

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

Date: June 28, 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:

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

Governing Body Committee Present:

James Ross, ATPC Superintendent; Jeffrey Amberson, Training Manager; Maureen Casey, Assistant Director; Carrie Myers, Deputy Program Administrator Phoenix State Operated Services ; Sherri Wince, Chief Compliance Officer; Tameka Hartman, Acting Director of Residential Services; Lynn Orellana, Human Resources Administrative Assistant for Yolanda Craig, Human Resource Administrator; Melinda Churchill, Quality Assurance Nurse Manager for Diane Tasev, Chief Quality Officer

Governing Body Committee Absent:

Diane Tasev, Chief Quality Officer; Dan Johnson, Physical Plant Supervisor; Yolanda Craig, Human Resources Administrator; Zane Garcia Ramadan, Business Operations Administrator Dr. Joanna Kowalik, Chief Medical Officer; Dr. Pearlette Ramos, Deputy Assistant Director;

Governing Body Committee Joining Telephonically: None

Visitors: None

Staff: Aaron Heard, Chief Operations Manager; Dr. Glen Tanita, ATPC Psychologist; Jenny Templin, Administrative Assistant; Kim Broadnax, Deputy Program Administrator ATPC; Angela Venne, Training Officer; Becky Campbell, Administrative Services Officer

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

Tameka Hartman called the meeting to order at 2:03 p.m. with a welcome and announced that a quorum was present.

Sherri Wince made a motion to accept the minutes as written. Seconded by Aaron Heard. All were in favor, zero opposed and the motion passed unanimously.

Staffing Updates

- Tameka Hartman provided staffing updates for both the ATPC and Phoenix locations. Several key positions have been filled and new employees will be starting in July.

Training Resources Review

- Jeff Amberson spoke about ongoing new hire and recertification training at ATPC, Phoenix and District South (Tucson). Jeff also gave an update on the SIA (Systems Improvement Agreement) quarterly training that is now in progress at ATPC and Emergency Preparedness and Active Treatment training that will be provided to all ICF and SOGH staff statewide

Physical Environment

- ATPC
 - Aaron Heard provided an update about the renovations at ATPC. All scheduled work has been completed for the fiscal year ending on June 30.
- Phoenix
 - Maureen Casey asked that a meeting be scheduled to discuss the vent conversion work that needs to be done.

Policy Review and Standard Operating Procedures

- 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 through email for their review, comments and suggestions. The SOPs were also posted on the web site for public review and comment.
- Five SOPs were held for further review by the ATPC Executive Management Team.
- Four SOPs were recommended for deletion. Sherri Wince made a motion to delete the SOPs as read by Tameka Hartman. Seconded by Jeff Amberson. All were in favor, zero opposed and the motion passed unanimously.
- Fourteen SOPs were recommended for approval. Sherri Wince made a motion to approve the SOPs as read by Tameka Hartman. Seconded by Jeff Amberson. All were in favor, zero opposed and the motion passed unanimously.

Quality Assurance

- Melinda Churchill provided updates on behalf of Diane Tasev. In the areas of falls, medication errors, and infections all goals are lower than the month of April and still well below the national benchmarks. Decubitus Ulcers have also continued to maintain a rate below the division goal of less than one according to non-hospital acquired data.

Active Treatment

- Melinda Churchill reported that the number of active treatment observations being done has continued to increase.

Psychological Services

- Dr. Glen Tanita gave an update about the psychological reports for ATPC. Dr. Tanita reported that the Program Review Committee (PRC) west office has continued to be helpful with reviewing and approving the submitted behavior plans. As the plans are approved, staff are being trained and plans are being implemented.

Project Management

- Tameka Hartman discussed that at future meetings updates will be given about the group home renovation project updates.

Emergency Preparedness

- Carrie Myers provided an update about recent inspections and upcoming emergency preparedness training. Carrie is working with DES staff to plan a full scale emergency preparedness exercise in the fall similar to the one held at ATPC last April.

General Operations Review

- No updates.

Open Discussion

- No comments.

Call to Public

- No comments.

Adjourn

Motion by Tameka Hartman to adjourn at 3:30 p.m. The motion was carried unanimously, no one was opposed.

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

Next Meeting Date and Time: Thursday July 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>