

## Meeting Minutes DCT Executive Board Meeting

Thursday, November 20  
Direct Care and Treatment  
3200 Labore Road Suite 104 Vadnais Heights, MN 55110  
3:00 PM – 5:00 PM

### DCT Executive Board Attendees

Board Chair Carol Olson, Vice Chair Dr. Paul Goering, Catherine Chavers, Mary Maertens, John Dinsmore, Dr. Prachi Striker

### DCT Staff in Attendance

Marshall E. Smith, Dr. KyleeAnn Stevens, Dale Klitzke, Dr. Soniya Hirachan, Terra Carey, Jeshua Livstrom, Nancy Johnston, Dan Storkamp, Carrie Briones, Lynn Glancey, Wade Brost, Kathy Engstrom, Breanna Drummer, Kari Gallagher

3:00 p.m. Introductions/Roll Call

- A quorum was established based on the number of members present, allowing the board to proceed with official business.

Board Member	Present	Not Present	Abstain/Absent
Carol Olson	X		
Dr. Paul Goering	X		
Shireen Gandhi			Absent
Mary Maertens	X		
John Dinsmore	X		
Dr. Prachi Striker	X		
Catherine Chavers	X		
Laurie Halvorson			Absent
Lynn Butcher			Absent

3:05 p.m. Review October Meeting Minutes

- John Dinsmore motioned to approve the October meeting minutes; Mary Maertens seconded. All in favor, no opposition. **Motion passes**

Board Member	Vote For	Vote Against	Abstain/Absent
Carol Olson	X		
Dr. Paul Goering	X		
Shireen Gandhi			Absent
Mary Maertens	X		
John Dinsmore	X		
Dr. Prachi Striker	X		
Catherine Chavers	X		

Review correction in September meeting minutes and correction in Shireen Gandhi's last name

- Cathy Chavers motioned to approve the September meeting minutes with the correction to Shireen Gandhi's last name; Mary Maertens seconded. All in favor, no opposition. **Motion passes.**

Board Member	Vote For	Vote Against	Abstain/Absent
Carol Olson	X		
Dr. Paul Goering	X		
Shireen Gandhi			Absent
Mary Maertens	X		
John Dinsmore	X		
Dr. Prachi Striker	X		
Catherine Chavers	X		

Privileging and Credentialling

- Dr. Prachi Striker motioned to approve Privileging and Credentialing; Mary Maertens seconded. All in favor, no opposition. **Motion passes.**

Board Member	Vote For	Vote Against	Abstain/Absent
Carol Olson	X		
Dr. Paul Goering	X		
Shireen Gandhi			Absent
Mary Maertens	X		
John Dinsmore	X		
Dr. Prachi Striker	X		
Catherine Chavers	X		

Approval of Board member attendance at the Minnesota Hospital Association (MHA) Winter Trustee Conference and related per diem and mileage reimbursement

- Dr. Prachi Striker motioned to approve Board member attendance at the MHA Winter Trustee Conference, along with related per diem and mileage reimbursement.; Mary Maertens seconded. All in favor, no opposition. **Motion passes.**

Board Member	Vote For	Vote Against	Abstain/Absent
Carol Olson	X		
Dr. Paul Goering	X		
Shireen Gandhi			Absent
Mary Maertens	X		
John Dinsmore	X		
Dr. Prachi Striker	X		
Catherine Chavers	X		

3:15 p.m. CEO/Board Chair and Vice Chair Updates

- Marshall E. Smith, Chief Executive Officer (CEO) of Direct Care and Treatment (DCT) Health System, provided a CEO update.

- DCT experienced significant survey activity across multiple service lines this month. Forensics received four annual Minnesota Department of Health (MDH) surveys with low-level findings and corrective actions underway. Mental Health and Substance Abuse Treatment Services (MHSATS) locations saw several complaint and annual surveys, with citations being addressed.]
  - Cambridge Dental Clinic received approval for IV sedation and successfully completed its first procedures.
  - A chickenpox exposure occurred within one program area and is being actively managed, including staffing adjustments to ensure safe operations.
  - Vacancy remains stable at approximately 460 Full Time Equivalents (FTEs) across the health system. The 6 key positions within our vacancy is continuing to be monitored and demonstrates some improvement, decreasing from 278 to 267. Turnover continues trending downward at 10.78%, which remains better than national benchmark of 18%.
  - Financial indicators overall remain positive. (MSOCS) Minnesota State Operated Community Services is forecasted to end the fiscal year with approximately 54 days cash on hand. Outpatient Services are forecasting approximately 10 days cash on hand. Appropriated programs continue to perform better than budgeted and expected to be within the available funded budget by the end of the fiscal year.
  - Technology modernization continues, with preparation underway for Phase 4 of the Electronic Health Record (EHR) implementation.
  - He reported that Advisory Committee membership is nearly finalized, with the lived-experience appointments still pending with the Governor's Office. He also noted that National Alliance on Mental Illness (NAMI) Minnesota has appointed a new CEO, Marcus Schmit, and that introductory engagement is being arranged.
  - The quarterly legislatively required Funding Transfer Report was reviewed, summarizing departmental transfers and contingency funding allocations. No facilities management or administrative salary transfers occurred during this reporting period.
- Direct Care and Treatment (DCT) Board Chair Carol Olson provided a Board Chair update.
    - Future public presence at the board meeting will include a virtual option to support accessibility, while Board members are encouraged to continue attending meetings in person.
    - She reminded Workgroup Chairs to submit items early so they can be included on the agenda before the meeting notice is posted 10 days in advance.
    - Chair Olson noted that there has been recent delays in processing Board reimbursement payments, Lynn Glancey is following up on that. She reminded members to continue sending invoices to Lynn Glancey, DCT Chief Financial Officer (CFO), copying Theresa Culp, DCT Executive Assistant.
    - She also shared that she, Vice Chair Dr. Paul Goering, and members of the DCT leadership team recently met with staff from the

Governor's Office. The discussion was positive and included interest and questions about the Board's work.

#### Workgroup Updates

- **Advisory Committee**
  - Dan Storkamp, DCT External Relations Executive Director provided an update on the DCT Advisory Committee
  - He reported that Advisory Committee membership is nearly complete, with the two lived-experience positions still pending with the Governor's Office.
  - He reviewed the statutory requirements, noting the first meeting must take place by January 15, when the Committee will elect a chair.
  - He explained that a third-party facilitator will be contracted through Minnesota Management and Budget (MMB) to help with logistics and coordination.
  - Dan walked through the workgroup's recommendations, which include sending a welcome letter on behalf of the Board, having the Chair and Vice Chair establish initial communication, inviting Advisory Committee leadership to provide updates, keeping the workgroup active for now, and supporting ongoing two-way communication.
  - Dr. Striker motioned to approve the recommendations; Mary Maertens seconded. All in favor, no opposition. Motion Passes

Board Member	Vote For	Vote Against	Abstain/Absent
Carol Olson	X		
Dr. Paul Goering	X		
Shireen Gandhi			Absent
Mary Maertens	X		
John Dinsmore	X		
Dr. Prachi Striker	X		
Catherine Chavers	X		

- **Quality/Compliance**
  - Board Member Mary Maertens shared that the Quality & Compliance Workgroup held its first meeting and plans to meet monthly for the first year.
  - The workgroup reviewed the draft 2025 Quality Assurance Performance Improvement Plan (QAPI) Plan, which includes updated mission, vision, and values statements, as well as an expanded scope that adds strategic planning, contracted services, emergency management, peer review, and Baldrige alignment.
  - She noted the plan strengthens two-way communication between service lines and DCT's quality system.
  - Mary also shared that the Office of the Legislative Auditor recently completed an overtime audit of several 24/7 state agencies, and DCT had only a small number of findings, which management is already addressing.
  - The QAPI Plan will return to the Board for approval in early 2026

- Finance
  - Board Member John Dinsmore provided the update and noted that the Finance Workgroup held its second meeting on November 5 and will continue meeting monthly.
  - John reported that the workgroup is developing monthly and quarterly financial reports for the Board, with more formal reporting expected in early 2026.
  - He noted that capital improvements will be an upcoming focus and that Nancy Freeman, DCT Facilities Director will attend the December meeting to walk through facility and capital planning needs.

3:55 p.m.

#### Policies (Dale Klitzke)

- Dale Klitzke, DCT General Counsel provided the policy update and reviewed three policies brought forward for the Board's consideration:
  - Public Meeting Decorum, Attendance, and Participation
  - Executive Board Policy Development and Management
  - Code of Ethics and Business Conduct.
- He walked through the updates made to the Public Meeting Decorum, Attendance, and Participation policy since the last meeting, including clarifying expectations for public comment, refining time limits, and updating language around prohibited content and enforcement.
- Dale also noted that the Guide to Public Participation will be included as a referenced resource to support consistency for members of the public attending Executive Board meetings.
- The Board discussed a few minor wording adjustments.
- No comments or concerns on the Executive Board Policy Development and Management or the Code of Ethics and Business Conduct policies

Board Member	Vote For	Vote Against	Abstain/Absent
Carol Olson	X		
Dr. Paul Goering	X		
Shireen Gandhi			Absent
Mary Maertens			Absent
John Dinsmore	X		
Dr. Prachi Striker	X		
Catherine Chavers	X		

- Dr. Paul Goering made a motion to approve all three policies, Dr. Prachi Striker seconded. All in favor, no opposition. **Motion passes**
- Mary Maertens had to leave the meeting before a vote could be called.

4:30 p.m.

#### Legislative Update (Carrie Briones)

- Carrie Briones, DCT Legislative Director provided a legislative update and gave an overview of the upcoming legislative session, noting key timelines and the role of the November and February budget forecasts in shaping what agencies can bring forward.
- She walked through the legislative process, including bill introductions, committee hearings, omnibus bill development, conference committees, and final passage.

- Carrie reviewed how DCT prepares legislative proposals, including early idea gathering, internal review, stakeholder coordination, and required submissions to Minnesota Management and Budget (MMB) and the Governor's Office.
- She also noted that the upcoming session is expected to be more limited in scope, with fewer opportunities for supplemental budget requests.
- Carrie shared that DCT will continue monitoring pre-session activity and will keep the Board informed as legislative priorities develop.

4:45 p.m.

Meeting Adjourned

- John Dinsmore made a motion to adjourn the meeting, Cathy Chavers seconded. All in favor, no opposition. **Motion passes**

Board Member	Vote For	Vote Against	Abstain/Absent
Carol Olson	X		
Dr. Paul Goering	X		
Shireen Gandhi			Absent
Mary Maertens			Absent
John Dinsmore	X		
Dr. Prachi Striker	X		
Catherine Chavers	X		