

**GOVERNING BODY MINUTES**

Monday – December 9, 2024 – 9:00 a.m.

NDSH – Jamestown Area Chamber of Commerce/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
- ☒ Courtney Peterson, Assistant CFO, Fiscal Administration
- ☒ Jeff Stenseth, Operation Director HSC Behavioral Health Clinics
- ☐ Wayne Salter, DHHS Commissioner

**Call to Order:** Pam Sagness called the meeting to order at 9:06 a.m.

**Approval of Minutes:** MOTION by Jeff Stenseth - *Approve September 16, 2024, minutes.*  
Second Superintendent Olson. No discussion. Unanimous approval.

- **Update on New Hospital – Superintendent Olson**  
Discussion: An update on the new hospital was given. We proposed in the DHHS budget \$332 M. However, Governor Burgum did not fund in his budget. New administration and legislators could make the decision to fund it.  
Recommendation: None currently.  
Follow-up: Next meeting.
- **Governing Body Membership – Pam Sagness, Chairperson**  
Discussion: Carlotta McCleary is currently looking to fill the At Large Position that Mental Health America fills. Dr. Peltier's position has not been filled at this time.  
Recommendation: None currently.  
Follow-up: Pam will follow-up with Carlotta. Pam will also follow-up on applicants for Dr. Peltier's position.
- **Bylaw Structure/Administrative Rules Structure – Allyson Hicks, Assist. Atty. General**  
Discussion: Allyson gave an update. Discussion has taken place regarding the current bylaw structure versus adopting administrative rule. Joint Commission and CMS have been reached out to, to make sure we stay in compliance. Allyson and Jon Alm have proposed legislation for NDSH to select how to frame our policies or rules. This would codify what we are currently doing. Bylaws to adopt administrative rules. The draft has been pre-filed as an agency bill.  
Recommendation: None currently.  
Follow-up: Allyson will provide the board with a copy of the draft.

**New Business:**

## Reports:

- EPC Annual Report Carie Hanson, Chairperson  
Carie was not available to give report. Report is attached.
- Superintendent's Report Aaron Olson, Superintendent
  - Have hired an Interim Director of Nursing, Leonard Pease. He started on November 12.
  - We have a consultant, started in October, Maria Talamo. In the coming weeks she will be providing her recommendations and will work with NDSH administration on a plan and implementation.
  - Getting prepared for Joint Commission survey, currently in the process of a mock survey. Joint Commission will be arriving by March 31, 2025.
  - Ruleen is retiring on December 13. Jodi Grugel has joined our team as Administrative Assistant.
  - Current census is at 67.
  - Last quarter total admissions is 101.
  - Last quarter discharges 105.
  - Average length of stay is about 70 days.
- Medical Director's Report Dr. Yabut, Medical Director
  - Recruitment of a permanent psychiatrist continues.
  - Interviewed a Nurse Practitioner on December 3.
  - Continue to be a rotation site for UND medical students.
  - Dr. Samuel Tesch, M.D. is currently our first-year resident and began on November 1, his rotation will end December 31, 2024.
  - Continue to provide acting internships opportunities for 4<sup>th</sup> year medical students.
  - Continue to provide UND Bismarck Campus third year medical students doing a two-week rotation at the hospital.
- Quality Management (QM) Comparative Statistics Deb Eissinger, QM Director  
Deb was not available to give report. Report is attached.
- Financial Report Courtney Peterson, Assist. CFO  
Courtenay gave report. As of September 30, 2024. No changes to the budgets at this time.
  - Total expenditures projected to be about 63% spent across the board.
  - Averaging between SOTEP and the State Hospital about 59%. Working on some allocation methods to try to utilize between the State Hospital and SOTEP. There maybe a little bit of correction needed to move out of State Hospital to SOTEP.
  - Total revenues received to date are 7.7. million, projected to be at 25 and a half million, that includes SIIF (Strategic Investment and Improvement Fund) for the new State Hospital.
- HR Report Bobbie Miller, HR Business Partner
  - Recruiting and retention continue to be a priority through the hospital.
  - Continue to source from all third-party sources and vendors, places where professionals are accredited. Getting lists of and possibly cold calling or finding any resume that might say they are willing to relocate or are open to finding new positions.
  - Continue to work with our vendors for the locum providers.
  - Currently posting for another nurse practitioner.
  - Have hired a Forensic Psychologist. He is a hybrid or remote worker. This is going very well. He will come to campus when needed.

- 2024 annual turnover rate is at 16%.  
Reorganization of position impacting this rate. Still have approximately 79 positions vacant from looking at our old numbers.
- Safety and RIS Management Report Larry Culp, Director Safety/Security
  - Assurance NM will be move to Everbridge system in December. Russ Korzeniewski and Dawn Moen are working on this system.
  - Self-inspection quarter three is at 98%.
  - New nonsmoking signs have been put up.
  - Camera additions are still going through procurement process.
  - Johnson Controls will be here to add relays for the card readers to tie into the fire protection system.
  - Completed two elopement drills.
  - Currently have three security positions to fill.
- Plant Services Jeff Comer, Plant Services Director
  - Averaging approximately 100-150 work orders per week.
  - On average have between 200-250 open work orders.
  - Open positions - Grounds Equipment Operator; two Housekeeping; two Maintenance.
  - Capital projects that are currently being worked on are flooring for APSA/L100 and GRPS/L300. This will be coordinated with staff. The large project that is being worked on is the Chiller Project.
  - Steam valve repairs are being made.
  - Medical beds will be ordered this week. Optometry equipment will be ordered soon, the AP has gone through.
- Department of Health and Human Services Report Sara Stolt, Interim HHS Comm'r

MOTION by Carlotta McCleary – *accept the standing reports*. Second by Jeff Stenseth. No discussion. Unanimous approval.

Pam announced Jeff Stenseth will be retiring in February. His position has been posted and closes today. Thank you, Jeff. This will be his last meeting. Congratulations.

**Next Meeting:** Discussion regarding 2025 meetings. MOTION by Representative Rohr – *First quarter 2025 meeting will be held May 12, 2025*. Second by Carlotta McCleary. No discussion. Unanimous approval. 10, 2025.

**Adjourn:** 9:40 a.m. MOTION by Superintendent Olson – *adjourn meeting*. Second by Carlotta McCleary. Unanimous approval.

**Recorded by:** Ruleen McMillan