



Governance Board Meeting Attendance Tracker 7.18.2024

Meeting Attendees

No.	Name	Organization and Title / Role
1	Dr Douglas Harrington	State Medical Officer/Acting CEO (Vice Chair)
2	Kim Aiken	Chief Financial Officer (Secretary)
3	Dr Micah Hoffman	Medical Director, MSH
4	Meghan Peel	Interim Administrator, Behavioral Health & Developmental Disabilities Division
5	John Hazel	A&M (Presenter)
6	Amanda Groos	QI Manager (Presenter)
7	Cristi Gregory	Business Office Manager (Presenter)
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Note: Please add additional rows as needed to account for all attendees at the meeting.



Governance Board Meeting Minutes 7.18.2024

Meeting Details

Meeting Title	Governance Board – Quarterly Meeting
Date and Time	7.18.2024 at 3:00pm
Owner(s)	Governance Board Members
Purpose / Objectives / Topics	Report MSH Departments Quarterly Data
Key Documents, Policies, or Links	PowerPoint Presentation

Meeting Issues, Key Discussion Points, and Follow-Up Items

No.	Topic	Key Discussion Points	Discussion / Follow-Up / Action Items
1	Review Meeting Minutes from May 14, 2024	<ul style="list-style-type: none"> Attached to meeting invite 	<ul style="list-style-type: none"> Approved by Board
2	Facilities Update	<ul style="list-style-type: none"> Summary of Census, Admissions, Discharges and Galen waitlist for SFY24 Q4 	<ul style="list-style-type: none"> Average Daily Census: <ul style="list-style-type: none"> 161 – Main Hospital 46 – Galen 30 – Group Homes Admissions Monthly Average: <ul style="list-style-type: none"> 59 – Main Hospital 9 – Galen 0 – Group Homes Discharges Monthly Average: <ul style="list-style-type: none"> 60 – Main Hospital 8 – Galen 1 – Group Homes Waitlist:



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			<ul style="list-style-type: none"> ○ 0 – Main Hospital ○ 86 - Galen ○ 0 – Group Homes
3	CMS Certification Update	<ul style="list-style-type: none"> • Summary of CMS action items and progress 	<ul style="list-style-type: none"> • MSH CEO tentative start date of August 2024 • Strong Medical Director candidate has been identified. • Director of Social Services implemented the updated policies for the Social (Psychosocial) Assessment and Treatment Planning and Discharge. • Director of Social Services deployed a new standardized SUD assessment template in TIER. • Vacancies of key leadership positions has been a challenge; some open positions are CMS required. •
4	Medical Staff Privileging	<ul style="list-style-type: none"> • Summary of Medical Staff privileging updates for SFY24 Q4 	<ul style="list-style-type: none"> • 1 MSH Provider privileges re-appointed • 1 Locum Provider privileges re-appointed • 6 Locum Providers received their initial privilege appointment
5	MSH Policy Updates	<ul style="list-style-type: none"> • Policies & Procedures worked on during SFY24 Q4 	<ul style="list-style-type: none"> • Hazardous Drug Handling Policy updated 6.7.24.



No.	Topic	Key Discussion Points	Discussion / Follow-Up / Action Items
			<ul style="list-style-type: none"> • Methadone Use for Opioid Dependence Policy, new policy created 6.7.24 • Medical Emergency Response and Review Policy, new policy created 6.7.24. • Clinical Nutritional Services Policy, new policy created 6.7.24 • Incident Reporting and Event Review Policy updated 6.7.24 • Cleaning and Disinfection of Shared Patient Equipment Policy, new policy created 6.7.24 • Multidrug-Resistant Organism Management Policy, new policy created 6.7.24 • Construction and Renovation Policy and Procedure, new policy created 6.7.24 • Discharge Criteria and Planning Policy, new policy created 6.7.24 • ALL POLICIES LISTED WERE APPROVED BY GOVERNANCE BOARD 7.18.24
6	MSH Policy Updates	<ul style="list-style-type: none"> • Policies & Procedures retired/replaced during SFY24 Q4 	<ul style="list-style-type: none"> • Methadone and Buprenorphine Authorized Use of Opioid Dependence



No.	Topic	Key Discussion Points	Discussion / Follow-Up / Action Items
			<ul style="list-style-type: none"> • Multidrug Resistant Organism Guideline Nursing Procedure • Cleaning of Non-Critical Reusable Patient Care Equipment • Medical Emergency Response – Initiating a Code Blue • Body Piercing and Tattooing Prohibited • Patient Travel • Medication Error Reporting
7	Key Quality Measures & Metrics	<ul style="list-style-type: none"> • Summary of Quality Improvement Data – Patient Safety 	<ul style="list-style-type: none"> • Patient Falls Monthly Average: <ul style="list-style-type: none"> ○ 42 – Main Hospital ○ 36 - Spratt ○ 1 – Galen • Medication Errors Monthly Average: <ul style="list-style-type: none"> ○ 19 – Main Hospital ○ 13 – Spratt ○ 5 – Galen • Substantiated Abuse & Neglect Monthly Average: <ul style="list-style-type: none"> ○ 1.33 – Main Hospital ○ 0.33 – Spratt ○ 0.00 – Galen • Unsubstantiated Abuse & Neglect Monthly Average: <ul style="list-style-type: none"> ○ 1.0 – Main Hospital ○ 0.3 – Spratt ○ 0.0 - Galen •



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8	Key Quality Measures & Metrics	<ul style="list-style-type: none"> Summary of Quality Improvement Data – Inpatient Psychiatric Care 	<ul style="list-style-type: none"> Hours of Physical Restraint Use Monthly Average: <ul style="list-style-type: none"> 0.13 – Main Hospital 0.01 – Spratt 0.01 – Galen Hours of Seclusion Use Monthly Average: <ul style="list-style-type: none"> 0.82 – Main Hospital 0.00 – Spratt 34.48 – Galen Chemical Restraint Occurrence Monthly Average: <ul style="list-style-type: none"> 0.00 – Main Hospital 0.00 – Spratt 0.00 – Galen
9	Key Quality Measures & Metrics	<ul style="list-style-type: none"> Summary of Quality Improvement Data – Supplemental Quality Indicators 	<ul style="list-style-type: none"> Number of Falls with Major Injury per 1,000 Patient Days Monthly Average: <ul style="list-style-type: none"> 0.3 – Main Hospital, due to a particular patient very prone to falls 0.1 Spratt Percent of Group Therapy Sessions that Occurred as Scheduled Monthly Average: <ul style="list-style-type: none"> 72% - Main Hospital 70% Spratt Percent of Interdisciplinary



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			<p>Treatment Plans Completed Within 72 Working Hours of Admission Monthly Average:</p> <ul style="list-style-type: none"> ○ 80% - Main ○ 68% - Spratt <p>• Percent of History & Physicals Completed Within 24 Hours of Admission Monthly Average:</p> <ul style="list-style-type: none"> ○ 58% - Main Hospital ○ 89% - Spratt
10	HR Update & Metrics	<ul style="list-style-type: none"> • Summary of HR Data 	<ul style="list-style-type: none"> • Employee Vacancy Rate Monthly Average: <ul style="list-style-type: none"> ○ 30% - Down 3% from Q3 • Employee Turnover Rate Monthly Average: <ul style="list-style-type: none"> ○ 2% - Same as Q3 • Net Employee Hires Monthly Average: <ul style="list-style-type: none"> ○ 8 – Same as Q3 • Employee Vacancies Monthly Average: <ul style="list-style-type: none"> ○ 146 – Down 8 from Q3 • Employee Turnover Monthly Average: <ul style="list-style-type: none"> ○ 12 – Up 4 from Q3 • Employee Turnover Rationale <ul style="list-style-type: none"> ○ 26, voluntary – positive



No.	Topic	Key Discussion Points	Discussion / Follow-Up / Action Items
			<ul style="list-style-type: none"> ○ 9, voluntary – negative ○ 3, involuntary
11	Operating Budget	<ul style="list-style-type: none"> • Budget Update 	<ul style="list-style-type: none"> • SFY 2024: 81,360,232 • Projected Expenditures as of 6.30.24 is 86,241,190 • General Fund Deficit for SFY24 is projected to be (4,880,958)
12	New/Renewed Contracted Services	<ul style="list-style-type: none"> • List of New and renewed contracts 	<ul style="list-style-type: none"> • American Tree Service • Frontline AG Solutions • Big Sky Credentialing Services • Facility Improvement Corp (FICO)
13	Special Events or Occurrences	<ul style="list-style-type: none"> • Summary of Patient/Staff Events during Q4 	<ul style="list-style-type: none"> • 5.27.24 – Patient & Staff BBQ • 6.19.24 – Patient & Staff Cornhole tournament. • 6.21.24 – Wheel of Fortune with Patients & Staff. • 6.28.24 – Patients & Staff had a bocce ball tournament.
14	Meeting Adjourned	<ul style="list-style-type: none"> • 3:20pm 	<ul style="list-style-type: none"> • Minutes completed on 7.26.24 by Kristin Finucane, MSH Exec Admin Assist.

PLEASE ATTACH THE SIGN-IN / ATTENDANCE SHEET TO THE AGENDA / MINUTES