

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

**Date:** July 27, 2017

**Time:** 3:00 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 McMorrان, ATPC Superintendent; Maureen Casey, Interim Assistant Director, Angela Venne, Training Officer; Laurie Lockyer, Chief Quality Officer; Dr. Pearlette Ramos, Deputy Administrative Director; Brian Agersea; Office of Facilities Management; Joseph Tansill, Business Operations, Leah Gibbs, Director of Residential Services; Sherri Wince, Chief Compliance Officer; Dr. Joanna Kowalik, Chief Medical Officer

Visitor: Dr. Jennifer Gray, Health Services

Absent: Lucy Mailloux, HR Administrator

**Governing Body Committee Joining Telephonically**

Vicki Kronabetter, Phoenix State Operated Services

Staff: Adrienne McCowan, Administrative Assistant

**Call to Order, welcome, introductions, review & approval of June 30, 2017 draft meeting minutes**

Bruce McMorrان called the meeting to order at 3:11 p.m. with a welcome and announced a quorum was present. Following an introduction and a request to review the draft minutes of June 30, 2017, *Maureen Casey made a motion to accept the draft minutes with amendments to correct language that DD staff is working with the web team to post minutes and a page will be made within the site for the minutes. Seconded by Sherri Wince. All were in favor, zero opposed and the motion passed unanimously.*

**H&W Independent Solution Update**

Mr. McMorrان discussed recent events with H&W Solutions on the ATPC campus. He outlined his conversation with Chris Adams regarding the ACAT team, mealtime observation in the work and program areas including the feedback he received about SOPs Abuse and Neglect, Incident Reporting, and Internal Investigations. Mr. Adams specific feedback was to combine the three SOPs and include step-by-step procedures at the end of the document. Also, a suggestion was made to use a certain format for recording protection of client investigation and corrective actions.

Mr. McMorrان reported Mr. Adams recommended ATPC commence a local level executive meeting. Ms. Casey suggested that Mr. McMorrان update the SOP to reflect the ATPC Executive Management meeting and the same for Phoenix with Ms. Kronabetter. The first bi-weekly meeting for ATPC will be at 10 a.m. on Tuesday, August 1<sup>st</sup>.

### **ATPC Friends and Family Meeting Request**

Ms. Gibbs proposed setting up a meeting with ATPC Friends and Family per H&W on a Saturday. Selected Board members will attend this event. Mr. McMorran will reach out to the president of Friends and Family to set up a date.

### **CMS Updated Emergency Preparation Regulation for ICFs**

A discussion ensued with Mr. McMorran regarding emergency preparedness. Dr. Ramos suggested contracting out to help with emergency preparedness. Mr. Agersea will reach out to Jeff Leuthard of Risk Management and Doris Stockton with OFM. Ms. Gibbs will reach out to Procurement to ask if there are any existing contractors. Mr. McMorran asked Ms. Venne to update training once a procedure is set in place with the preparedness plan.

### **Facility Staffing**

- Eight Direct Care workers scheduled to begin work on Monday, July 31<sup>st</sup>. Dr. Ramos and Mr. McMorran discussed alternative schedules. New hires are being tracked in the ATPC Administrative Offices. Ms. Gibbs noted no resignations reported for the past week in State Operated Services. Mr. McMorran related three contracted vendor staff will begin working from Concentric and one from AtWork. Ms. Kronabetter reported six contracted workers will begin working for Phoenix.
- Mr. Agersea reported on maintenance and repair items. The resignation of the painter will be posted on the website Friday, July 28th. Mr. Agersea also reported on fingerprint clearance item procedures.
- Quality Assurance was reported by Mr. McMorran to be in HRA. Ms. Gibbs reported on how a salary change request issue is preventing the hire. Ms. Casey will follow-up with HR. Ms. Casey asked Ms. Gibbs to compare the HR list against what she has to succinctly describe the discrepancies.
- Professional staff position, the psychologist needs to complete the application and submit it to Dr. Kowalik. Psych Associate, BCBA and Sup I positions still pending.
- Support staff positions for Hab Tech II identified to be moved into a special assignment in process. Mr. McMorran working with supervisors to identify qualified personnel.

### **Physical Environment**

Mr. Agersea discussed Risk Management finishing sampling of all the areas where remodel services will take place, waiting for test results. Bidding 10 Sandstone bathroom remodel and ACD remodel. Vendor will take care of all the exterior door issues in the day program and ICFs. Weather stripping in 50 Oasis will begin then 40 and 10 Oasis. Trip hazards are being identified and the process of identify tree stumps has begun. Landport use by staff will identify future issues with lighting, mattresses and furniture.

### **Policy Review**

**C-129 Abuse, Neglect and Exploitation.** Dr. Ramos asked for an updated revision regarding client on client. Mr. McMorran stated we are in review about the language that this is one of the policies to be combined into one comprehensive policy.

Active treatment policy currently under review. A meeting will be scheduled with Dr. Kowalik to discuss the outline.

### **Budget Review**

Ms. Casey asked Mr. Agersea to have an updated list in SharePoint. Infrastructure list will be updated Monday by Mr. Agersea.

### **McIntyre Fund Request**

Proposal discussed for benches. *Motion by Ms. Casey to recommend approval of quote with the stipulation that we include a plaque on the permanent structures to not exceed \$500 in memory of the Merz Family. Seconded by Sherri Wince. Dr. Ramos asked for a discussion on the motion. Ms. Gibbs stated the quote will buy two picnic tables and two benches. All were in favor, zero opposed and the motion passed unanimously.*

### **Training Resources Review**

Onboarding for 8 Hab Techs will begin on Monday, July 31<sup>st</sup>. Waiting for ICF hires. Dissected the Q position they will be trained in Support Coordination 101 classes. Ms. Venne suggested the Qs attend Support Coordination meetings in Casa Grande.

### **Active Treatment Equipment Review**

Active Treatment list from Priscilla Jimenez was reviewed by Dr. Gray. Ms. Gibbs stated she discussed the list with Ms. Jimenez over the phone. Active treatment supplies were part of the infrastructure list.

### **General Operations Review**

Nothing General to report.

### **Call to Public**

No comments

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

### **Adjourn**

Motion by Ms. Casey to adjourn at 5:43 p.m. Seconded by Mr. Agersea

### **Next Meeting Date and Time**

Thursday, August 31, 2017; 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>.