

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

Date: April 26, 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

Participants:

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| ▪ ATPC: Superintendent | ▪ DES/DDD Assistant Director |
| ▪ DES/DDD Deputy Assistant Director | ▪ DES/DDD Chief Compliance Officer |
| ▪ DES/DDD Chief Medical Officer | ▪ DES/DDD Chief Quality Officer |
| ▪ DES/DDD Training Manager | ▪ DES/DDD Office of Facilities Management |
| ▪ DES/DDD Director of Residential Services | ▪ DES/DDD Human Resource Administrator |
| ▪ DES/DDD Business Operations Administrator | ▪ Deputy Program Administrator Phoenix State Operated Services |

Governing Body Committee Present:

Bruce McMorrان, ATPC Superintendent; Dr. Joanna Kowalik, Chief Medical Officer; Dr. Pearlette Ramos, Deputy Assistant Director; Jeffrey Amberson, Training Manager; Mary Schumacher, Business Operations Director; Maureen Casey, Assistant Director; Melinda Foy, Acting Deputy Program Administrator; Sherri Wince, Chief Compliance Officer; Tameka Hartman, Acting Director of Residential Services; Natasha Gooden, Deputy Human Resource Administrator for Yolanda Craig, Human Resource Administrator

Governing Body Committee Absent:

Laurie Lockyear, Chief Quality Officer; Dan Johnson, Physical Plant Supervisor; Yolanda Craig, Human Resources Administrator

Governing Body Committee Joining Telephonically: None

Visitors: None

Staff: Jenny Templin, Administrative Assistant; Jasmin Colon, Administrative Assistant; Zane Garcia Ramadan, Business Operations Administrator; Melinda Churchill, ATPC Quality Manager; Leah Gibbs, Community Outreach Manager

Call to Order, welcome, introductions, review & approval of February 22, 2018 draft meeting minutes

Tameka Hartman called the meeting to order at 2:04 p.m. with a welcome and announced a quorum was not yet present, but we would start with introductions until more members arrived. At 2:11 pm Tameka announced that with additional Governing Body Committee members who had arrived. We

then had a quorum present and asked for a motion to review and approve the minutes from the March 22, 2018 meeting.

Jeff Amberson made a motion to accept the minutes as written. Seconded by Bruce McMorran. All were in favor, zero opposed and the motion passed unanimously.

Staffing Updates

- ATPC: There are 80 vacancies at ATPC. These majority of vacant positions Habilitation Technicians and Cooks. Interviews are held regularly for the Habilitation Technician positions as well as open recruitments for the other positions.
- Phoenix State Operated: There are 58 vacancies in Phoenix. The majority of these positions are Habilitation Technicians. There is also a housekeeping and cook position. There were 6 applicants that passed the process a few weeks ago that Melinda is waiting for an update from HR; Natasha will check with the analyst and report back to Melinda about the status. In an effort to retain employees, they are being informed about FMLA and leave without pay as a possible alternative to resignation. Some employees are not aware of these options and it has helped retain employees who put in a resignation in some cases.
- Human Resources Update: Human resources is working on developing a report to show the ratio of employees in each home based on the number of members. They plan to use the information to help fill vacancies on a prioritized basis when there are more vacancies in a particular home. Recruitments continue on an ongoing weekly basis, however this will help to fill specific locations where there is a greater need first. Both Bruce and Melinda will work with Human Resources to get accurate numbers for the homes in their areas. The candidate for the physical therapy position declined the job offer. She will continue to work under her contract until the position is filled with a permanent employee.

Training Resources Review

- ATPC has 2 training officers on site. The emergency preparedness full scale drill on April 12 went well and received positive feedback. A meeting is scheduled the week of 4/30 to discuss the Systems Improvement Agreement training requirements.
- Phoenix is continuing to offer classes and is adding a few more emergency preparedness classes in preparation for their full scale drill scheduled in September. Due to recent events 2 of the facilities have met the annual requirement for evacuation drills, the other 2 facilities will be scheduling practice drills.

Physical Environment

ATPC:

- 10 Sandstone – The first restroom is complete and the work in the second restroom has started.
- Roadrunner – Ceramic tile work is ongoing in the restroom, the concrete floor is done, and the painting is about half complete.
- Desert Sun Southeast –The fire suppression system install is in progress and still on track for June 15 completion. This has been a large project since the building never had this type of system. It has been a completely new install of this type of system.
- LED interior lights and dimmer switches for all homes have all been ordered. As soon as the materials arrive on campus the electricians will focus on installing the lighting until it is complete.
- The generator purchase order was submitted for the engineer can perform the official inspection. Once the inspection is complete, facilities will make a determination about whether we can go ahead with using this one for the ATPC campus.

Phoenix:

- Campbell is waiting for approval of awning and turf repair. It will depend on how much space is available once the generator remodel is completed.
- All homes are upgrading to new medicine cabinets.
- New river rock is being added to three areas in the back yard at Earll.
- Pinchot will be adding netting around the back patio. They are still waiting for approval on the sidewalk repair.
- 177 is installing new flooring and resurfacing the kitchen cabinets.
- The hallway is being painted and sunscreens are being added at Windsor.
- The pool deck has been approved for repair/replacement at 180.

Policy Review and Standard Operating Procedures

The consultants at H&W have reviewed 13 additional Standard Operating Procedures and returned these for review by the ATPC Executive Board. These will be placed onto the procedure template and sent out the Governing Body Committee for review and then be voted on at the May meeting.

A list of the Standard Operating Procedures (SOPs) to be voted on at this meeting was distributed with the agenda. The full version of the SOPs were distributed to the Governing Body Committee members multiple times through email for their review, comments and suggestions. The SOPs were also posted on the web site for public review and comment.

The following SOPs were recommended for deletion due to the fact that they are no longer needed and/or have been replaced with a new SOP including the same information.

C-535	Investigations
C-504	Incident Report
C-195	Corrective Action in Response to Allegations
C-163	Unusual Incident Report
C-155	Volunteer Services
C-145	Appeal of ISP Team Decision
AD No. 08	Sexual Assault-Abuse

Tameka Hartman asked for a motion to delete these Standard Operating Procedures. Some members of the group asked for more time to review C155 - Volunteer Services and vote on it at a future meeting. Dr. Joanna Kowalik made a motion to delete SOPs C535-Investigations, C504-Incident Report, C195-Corrective Action in Response to Allegations, C163- Unusual Incident Report, C145 – Appeal of ISP Team Decision and AD08 –Sexual Assault-Abuse. Sherri Wince seconded the motion. All were in favor, zero opposed and the motion passed unanimously.

The following SOPs were recommended for approval.

C-010	Governing Body Executive Management Team
C-129	Abuse Neglect Exploitation
C-131	Medication Administration
C-158	Program Review Committee
C-170	Active Treatment
C-172	Developing Approving and Monitoring Behavior Programs
C-177	Informed Consent
C-190	Employee Training

C-197	How to Initiate and Submit a Maintenance Work Order Request
C-507	Resident Death Mortality Review
C-508	Missing Individuals
C-512	Rights of Persons Receiving Services
C-534	Monthly Risk Meeting Residential
C-540	Quality Assurance Committee
C-555	Complaints

Tameka Hartman asked for a motion to approve these Standard Operating Procedures. Dr. Joanna Kowalik made a motion to approve. Dr. Pearlette Ramos seconded the motion. All were in favor, zero opposed and the motion passed unanimously.

Budget Review

The group discussed the reclassification of the Cook 2 positions to Cook 3 and what the differences in duties would be. The cook 3 in general have full kitchen duties including planning the meals, purchasing the food for the menu and then preparing the meals. The reclassification to the higher range would increase the pay to make it more competitive with other local restaurants and create better employee retention in these positions. Although the position descriptions (PDQs) were recently updated, Leah Gibbs suggested that it would be a good idea to review them again to make sure that all of the complex duties the cooks perform are included in the PDQ. Human Resources recommendation is that we only hire in the Cook 3 classification going forward.

Dr. Ramos reviewed that residential services has historically been neglected and in recent years three million dollars was spent on fiscal improvements. A clinical team and staffing structure was created that did not exist before. There has not been any guidance from business services if we are approaching a spending maximum or if we can continue to spend on the needed improvements as we see fit. We have continued to operate under what we believe to be in the best interest of improving operations and making improvements to retain CMS funding, not only under the understanding of being required to make these improvements, but also with the understanding that we would have some feedback with regard to finances.

Active Treatment

- There were 47 individuals that completed the Active Treatment training. There were four classes and 8 train-the-trainer candidates who completed their teachback testing. All candidates passed and will now be certified trainers for future sessions.
- Employee training records are stored with the supervisors and can be accessed at any time to show if the employee is up to date.
- Melinda Foy reported that she and some of the Phoenix employees attended the Active Treatment sessions and found the information to be valuable and useful.
- Tameka will continue working on how to track and implement these new practices to see what is working, where improvements are needed, and where changes may still need to be made in addition to observations. She will meet with Melinda Churchill and Melinda Foy to add this data piece to the tracking of active treatment. More information will be shared on the progress at the May Governing Body meeting.

Psychological Services

Dr. Glen Tanita has been invited to future meeting to provide information and updates.

Project Management

The System Improvement Agreement (SIA) has been executed. We have submitted our decision for the independent monitor and are waiting for approval from Center for Medicare and Medicaid Services (CMS). This is the first step in the process; once we have the approval for the independent monitor the next step will be to complete the root cause analysis. Updates will be provided at future meetings.

Quality Assurance

No updates

Emergency Preparedness

The full scale emergency preparedness drill took place at ATPC on April 12, 2018. The evaluators of the event were the Department of Health Services Division of Emergency and Military Affairs. Initial feedback was positive and once the after-action report is received any suggestions for improvement will be reviewed and followed up on. Melinda Foy attended the drill in preparation for the Phoenix drill scheduled for September. Coolidge Police and Fire Departments were also on site and participated in the drill.

During the week of April 23, ATPC had an incident where the power did go out for a period of time and caused the water supply to become contaminated. Both of these real incidents gave them the opportunity to implement some improvements learned in the drill. These will both be documented in after-action reports.

Both Phoenix and ATPC were asked to provide a representative to act as the emergency preparedness lead at each location. Brenda Minter (ATPC) and Claudia Murillo (Phoenix) are the two individuals identified to be the onsite leads in the event of an incident.

Security Assessment

No updates.

Plans of Correction

No updates.

General Operations Review

Person Centered Planning- Leah Gibbs

- The five State Operated Group Homes (SOGH) at ATPC will be closed. We have contracted with Sonoran University Centers for Excellence in Disability Education (UCED) to develop a plan for each of the nineteen current members residing in these homes. There were a total of 20 plans to be completed, 18 of these have been completed and two more are pending. The guardians of all nineteen of the members have been informed of the options members have with the closing of the group homes, one of which would be to move the members into an Intermediate Care Facility (ICF) on the campus. All person centered plans are on schedule to be completed by May 31, 2018.
- Facility renovations are being explored to accommodate those members who elect to stay on campus. A decision has not been made on the use of the group home buildings once relocation process is completed. We are well ahead of the CMS deadline complete the renovations for the members to move. Their deadline is 2022, however our planned deadline is December of 2019.
- A meeting with current group home staff was held to inform employees and answer their questions.

Open Discussion

No comments

Call to Public

No Comments

Adjourn

Motion by Dr. Joanna Kowalik to adjourn at 3:46 p.m. Seconded by Dr. Pearlette Ramos.

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

Next Meeting Date and Time: Thursday April 26, 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-notices>