

Governing Body Board Meeting
Meeting Minutes
April 26, 2017

Participants:

ATPC: Superintendent	DES/DDD Assistant Director
Phoenix State Operated Services Manager	DES/DDD Chief Compliance Officer
DES/DDD Director of Residential Services	DES/DDD Chief Quality Officer
DES/DDD Human Resource Administrator	DES/DDD Office of Facilities Management
DES/DDD Business Operations Administrator	Additional Participants as identified
DES/DDD Training Manager	

Present: Bruce McMorran, ATPC Superintendent; Dr. Laura Love, Assistant Director; Sherri Wince, Chief Compliance Officer; Laurie Lockyer, Chief Quality Officer; Brian Agersea, Office of Facilities Management; Joe Tansill, Business Operations Administrator; Irfan Choudhery, Training Officer; Leah Gibbs, Director of Residential Services.

Absent: Lucy Mailloux, Human Resource; Vicki Kronabetter, Phoenix State Operated Services Manager

1. Introductions were complete.
2. Bruce McMorran presented the Standard Operating Procedure, C-010; Governing Body and explained the purpose of the Governing Body.
Discussions will include areas of concern, what is functioning well and current initiatives for the ICF/IID programs.
3. Topics
 - Facility Staffing
 - Human Resource (H.R. Department)
 - Have been getting support from other Division's H.R. departments to move hiring forward.
 - Minimum wage exemption is hindering in our ability to hire support positions.
 - Direct Care:
 - H.R. from DTS is taking lead on posting for Hab Tech II positions
 - Check to see if there is an existing registry for direct care positions while the program recruits and hires.
 - Consider placing flyers into local DES offices for recruiting purposes
 - Clarify with HR the process and use of paper applications
 - Consider mobilizing DES on-the-go to allow for connectivity while permits are obtained to upgrade current system
 - Check with H.R. for possibility of allowing Support Coordinators who have previous experience in direct care to received condensed new employee orientation and orientation to the specific needs of members and work shifts at ATPC.
 - Consider if any program consolidation could occur in either ICF/IIDs or Day/Work program sites.

- Maintenance
 - H.R. from DB&F is taking lead on hiring maintenance positions.
 - Recent hires include Electrician, A/C Technician, Groundkeeper I
 - Resumes received for Physical Plant Supervisor I
 - Posting for second Plumber and Administrative Assistant III
- Quality Assurance
 - QA Manager has submitted for retirement effective 6/2/17
 - Laurie Lockyer will submit current Position Description to H.R. for posting the position.
 - District Central QA is assisting program with loading all Level 1 and 2 Incidents into IMS and ATPC is loading Level IIIs.
 - Internal investigations are completed by certified Level 1 Investigators and reviewed by the Superintendent who oversees any correction action needed.
 - Sherri Wince's staff will be conducting their first quality audit on 5/22/17 using tools previously used by Steve G. Monitoring position dedicated to ICF/IIDs will join the compliance audit team.
 - Leah will check with Kathy McCanna, Bureau Chief with AzDHS, for any tools they may have for internal audit purposes, including self-assessment tools.
 - DES/DDD will bring in a contractor with specific ICF/IID compliance experience to review all programs for compliance.
 - Daily reviews of incident report typing and categorizing are being conducted between District Central QA and ATPC staff.
 - Request has been made to add a full time position to State Operated Services to input, type and categorize incidents.
 - Discussion will occur at the bi-weekly health plan oversight committee regarding the Primary Care Provider (PCP) services Mercy Care Plan provides to the members at ATPC in the event of the current PCPs retirement.
- Professional Staff
 - Dr. Gray, Psychologist and Megan Woods, BCBA are providing clinical support to ATPC ICF/IID members pending contracting with a Psychologist.
 - There are ten applicants for the switchboard position and interviews will begin next week.
- Physical Environment
 - Brian Agersea wants to consider closing down walk-in coolers in each building.
 - Overall the facility is 65 years old and need to be aware of water, power and gas delivery systems campus wide.
 - Wiring recommended to be evaluated by an electrician.
 - Goal is to bring all 6 (six) ICF/IIDs up to standard

- There have been several air conditioning units replaced this past year due to age of units
 - There are good quality maintenance staff on board at this time.
 - Recommend rehabbing water well number 5; will be placed on next fiscal year's infrastructure request.
 - Will submit requests for building renewal funding to the Capital Improvement Plan.
 - Starting on infrastructure request for next fiscal year.
 - Still working on finding a trainer for pesticide and herbicide of exteriors at ATPC.
 - Continue to find and abate asbestos in attics and caulking around windows.

- Policy Review
 - Prior to future meetings, Standard Operating Procedures will be distributed to the Governing Body for review and suggested edit consideration during the meeting.

- Budget Review
 - Infrastructure budget requests will need to be developed for the ATPC campus and each service site location and submitted in late June to Becky Campbell, Business Operations.
 - Business Operations will clarify the appropriation authority for ICF/IID services.
 - Business Operations will clarify if there are any additional funds available in this current fiscal year to make purchases in preparation for next fiscal year.
 - Business Operations will develop a cost analysis for the option of increasing all positions in State Operated Services that are current paid less than \$10 per hour up to \$10 per hour.

- Training Resources Review
 - Campus wide training and competency training has been completed for phase I and phase II regarding updates and development of new Standard Operating Procedures.
 - Phase III training related to recognizing member rights and neglect training will be completed no later than 5-5-17.
 - Phase IV training will begin development the week of 5/1/17 on the last two Standard Operating Procedures that were developed or updated. This training will be completed no later than 5-17-17.
 - Training continues to modify existing courses to include updated Standard Operating Procedures to assure on-going training is accurate.

- Active Treatment Equipment Review
 - This topic will be reviewed during the next Governing Body Board meeting.

- General Operations Review
 - This topic will be reviewed during the next Governing Body Board meeting.

- Next Meeting: Due to the amount of action items the Governing Body Board determined to conduct the next meeting in 5 weeks rather than wait until next quarter. The next meeting will be scheduled for May 31, 2017 from 9 AM to noon.

Action Items		
Action	Person Responsible	Due Date
Check with AAG regarding use of QVA/IPA trained personnel to work on campus	Leah Gibbs	5-5-17
Check with HR recruitment to see if flyers regarding hiring opportunities could be placed in DES offices for people applying for benefits.	Leah Gibbs	5-5-17
Check to see if there is an existing registry for direct care staff to be trained and work on campus	Leah Gibbs	5-5-17
Check with Kathy McCanna at AZDHS to see if they are aware of a self-assessment tool ICF/IID can use to determine compliance with CFRs.	Leah Gibbs	4-27-17
Check with HR regarding compliance with ARS 41-1968 DES Employee fingerprint requirements	Dr. Love	5-5-17
Check with HR for status of paper applications for Hab Tech II positions that have been forwarded from ATPC	Dr. Love	5-5-17
Business Operations will clarify the appropriation authority for ICF/IID services	Joe Tansill	5-5-17
Business Operations will clarify if there are any additional funds available in this current fiscal year to make purchases in preparation for next fiscal year	Joe Tansill	5-5-17
Business Operations will develop a cost analysis for the option of increasing all positions in State Operated Services that are current paid less than \$10 per hour up to \$10 per hour.	Joe Tansill	5-5-17

Chief Quality Officer will submit PD to HR for posting for QA Manager position at ATPC.	Laurie Lockyer	4-26-17
Each Board member will determine what dashboard materials they will provide in future meetings to the board. Leah will email a reminder request to each board member.	Leah Gibbs	5-5-17