CMS to make sure if Statutory changes are made there will not be any effects on certifications.

Follow-up: Next meeting.

### **New Business:**

- **Credentialing and Recredentialing of Medical Staff – Dr. Yabut, Medical Director**

Discussion: Dr. Yabut presented Nathaniel Stephenson, Forensic Psychologist; Rebecca Ziegler, Clinical Pathologist; and Richard Ashu, Nurse Practitioner for credentialing. He also presented the staff that were in need to be recredentialled. This is completed every two years.

Recommendation: Roll call votes were completed on all.

*Nathaniel Stephenson:* MOTION by Superintendent Olson – *Approve Dr. Stephenson for credentialing.* Second Representative Rohr.

Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness

Absent – Salter

*Rebecca Zeigler:* MOTION by Jeff Stenseth – *Approve Dr. Ziegler for credentialing.* Second by Superintendent Olson.

Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness

Absent – Salter

*Richard Ashu:* MOTION by Dr. Yabut – *Approve Richard Ashu for credentialing.* Second by Superintendent Olson.

Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness

Absent – Salter

*Eduardo Yabut:* MOTION by Superintendent Olson – *Approve Eduardo Yabut for recredentialing.* Second Carlotta McCleary.

Yes – Peterson; McCleary; Rohr; Stenseth; Olson; Sagness

Absent – Salter

Abstain – Yabut

*Clark Herniman:* MOTION by Superintendent Olson – *Approve Clark Herniman for recredentialing.* Second Carlotta McCleary.

Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness

Absent – Salter

*Dale Ernster:* MOTION by Superintendent Olson – *Approve Dale Ernster for recredentialing.* Second Carlotta McCleary.

Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness

Absent – Salter

*Judi Birger:* MOTION by Representative Rohr – *Approve Judi Birger for recredentialing.* Second Superintendent Olson.

Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness

Absent – Salter

*Todd McDowell:* MOTION by Superintendent Olson – *Approve Todd McDowell for recredentialing.* Second Carlotta McCleary.

Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness

Absent – Salter

*Candida Hoggarth-Baldwin*: MOTION by Representative Rohr – *Approve Candida Hoggarth-Baldwin for recredentialing*. Second Superintendent Olson.  
Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness  
Absent – Salter

*Linda Regan*: MOTION by Representative Rohr – *Approve Linda Regan for recredentialing*. Second Carlotta McCleary.  
Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness  
Absent – Salter

*Mark Rodlund*: MOTION by Superintendent Olson – *Approve Mark Rodlund for recredentialing*. Second Carlotta McCleary.  
Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness  
Absent – Salter

*Adam Miller*: MOTION by Superintendent Olson – *Approve Adam Miller for recredentialing*. Second Jeff Stenseth.  
Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness  
Absent – Salter

*Jennifer Krance*: MOTION by Carlotta McCleary – *Approve Jennifer Krance for recredentialing*. Second Jeff Stenseth.  
Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness  
Absent – Salter

*Robert Lisota*: MOTION by Representative Rohr – *Approve Robert Lisota for recredentialing*. Second Carlotta McCleary.  
Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness  
Absent – Salter

*David Whitcomb*: MOTION by Carlotta McCleary – *Approve David Whitcomb for recredentialing*. Second Superintendent Olson.  
Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness  
Absent – Salter

*Peter Bryne*: MOTION by Jeff Stenseth – *Approve Peter Bryne for recredentialing*. Second Superintendent Olson.  
Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness  
Absent – Salter

*Deirdre D’Orazio*: MOTION by Superintendent Olson – *Approve Deidre D’Orazio for recredentialing*. Second Jeff Stenseth.  
Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness  
Absent – Salter

*Erik Fox*: MOTION by Superintendent Olson – *Approve Erik Fox for recredentialing*. Second Carlotta McCleary.  
Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness  
Absent – Salter

*Michael Vitaco*: MOTION by Carlotta McCleary – *Approve Michael Vitaco for recredentialing*. Second Superintendent Olson.  
Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness  
Absent – Salter

*Wesley Ellison: MOTION by Carlotta McCleary – Approve Wesley Ellison for recredentiaing. Second Jeff Stenseth.*

Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness  
Absent – Salter

*Elena Rodgers-Rieger: MOTION by Superintendent Olson – Approve Elena Rodgers-Rieger for recredentiaing. Second Carlotta McCleary.*

Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness  
Absent – Salter

*Jared Schmidt: MOTION by Superintendent Olson – Approve Jared Schmidt for recredentiaing. Second Carlotta McCleary.*

Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness  
Absent – Salter

*Michael Laszewski: MOTION by Jeff Stenseth – Approve Michael Laszewski for recredentiaing. Second Superintendent Olson.*

Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness  
Absent – Salter

*Madhusudhan Reddy: MOTION by Representative Rohr – Approve Madhusudhan Reddy for recredentiaing. Second Carlotta McCleary.*

Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness  
Absent – Salter

Follow-up: All approved. No follow-up.

- **Medical Staff Bylaws – Dr. Yabut, Medical Director**

Discussion: Dr. Yabut brought a change that medical staff is asking to be made in the Medical Staff Bylaws regarding the Medical Records Committee section. The meetings will be quarterly now and not monthly. There was no discussion.

Recommendation: MOTION by Aaron Olson – *approve the change in the Medical Staff Bylaws in the Medical Records Committee Section to Quarterly meetings.* Second by Jeff Stenseth.

Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness  
Absent – Salter

Follow-up: No follow-up needed.

- **\*Delegation of Fiscal Voting Position – Donna Aukland, CFO**

Discussion: Donna introduced Courtney Peterson, ACFO. She is delegating her voting position on NDSH Governing Body to Courtney.

Recommendation: There was no discussion or questions for Donna.

Follow-up: No follow-up needed.

- **Draft 2025 Meeting Dates – Pam Sagness, Chairperson**

Discussion: Pam reviewed tentative dates for 2025 meeting dates.

March 10, 2025; June 9, 2025; September 8, 2025; December 8, 2025

Recommendation: There was no discussion.

Follow-up: These dates will be posted for 2025. No other follow-up needed.

### **Reports:**

- Safety/Security Annual Report Larry Culp, Dir. Safety & Security  
Larry Culp gave the Safety/Security Annual report. The department continues to meet all the areas for safety outlined in the environmental care areas. This is possible with the assistance from various team members of the different departments throughout the

hospital. Highlighted areas are of accomplishments and achievements are:

- Completed a physical security review. This provided an added layer of security to for everyone.
- Developed a Control Center in the switchboard area in the front of the LaHaug Building. There is security available 24/7 at the entrance.
- Under the Medical Equipment Management Section of report the receipt of recognition from the National Recall Alert Center. They recognize all the team members including lab, pharmacy, medical equipment, and various staff.
- In the Emergency Management section, the North Dakota Quick Reference Guide has been updated. It is color coded, and the color is also the code name.
- Two hospital wide emergency drills for 2023 were completed.
- Recommendations for continued improvement a review was completed regarding expanding the use of access control key card access systems, moving forward with project. Currently in the procurement process of the project.
- Continue monitoring ongoing ligature risks.
- Environmental risk assessment mitigation plan has been completed in the LaHaug Building and currently working on residential.
- Assessing for updating on two-way radios as they are aging out.
- Are reviewing to update our duress system. One that is more specific that can pinpoint exactly where the person is. A new system would be much more efficient.
- Currently in the process with moving forward on adding additional external cameras.

*MOTION by Carlotta McCleary – Governing Body receive the report and concur with the recommendations of that committee. Second by Representative Rohr.*

Roll Call Vote:

Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness

Absent – Salter

- Superintendent's Report Aaron Olson, Superintendent  
Superintendent Olson gave highlights and key activities in performance from second quarter.
  - Current census is at 75, trending at 81. We are currently full in our admissions unit.
  - Total admissions last quarter was 80 and discharges of 79.
  - Average length of stay is 77 days.
  - Average occupancy is at 74%.
  - Readmission rate is slightly up. The slight uptick is due to medical reasons. This would be due to a surgery or another sickness that would require medical hospitalization. Readmission is measured not only for 30 days but also for 65 and 180 days.
  - Patient satisfaction is currently in comparison of NRI.
  - Continuing to monitor medication errors.
  - Continue to prepare for Joint Commission, they are expected anytime from now until the end of March 2025. There are mock surveys being held in different departments to prepare.
  - We currently have 352 employees.
  - Training development we have leadership and patient care workshops scheduled. One that is being offered today is on Huntington's Disease. We have had clients with Huntington's and want to provide our staff with more education. We will also be having Aging Services onsite to discuss Guardianships.
  - Working with Avatar (Electronic Health Record – EHR) and the rectifications that need to take place with the system and enhance the system's ability.

- We currently have a consultant onsite for nursing. She is from DCS Consultants.
  - Strategic goal for next quarter is to make sure our readmission rate continues to decrease, and patient satisfaction scores go up.
  - Resignation of Director of Nursing, Beth Satrom. Two retirements Sheila Moser, Educator hired Sherry Lawson. Jodi Ronningen, Director of Lab retired Sasha Harrington has taken on that role.
- Medical Director's Report Dr. Yabut, Medical Director
    - Recruitment continues for permanent psychiatrists, clinical and forensic psychologists, and a family physician.
    - Recently hired Richard Ashu, Nurse practitioner, he started in August and is working in the Consult Clinic. Dr. Stephenson has been hired as a psychologist and started in September. Barb Mickelson, Nurse Practitioner, has resigned and will now be in full retirement.
    - NDSH continues to be a rotation site for the UND Medical Students and Psychiatric Residents. Our current resident is Dr. Mateo Jaramillo-Villegas.
    - NDSH continues to provide active internship opportunities for fourth year medical students and two-week rotation for third year, this is only for Bismarck campus of UND School of Medicine and Health Sciences.
    - Nurses who are preparing for their masters in the prescriptive role for PMHNP and our Nurse Practitioners are actively providing mentorship for several of them.
    - All medical staff have attended at least 50% of medical staff meetings. Each medical staff is assigned to a committee.
- Quality Management (QM) Comparative Statistics Deb Eissinger, QM Director  
 Deb reported on second quarter of 2024. The data trending at the NDSH is compared against NDSH to NDSH data and national with NRI. Data is monitored for upward, downward, and horizontal trending.
    - During second quarter of 2024 there were 104 admissions for all programs, an increase of 11 from first quarter. Of the 104 admissions 47 (45%) were first time admissions to NDSH. Three admitted by Parole/Probation. As stated earlier 30-day readmissions were slightly up but mostly related to medical issues for this quarter, but usually the greatest majority are related to detox issues. Starting May 2023, 1-day evaluations are no longer being tracked for these reports.
    - During second quarter there was a total of 59 seclusion or restraint events Of those 20 were seclusion and 38 were restraint and one was a medical protective event.
    - Average length of stay during second quarter 2024 was 125 days, which is above the 79 reported during first quarter of 2024.
    - There were two elopements during second quarter 2024.
    - There 28 staff incidents, 12 were trauma and were client to staff.
- Financial Report Courtney Peterson, Fiscal  
 Courtney presented her report. Welcome Courtney.
    - Total budgeted as of 6/30/2024 is \$110,550,268.00.
    - Total expenditures as of 6/30/2024 \$52,494,377.00
    - Revenues as of 6/30/2024 \$5,524,70.00
- Plant Services Jeff Comer, Plant Services Director
    - Currently have approximately 34 employees. This includes housekeeping, maintenance, heating plant, and grounds.
    - Continue to modify and review PMs that are built into Akita Box, this is how the work orders are managed. Trying to streamline the workflow and make sure that they are ready for Joint Commission.
    - On average the department is still completing between 100 and 150 work orders

- every week and averaging 200 to 250 open ones.
  - Have made an offer for a new Grounds Supervisor. There has been some turnover in housekeeping. Were not able to fill the summer grounds position.
  - Project updates and upcoming projects. The demo of the five structures has been completed. JRCC is building a new maintenance and shop in the employee building site. In process planning include chiller rebuilds, steam valve repairs, flooring projects, and grounds repairs. Two concrete projects are currently happening. Walkway from LaHaug tunnel to the New Horizons Building.
  - Some concerns of the future would be finding qualified candidates to fill future positions due to retirements.
- Department of Health and Human Services Report Wayne Salter, HHS Commissioner Was unable to attend. Pam gave a brief update. Working on our budget, it was submitted last week. When it is validated by OMB it will be available to the public. Working on legislative updates.
- NDSH Staff and Public Comment Period Open to Staff and Public Comments  
(Approximately 10:00 a.m.)  
Month and time clarification regarding aging services education, September 26, 1:00 p.m.
- Other Business

MOTION by Carlotta McCleary – *to accept the standing reports*. Second by Superintendent Olson. No discussion.

Yes – Peterson; McCleary; Rohr; Yabut; Stenseth; Olson; Sagness  
Absent – Salter

**Adjourn:** Adjourned at 10:14 pm. MOTION by Dr. Yabut - *adjourn meeting*. Second Superintendent Olson.

**Next Meeting:** December 9, 2024, 9:00 a.m., Jamestown Chamber of Commerce Bldg.

**Recorded by:** Ruleen McMillan

\*Item that was move on agenda.