

**Governing Body Board Meeting  
Meeting Minutes  
May 31, 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	

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Present: Lori Key, ATPC Deputy Programs Administrator; Sherri Wince, Chief Compliance Officer; Laurie Lockyer, Chief Quality Officer; Brian Agersea, Office of Facilities Management; Cecilia Robles, Deputy Business Operations Administrator; Angela Venne, Training Officer; Vicki Kronabetter, Phoenix State Operated Services Manager; Leah Gibbs, Director of Residential Services.

Absent: Lucy Mailloux, Human Resource; Dr. Laura Love, Assistant Director, Dr. Pearlette Ramos, Deputy Assistant Director; Bruce McMorran, ATPC Superintendent; Joseph X. Tansill, Business Operations Administrator

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1. Introductions were complete.
2. Leah Gibbs discussed purpose and overview of this meeting.
  - Functions needed to operate Governing Body
    - Quarterly meetings set to take place.
    - Minutes are public record.
    - Meetings subject to open meeting law per AAG.
    - Handouts contain last meeting minutes and agenda.
3. Topic
  - Motion by Sherri Wince to approve Governing Body minutes dated April 26, 2017, seconded by Brian Agersea.
  - CMS
    - Leah Gibbs received an email on Friday, May 26 that Dr. Ramos met with Sean Price regarding funding staying in place for the next 45 days. He wants the program to file an appeal and reapply for certification once the letter is received from CMS. Current action is all active treatment plans and schedules are to be updated by Friday, June 2<sup>nd</sup>.
    - Day treatment programs are being evaluated for infrastructure needs.
    - Day treatment programs will be consolidated to have more staff and members in the same rooms.
    - Rooms and members are being evaluated to see the best fit.
    - One program is being shut down, 3 members consolidating with another program on Monday, June 5. Additional programs will be closed as guardians and teams agree to relocate the member to a different program.
  - Facility Staffing

- Statistics – Vacancy handouts given to each board member.
  - ATPC
    - Hab Techs/staff 33% vacant.
    - Program currently has 112 vacant positions.
    - Storekeeper position has been filled.
    - 1 Hab Tech II hired on May 22<sup>nd</sup>.
    - Last Hab Tech II hire prior to above date, was Jan 2017 and prior to that was in November 2016.
    - Working with HR to get interviews scheduled. HAR is reporting background checks are being hung up because Hab Tech II's have not been successful providing professional references.
    - Recommendation to ask HR for different reference types, i.e. Clergy, landlord, and teacher.
    - Article 8 mentions 3 references are required however no family members can be used as references. CMS states background checks are necessary and the program needs to follow the state's policies.
    - Dr. Gray, Megan Woods continue to provide support at ATPC.
    - PDs to fill positions for BCBA, Psychologist are almost ready to post.
  - Phoenix
    - Hab Techs/staff 34% vacant.
- Human Resource (H.R. Department)
- Maintenance
  - Physical Plant Supervisor I position filled, start date Monday, June 5.
  - Responsibilities include waste treatment, water safety, and supervise other maintenance staff.
  - ICF compliance monthly review/inspection will be conducted by PPS I.
  - Walk-in coolers will be considered for closure.
  - Improvements include:
    - Painting inside and out.
    - Doors being delivered and replaced
    - Carpet repairs.
    - Training on repair of woodwork, door frame and casing.
    - 10, 20, 30 Sandstone baseboard to be painted, interior/exterior painting.
    - Trip Hazards in concrete outside ICF patios being repaired
    - Sidewalk panels will need on-going repairs.
    - Replace kitchen countertops, reface cabinets.
    - Establish Air Curtain in doorways leading into ICF kitchens.
    - Replace electric services, bring in Electrical Engineer by 2018.
  - Business Operation budgeted to upgrade connectivity to ATPC, but due to permit delays, the funds will be used for ICFs. New updates from Brian's project list will be emailed upon receipt of a distribution list.
- Quality Assurance
  - QA Manager at ATPC resigned April 16<sup>th</sup>, retiring June 2<sup>nd</sup>, then extended until 6/30/2017.

- Posting for QA Manager closed May 24<sup>th</sup>.
  - Position to be filled by nurse.
  - Laurie Lockyer was asked by QA Manager to extend retirement date from June 2<sup>nd</sup> to August to use accrued time.
  - May allow QA Manager to extend resignation date to June 30<sup>th</sup>, the program does not expect to fill QA Manager before 6/30/17.
- Professional Staff
  - Discussion about coverage from QV pool to cover shortages in vacancies.
  - Do we have DDD staff who would be willing to work O/T to cover shortage?
  - Angela Venne mentioned Irfan discussed cutting training from 3 weeks to days to orient staff/DDD employees.
  - Discussed HR policies regarding hiring and lack of getting applicants through background checks.
  - Leah to notify Dr. Ramos that Governing Body met and recommended development of a white paper with ideas to expedite hiring for state operated services.
- Physical Environment
  - Surveyor report 6 inch gap under a door, looked in all Day Treatment programs but could not find.
  - Leah and Bruce walked campus. Brian and Leah will do a second review and evaluation of infrastructure needs for Day Programs.
  - Funding was historically used in the ICFs not in Day Program sites.
  - Leah discussed with Ben Kauffman to use Long Term Care funding for Day Programs.
  - Day Programs do not have cost centers at this time.
  - Leah would like to offer OT to maintenance workers to get Day Treatment facilities cleaned up.
  - Sherri Wince asked about cost involved with OT. Leah reported average overtime usage is high.
  - Brian referenced 6 weeks, 8 hours each Saturday until clean-up project is completed.
  - Sanitation – waste treatment plant having issues with items being flushed into the plant that should not be flushed
  - Looking at inlets and existing systems efficiency, bringing in a professional for evaluation.
  - Vicky Kronabetter reported on Windsor bathroom repair, mold issues that are being repaired.
  - Phoenix supported by OFM staff for building maintenance
  - ATPC connectivity permits could take up to 18 months; however, Leah Gibbs, assisted by Lori Key and Sherri Wince wrote Letter of Hardship as recommended by Bureau of Reclamation. Letter was forwarded to Sally Grimm of DES to go to Century Link who is working with the department on the project. Century Link is drafting one letter that will be signed by the Department as well as Century Link.
  - Possible time frame to get permits upon approval of hardship is 6 months.
  - DTS identified where to wire and prep for installation of equipment.

- Admin building will get boosted to help with connectivity issues until campus wide project is complete.
- Policy Review
  - ATPC updated procedures from the survey were accepted.
  - Statewide meetings to consolidate policies for all state op programs continue.
- Budget Review
  - ATPC use of O/T is being utilized per pay period:
    - P.P. 5/5 – 1400 hours
    - P.P. 4/25 – 1450 hours
    - P.P. 3/2017 – 1900 hours
- Training Resources Review
  - 19 Sessions, 78 trained
  - Productivity based on how many people are trained.
  - Training and recertification taking place.
  - Vicki’s staff took IMS training
  - CBT conflicts with procedures. Leah will reach out to OPD for assistance with IMS training content.
  - Leah to submit proposal to have direct care exempt from Voter Registration because it does not apply to direct care staff Training will be required for QIDP and program manages.
- Active Treatment Equipment Review
  - Will report at next meeting.
- General Operations Review
  - This topic will be reviewed during the next Governing Body Board meeting.
- Incident Management Systems
  - Ongoing training of ATPC staff.
  - Closing of Incidents not completed. Training on closing incidents is occurring the week of 06/19/17 for ATPC staff
- Consumer Resolution
  - Current complaints in CR system. 1-closed. 1-ongoing member’s guardian would like to use dentist who is not on contract with the State. Cecilia Robles will call the members guardian to resolve. Call occurred 6/16/17, outcome – pending.

**Action Items**

#	Action	Response	Person Responsible	Due Date
1	Check with AAG regarding use of QVA/IPA trained personnel to work on campus	The monies may not be used for departmental	Leah Gibbs	5-5-17 Done

		salaries, care of persons with developmental disabilities by the department or any other purpose within the department, but may be used for consultation to the department in the interest of local programs. Per AAG not permitted per ARS 36-557		
2	Check with HR recruitment to see if flyers regarding hiring opportunities could be placed in DES offices for people applying for benefits.	Sent email request to HR.	Leah Gibbs	6-5-17 Done
3	Check to see if there is an existing registry for direct care staff to be trained and work on campus	Unable to locate DCW Registry. Checking on CNS and RBT Registry with OP.	Leah Gibbs	5-5-17 Done
4	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.	Contacted Kathy McCanna at AZDHS regarding rules, DHS volunteered to do training in-service for overview of what surveyors are looking for to determine compliance with CFRs. Unable to locate.	Leah Gibbs	4-27-17 Self-assessment – Done  Training to be scheduled
5	Check with HR regarding compliance with ARS 41-1968 DES Employee fingerprint requirements	Email sent to ATPC staff to be fingerprinted, Phoenix will hopefully receive the same. South, QA, Monitoring and Compliance should be included. Notified HR of need to expand number of people permitted.	Dr. Love	5-5-17 5/30/2017 On-going
6	Check with HR for status of paper applications for Hab Tech II positions that have been forwarded from ATPC	Paper applications are being worked by HR.	Dr. Love	5/31/17 Done
7	Business Operations will clarify the appropriation authority for ICF/IID services	Communication with Business Operations is on-going.	Joe Tansill	5-5-17 As of 5/31/17 On-going
8	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	Funds are being approved for year-end projects.	Joe Tansill	5/31/17 Done

9	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.	Continue to have Laundry workers, Housekeepers, Housekeeping Leaders, and Cooks making less than \$10 per hour. The States cost is 25K to bring up to \$10/hour for all above mentioned. Sean Price is working on this	Joe Tansill	5-5-17 See Update as of 5/31/17 Analysis – Done Need Department Approval on-going
10	Chief Quality Officer will submit PD to HR for posting for QA Manager position at ATPC.	QA Manager position at ATPC posted and closed May 25 <sup>th</sup> . Interviews Done. Candidate packet to HR with recommendation to hire.	Laurie Lockyer	4-26-17 Interview – Done Hire - Pending

Next Meeting: Next quarterly meeting TBD per email invitation.

Meeting adjourned at 11:43 a.m.