

Meeting Minutes DCT Executive Board Meeting

Thursday, May 21
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, Mary Maertens, Shireen Gandhi, John Dinsmore, Cathy Chavers, Laurie Halverson, Lynn Butcher

DCT Staff in Attendance

Marshall E. Smith, Dr. KyleeAnn Stevens, Connie Jones, Dale Klitzke, Dr. Soniya Hirachan, Jeshua Livstrom, Terra Carey, Nancy Johnston, Doug Latuseck, Kazim Lalji, Britney Issacs, Amy Chantry, Kathy Engstrom, Lynn Glancey, Carrie Briones, Breanna Drummer, Kari Gallagher

3:00 p.m. Introductions/Roll Call

- A quorum was established.
- The purpose of Board members attending virtually was for convenience.

Board Member	Present In Person	Abstain	Absent	Present Virtual
Carol Olson	X			
Dr. Paul Goering	X			
Shireen Gandhi	X			
Mary Maertens				
John Dinsmore				X
Dr. Prachi Striker			X	
Catherine Chavers	X			
Laurie Halverson				X
Lynn Butcher	X			

3:05 p.m. Review April Meeting Minutes

- Dr. Paul Goering motioned to approve the April meeting minutes. Shireen Gandhiseconded the motion. All in favor, no opposition. Motion passed.

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

Privileging and Credentialling

- Board members reviewed the Privileging and Credentialling from April
- Dr. KyleeAnn Stevens, DCT Executive Medical Director presented the privileging and credentialing items for approval.
- She reported:
 - 9 new appointments, 6 of which are through a radiology tele contract
 - A new Clinical Director for the Child and Adolescent Behavioral Health Hospital
 - 15 reappointments
 - 1 separation
- Cathy Chavers motioned to approve Privileging and Credentialling; Shireen Gandhi 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	X			
Mary Maertens				X
John Dinsmore	X			
Dr. Prachi Striker				X
Catherine Chavers	X			

Approval of Fiscal Year 2027 Strategic Plan

- Mary Maertens motioned to approve Fiscal Year 2027 Strategic Plan; Shireen Gandhi seconded. All in favor, no opposition. **Motion passes.**

Discussion

- Discussion included Board involvement in the strategic planning process and future opportunities for earlier Board input.

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

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

- Marshall E. Smith, Chief Executive Officer (CEO) of Direct Care and Treatment (DCT) Health System, provided a CEO update ([referenced document](#))
- Direct Care and Treatment Board Chair Update
 - Chair Olson reported the Advisory Committee will be doing facility tours, including the June 26 tour at Minnesota Sex Offender Program (MSOP) in Moose Lake, with planned tours to Forensics and Anoka

Metro. Regional Treatment Center (AMRTC). Board members who were not able to participate in prior tours were encouraged to notify Kari Gallagher, DCT Executive Aide if they are interested.

- Chair Olson reminded Board members to submit invoices monthly.
- Chair Olson stated the Board will vote on the Vice Chair role in June and discussed the Chair and Vice Chair roles.
- Key points:
 - The Chair and Vice Chair meet monthly with CEO Smith and General Counsel to review the agenda and minutes.
 - The Chair also meets with CEO Smith prior to Board meetings.
 - Board members interested in the Vice Chair role may submit their names in advance of the June meeting.
 - Chair Olson reported that CEO Smith provides updates on his goals following the December evaluation.
 - Chair Olson asked Board members to consider whether the Board should move to an every-other-month meeting cadence after the July meeting.
 - Additional board discussion included placing an item on the June agenda to vote on extending the current Vice Chair role through July, as Chair Olson will be absent for the July meeting.

3:30 p.m. Workgroup Updates

- Advisory Committee
 - The Advisory Committee update was provided as part of the CEO Update.
- Quality/Compliance
 - Board Member Mary Maertens provided an update from the Quality and Compliance Workgroup.
 - Key areas of focus:
 - Key performance indicators and processes.
 - Alignment with the quality pillar and strategic plan.
 - Closed versus open meeting process for credentialing and privileging.
 - Workgroup chair rotation.
 - Compliance dashboard.
 - Notifications to the Office of Legislative Auditor.
 - Regulatory oversight.

Discussion

- Discussion included revisiting the closed versus open meeting process for credentialing and privileging after consulting with legal.
- The topic will be on the agenda for the next Quality and Compliance Workgroup meeting.

- Finance

- Board Member John Dinsmore reported that the Finance Workgroup met on May 6 and deferred to Lynn Glancey to present the materials in the Board packet.
- Lynn Glancey, DCT Chief Financial Officer, presented the third quarter financial statements.
- Lynn Glancey reported:
 - DCT is projected to finish the year with a positive balance.
 - DCT continues to operate within a thin budget.
 - Minnesota Paid Leave and Family Medical Leave Act (FMLA) were noted in relation to overtime impacts.
 - Non-salary underspending has helped overall operations balance.
 - DCT is reviewing how to address budget needs as part of the Fiscal Year 2027 budget process.
 - Fund 2000, ambulatory and outpatient services, is a revenue-based program.
 - Fund 2000 will require a cash pull at the end of the year.
 - Fund 2001 is DCT's systems account and includes Minnesota Information Technology (MNIT) and technology expenses.
 - Fund 4350 is an enterprise fund and is operating within budget.
 - Fund 4350 has an operating margin of about 10% and about 60 days cash on hand.
 - A financial snapshot was provided showing where programs are in comparison to the overall budget.

Discussion

- Discussion included questions regarding allocated expenses, Minnesota IT Services (MNIT) costs, shared services with Department of Human Services (DHS) and Department of Children, Youth, and Families (DCYF), and how costs are allocated across state agencies.
- MNIT rates are set for agencies and that charges are based on usage, users, or equipment.
- DCT is reviewing enterprise costs and service differences as it continues to operate as a new state agency.
- Participation in a statewide MNIT workgroup related to rates and allocations.

3:45 p.m.

Legal Update

- Dale Klitzke, DCT General Counsel provided the annual legal update.
- Dale reviewed the General Counsel's Office structure, accomplishments from the past year, Fiscal Year 2026 data, strategic priorities, and executive partnership needs.
- Key Points:
 - General Counsel's Office staffing and business/operational support structure
 - Data privacy office structure and centralized data request process
 - Litigation support and case management systems
 - General Counsel's Office and Board policies

- Fiscal Year 2026 litigation, data incident, and data request information
- Continued work on tracking systems, DCT rules, data security, technology contracts, and legislative initiatives

Discussion

- Discussion included questions regarding General Counsel's Office support needs and its role in supporting DCT leadership, operations, and decision-making.
- Discussion included how litigation updates may be provided to the Board in the future, including timing, closed meeting requirements, and potential conflict considerations.
- Board members were reminded to check their state email accounts for documents requiring review or signature.

4:05 p.m.

Legislative Update

- Carrie Briones, DCT Legislative Director gave a legislative update
 - Carrie reported that DCT entered the legislative session with seven policy proposals, three budget-neutral proposals, and two bonding proposals.
 - Carrie reported that DCT received almost everything requested, and the policy and budget-neutral items were included in a policy bill.
- Key Points:
 - Technical statutory reference updates related to DCT's separation from DHS
 - Data privacy and data request process updates
 - Minnesota Health Records Act-related changes to support information sharing
 - Authority to share information with the guardianship court
 - An employee-related legislative item impacting more than 100 employees, including medical doctors
 - Medical decision-making authority for the Executive Medical Director when there is no nearest proper relative, with client protections included
 - Authority for certain patients to return to Forensics for psychiatric care or non-psychiatric medical care under specified circumstances
 - Authority to accept gifts for patients, with updated agency references
 - Secure body scanning authority for MSOP and Forensics
 - Extension of the county correctional support pilot appropriation
 - Extension of the Advisory Committee appropriation
 - MSOP client-related legislation regarding access to certain employee information or data
 - Bonding and asset preservation funding

Discussion

- Carrie reported that the legislative team prepares a summary document and offered to share it with Board members if interested.

- Chair Olson reported that a legislative retreat is scheduled for June 2 to begin reviewing legislative proposals for 2027, with Board representation included in that process.
- Board members thanked Carrie for the update and the work completed during session.

4:20 p.m.

Review Panel and Task Force Updates

- Due to the time available, the Priority Admissions Review Panel and Mentally Ill and Dangerous Civil Commitment Reform Task Force updates were not presented.
- The updates will be included on a future Board meeting.

4:45 p.m.

Open Public Comment

- Chair Olson introduced the public comment portion of the meeting and reviewed procedures, including time limits and that the Board would listen without engaging in dialogue.
- Two public comments were received William Dobbs who spoke virtually and Michael Lotti who spoke in person regarding DCT transparency and accountability.

4:57 p.m.

Meeting Adjourned

- Cathy Chavers made a motion to adjourn the meeting, 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	X			
Mary Maertens	X			
John Dinsmore	X			
Dr. Prachi Striker				X
Catherine Chavers	X			