

Division of Developmental Disabilities
State Operated Intermediate Care Facilities for
Individuals with Intellectual Disabilities
Governing Body Meeting Minutes

Date: February 22, 2018

Time: 2:00 p.m.

Location: Department of Economic Security
Division of Developmental Disabilities
1789 W. Jefferson Street, A.D. Conference Room
Phoenix, Arizona 85007

Governing Body Committee Present

Bruce McMorran, ATPC Superintendent; Jeffrey Amberson, Training Manager; Dr. Pearlette Ramos, Deputy Administrator Director; Leah Gibbs, Director of Residential Services; Sherri Wince, ALTCS Compliance Officer; Patricia Hughes, Employee Relation Specialist for Yolanda Craig, Human Resource Administrator

Absent: Roberta Blyth, Business Operations Administrator; Maureen Casey Assistant Director; Dan Johnson, Physical Plant Supervisor II; Sherri Wince, ALTCS Compliance Officer

Governing Body Committee Joining Telephonically

Dr. Jennifer Grey for Dr. Joanna Kowalik, Chief Medical Officer; Laurie Lockyer, Chief Quality Officer

Visitors: Tameka Hartman, Acting Director of Residential Services

Staff: Lynda LaCroix, Administrative Assistant II; Jennifer Templin, Administrative Assistant III; Keely D'Amour-Toy, Executive Staff Assistant

Call to Order, welcome, introductions, review & approval of January 25, 2018 draft meeting minutes

Bruce McMorran called the meeting to order at 2:11 p.m. with a welcome and announced a quorum was present. Following an introduction and a request to review and approve the draft minutes of January 25, 2018 meeting, Tameka Hartman made a motion to accept the minutes. Seconded by Jeffrey Amberson. All were in favor, zero opposed and the motion passed unanimously.

Document Maintenance (SharePoint)

Standard Operating Procedures edits have been uploaded to SharePoint, continue to post all new items on SharePoint. Governing Body Meeting minutes and agendas are being posted to the correct sites.

Facility Staffing Update

There were 91 vacancies at ATPC. With one resignation and one retirement this week, there are total of 93 vacancies. Currently, there are seven positions posted on the AZJobs.gov site: Habilitation Supervisor 2, Secretary, Housekeeper, Physical Therapist, Speech Therapist, Campus Monitor and Direct Support Professional (Hab Tech 2). Interviews for a Hab Tech 3 position are being scheduled for next week. HR is working very hard to implement new processes to expedite the hiring process. A request has been made for a conference call with HR to help everyone understand the new processes prior to rolling it out. Administrative Assistant 2 interviews were held on Monday. An open Scheduler position is not yet

posted. Doing interviews for cook two positions. Housekeeping attendants anticipate to start Monday. Two Hab Techs have requested to demote to a switchboard position; one because of pregnancy, the other because of an assault and can no longer work with vulnerable adults. Staff apparently went straight to HR and not through their supervisor. Bruce has a meeting scheduled to go over retention.

Training Resources Review

Training Officer I position currently on hold. The four hour Active Treatment training is almost complete. The H&W Independent Solutions Active Treatment training offers four different courses, depending on position. The first one is complete; four of our trainers attended this so they can begin training the remainder of our Hab Tech IIs. Session B is scheduled for March 19 & 20 and the list of attendees is being compiled. Session C is scheduled for March 21 & 22, and Session D is scheduled for April 4, 5, & 6. The materials for all four courses will be posted to the DDD SharePoint site. The Labor Relations Alternatives Investigator training class has been held. Will be doing teach backs, where the LRA instructors will watch and hopefully certify all fifteen participants. Emergency Preparedness Training; there have been 27 procedures and policies written for a training class that is scheduled to begin on February 28, 2018. All staff at both ATPC and Phoenix locations must be trained by March 30, 2018. Policies need to be reviewed by managers to check terminology so that all staff will understand prior to the start of training.

Physical Environment

Multiple contractors continue to work around campus making repairs. The PO to complete the internal lighting project at 30 Oasis Court and begin other homes has not been approved due to vendor delays. 50 Oasis Court is the next building scheduled to have their lighting upgraded. Maintenance and Repairs continue to make all necessary maintenance and repairs as needed; there is currently one vacancy in this department. Sanitation staff and Housekeepers will start working weekend and evening shifts to assist with the chores and clean-up of mealtime dishes.

Policy Review

No updates

Budget Review

Not present; Leah to follow up with Jasmin Colon.

Standard Operating Procedures

There are currently 27 Standard Operating Procedures (SOPs) that have been updated and ready for review. 12 of the 27 had suggested edits. Those edits will be completed and the 12 documents will be sent out again for review along with an additional 20 SOPs.

Active Treatment

ACAT currently doing six observations per week, focusing on 50 Oasis Court and working toward certification. The next phase of the Active Treatment Training has been scheduled. Session B is scheduled for March 19 & 20 and the list of attendees is being compiled. Session C is scheduled for March 21 & 22, and Session D is scheduled for April 4, 5, & 6. LRA Training is scheduled for April 7, 8, & 9.

Psychological Services

Currently, 43 psychological reviews have been completed. All should be done by May 1, 2018. Would like SIBR to email reviews to Dr. Kowalik and Tameka Hartman prior to approval.

Project Management

Executive Leadership meetings are held on Tuesdays, and Executive Management Team meetings are held every other Thursday. Two out of three Project Plans are updated; all need to be completed by end of next week (March 2, 2018).

Quality Assurance

Melinda Churchill continues to work with Chris from H&W. Still have two vacant positions: Assistant QA Manager and Senior Investigator. These position requests are still with business operations.

Emergency Preparedness

ATPC had our second table top exercise on February 21, 2018. The Fire Chief came and explained the Incident Command System (ICS). Did two scenarios after the presentation by the Fire Chief. Bruce McMorran and Brenda Cruce are going to a mass casualty drill that is being put on by Pinal County. Originally thought it was three days long, however, it turns out the exercise is conducted over three days. Each session is only four hours, and there is a morning and afternoon session. Bruce will get a list of more staff members to send to this.

Plans of Correction

Plans of Correction have been uploaded to SharePoint. Changes to the Plans are pending information from Department of Health Services regarding 30 Sandstone Court.

General Operations Review

Person Centered Planning: Two meetings with guardians and family were held on Saturday February 10, 2018. The meetings went well. There was a lot of interaction between the guardians and presenters. Two of the guardians may want to move their family member closer to them instead of where we may determine they will fit. The facilitators talked to families/guardians after the meeting and said they would send information to them. Hope to schedule initial meetings for next week or so, and would like to have as much done as possible by June 1, 2018.

Additional Data

Need to start having a representative from the other state programs. Shift the facilitator from Bruce McMorran to either Tameka Hartman or alternate between ATPC, Central and South. Bruce and Tameka will discuss a new agenda and send out new calendar invites.

Open Discussion

Nothing more to add.

Call to Public

No Comments

Adjourn

Motion by Jeff Amberson to adjourn at 3:37p.m. Seconded by Tameka Hartman.

All handouts, presentations, flyers and meeting materials are available for review through State Operations Services office.

Next Meeting Date and Time: Thursday March 22, 2018, 2pm-4:30pm: date, time and location to be announced by Public Meeting Notice posted at the Department of Economic Security website <https://des.az.gov/how-do-i/view-public-meeting-notice>