

Division of Developmental Disabilities
State Operated Intermediate Care Facilities for
Individuals with Intellectual Disabilities
Governing Body Meeting Minutes
August 23, 2018

Members Present

Tameka Hartman, Acting Director of Residential Services, Chair
James Ross, ATPC Superintendent
Jeffrey Amberson, Training Manager
Bruce McMorran, Program Administrator Phoenix and Tucson
Dr. Joanna Kowalik, Chief Medical Officer
Natasha Gooden, DDD Deputy Human Resource Administrator
Dan Johnson, Office of Facilities Management*
Jill Lewis Quality Assurance*

Members Absent

David Marshall, Chief Quality Officer
Yolanda Craig, Human Resources Administrator
Zane Garcia Ramadan, Business Operations Administrator
Dr. Pearllette Ramos, Deputy Assistant Director

Staff Present

Aaron Heard, Chief Operations Manager
Lynda LaCroix Administrative Assistant

Guests Present

Deb Henretta, ATPC Guardian
Jonita Rains, ATPC Guardian
Sheila Buck

* Via WebEx

Call to Order, welcome, introductions, review & approval of July 26, 2018 draft meeting minutes:

Tameka Hartman called the meeting to order at 2:00 p.m. with a welcome and announced that a quorum was present.

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

Staffing Updates

- Posted the two Food Service Supervisor positions yesterday, only did a three day posting trying to schedule interviews for next week
- Nursing positions, five qualified, three backed out, two interviewed and selected
- QA Manager, sent resumes to Jim, Lynda called the two Jim felt best qualified, one backed out and other has not responded to call yet

- Cook 3 interviews done yesterday, two positions to fill, have selected the two
- Three Hab Tech 2s scheduled to start Monday 8/27, eight pending for 9/10, pending fingerprint cards
- Hosting job fair today trying to find Hab Tech 2
- Doing mass recruitment on a weekly basis for Hab Tech 2 positions
- Physical Therapist scheduled to start 9/10
- Director of Residential Services position is currently pending approval
- 131 hires 59 separations, 302 filled, 83 vacancies
- Hold off on making offer to possible Psych Associate
- Will start recruiting for Director of Nursing, Jim would like to possibly direct hire this position.
- Having trouble receiving exit surveys, especially from Hab Tech 2

Training Resources Review

- Received A-3 with E-mail approvals turned in to OPD.
- SIA quarterly training coming up in September, Kim and Jim will be the ATPC subject matter experts that the designer will be able to work with.
- Angie, Patrick and Marvel reviewed a 3 ½ hour SOP class, and have decided to no longer teach the class.
- Angie will reach out to the departments that should be covering the SOPs so that they can handle the training as needed.

Physical Environment

- ATPC
 - Walk-In Coolers, condensing motor being replaced
 - Irrigation, waiting for pricing on pump house control upgrade
 - HVAC, applying for Rx to replace 1 HVAC unit at 20 Sandstone, meeting with DOA for CIP funding of replacement HVAC units
 - Generator, DES ownership confirmed = transfer of asset, fully depreciated. Submitted Rx for design services @ \$22K
 - 50 Sandstone bathroom remodel proposal is in the approval process
 - Wastewater violation has been resolved
 - Group Home 101 plans completed currently waiting on quote
- Phoenix
 - Christmas Place is expected to move into Desert Stone soon.
 - Will terminate lease at Christmas Place early

Policy Review and Standard Operating Procedures

- ATPC
 - There were no new SOPs to be reviewed and voted on this month.
 - SOPs are reviewed and approved by the ATPC Governing Body Meeting then sent to the State Ops Governing Body for review
 - 19 went through ATPC Wednesday 8/22 and approved and be rolled out to staff, they were already approved through State Ops in June
 - Are currently checking all SOPs to see what had been approved and what needs approval
 - There are an additional 6 that are currently being worked on
 - New SOPs will be sent out 10 days prior to the next meeting and posted to the website

- Phoenix
 - Will begin updating all Standard Operating Procedures in September
 - Emergency Operating Procedures are completed and accepted with the Plan of Correction
 - Will attempt to utilize the same procedures just making minor changes as needed

Quality Assurance

- ATPC is currently compliant with Active Treatment observations.
- Zero pressure ulcers reported .Currently at or below national benchmark or division goals for all metrics
- Medication error rate goal is .01%, national benchmark is 2% we met our goal this month
- National benchmark for Infection rate is 5 out of every 1000 patient days, we are currently at 6.41 out of every 1000 patient days.
- No Trends this month

Active Treatment

- Day Programs Active Treatment is improving, Occupational and Speech Therapists are putting together a plan and will be in-servicing the staff so that they are feeling comfortable with and consistently doing Active Treatment with the clients.
- 66 Observations per week is required, currently doing on average of 88 observations

Psychological Services

- No Update

Project Management

- Tameka Hartman announced that the Group Home project plans are expected to be completed by mid-August.
- Leah Gibbs will be invited to the next Governing Body meeting to provide updates on the Person Centered Planning activities.
- Current plan for the completion of the Person Centered Planning for the members is planned for December 2019.

Emergency Preparedness

- Still trying to get clarification if the Pinchot evacuation would apply for all of the Phoenix District or not.
- If there are still facilities that need to do full scale drill will schedule for the fall after weather cools off.
- Symposium scheduled for September 19, 2018 being put on by the Department of Emergency Management

General Operations Review

- No updates.

Open Discussion

- No comments.

Call to Public

- Would like to be acknowledged by the division and department, was told by Director Trailor last year that they would "have a seat at the table"

- Would like more information regarding the CMS 50 Oasis Court incident
- What is the status of the group home to ICF move? Hope to get a status update on this from Leah Gibbs at next month's meeting

Adjourn

Motion by Tameka Hartman to adjourn at 2:56 p.m. Aaron Heard made the motion to adjourn meeting, Stephanie seconded the motion. 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 September 27, 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-notice>