

Department of Economic Security

Division of Developmental Disabilities

State Operated Intermediate Care Facilities for Individuals with Intellectual Disabilities

Governing Body Meeting Minutes - **Draft**

January 24, 2019

Members Present

Stefanie Schwartz-Jacobs, Interim Deputy Assistant Director, Chair

Bruce McMorrان, Program Administrator

James Ross, ATPC Superintendent

Jill Lewis, QA Investigative Nurse

Angie Venne, Training Manager

Dr. Pearlette Ramos, Deputy Assistant Director

Daniel Johnson, Office of Facilities Management (Via WebEx)

Dr. Charlie Green, Assistant Director

Members Absent

Sherri Wince, Deputy Assistant Director

Patricia Hughes, Employee Relation Specialist

Zane Garcia Ramadan, Business Operations

Yolanda Craig, HR Administrator

Aaron Heard, Chief Operations Manager

Amanda Rogers, Unit Manager

Kimberly Broadnax, ATPC Deputy Program Administrator

Marilyn (Lyn) Riley, Public Information Officer

Staff Present

Rebecca Campbell, Administrative Services Officer

Lynda LaCroix, Administrative Assistant

Carol Daniel, Administrative Assistant

Ronda Hannesson, QA Program Monitoring Manager

Michelle Randall, QA ICF Monitor

Shawntay Hall, Administrative Assistant

Guests Present

Jonita Rains, Vice President of the Friends and Family of ATPC

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Call to Order, welcome, introductions, review & approval of October 25, 2018 draft meeting minutes:

- Stefanie Schwartz-Jacobs called the meeting to order at 2:45 p.m. with a welcome and announced that a quorum was present.
- Angie Venne made the motion to approve the minutes of October 25, 2018. The motion was seconded by Jim Ross, and was passed unanimously.

Staffing Updates

ATPC – James Ross

- Has sent all open positions to Zane Garcia Ramadan.
- Two job fairs were hosted, resulting in one housekeeper hired
- Currently have eight Hab Tech and one housekeeper position open
- QA Nurse was hired and begins orientation on January 28, 2019

Phoenix-Bruce McMorran

- There are about 60 Hab Tech positions opened
- Tucson has 28 vacancies

Training Resources Review – Angie Venne

- Still working on New Active Treatment Training class.

Physical Environment

ATPC – Dan Johnson

- Working on repurposing the generator to ATPC to use as a backup. Installation is on hold and not installed, need further research regarding pricing.
- Remodeling the bathroom in 50 Sandstone. Had some issues with ADOA, but those were resolved and we are starting again.
- Getting ADOA inspection for 40 Oasis and 50 Sandstone
- Plumbing inspector is coming out for the sprinklers
- HVAC units should be delivered on January 30 for 20 Sandstone, 30 Sandstone and 40 Oasis
- Group home 101 is on hold per DDD request
- Still working on permit for fire doors.
- Installed lights for flagpole and admin parking lot.
- Have identified a contractor to work on Well #5

Phoenix – Bruce McMorran

- No Update

Tucson

- No Update

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Policy Review and Standard Operating Procedures

ATPC – James Ross

- **C-206: Guardian Notification of Allegations of Abuse, Neglect, Exploitation, Injuries of Unknown Cause and Other Resident Related Incidents.** This policy was pulled from the Abuse policy so it can be it's own policy
- **C-511: Interdisciplinary Team Members.** This defines primary and secondary purpose of the team.
- **C-512: Individual Support Plan: Meeting & Expectations.** This needed to be a more complete policy with expectations and review plan progress based on CMS guidelines. This policy was approved by the ATPC Governing Body, and includes annual review process.
- **C-513: Individual Support Plan**
- **C-610: Medication Administration**
- **C-625: Daily Shower Skin Assessments**
- **C-715: Housekeeping Services.** This revision includes more detail.
- **C-801: Physical Nutritional Management**
- **C-902: Transfer Agreements.** This is the agreement that partners will accept new clients in case of emergency evacuation situation.

Phoenix – Bruce McMorran

- **Governing Body – Executive Management Team:** This would align Phoenix ICF's with regulations.

The motion to approve policies and procedures as presented was made by James Ross and seconded by Angie Venne. Motion approved.

Quality Assurance – Jill Lewis

- Fall Rate 1.76%, over the goal of 1%
- Med Error Rate .02%, national benchmark is 2%.
- Infection Rate 4.01/1000 Patient Days, with no trends identified. Goal 5/1000 patient days
- Jim Ross reported that ATPC is now standardized to Phoenix quality. Accuracies are due to consistencies, and are being trended. We are going to start having a meeting strictly for QA, to assure that trending is accurate. Will devise a new plan in 2019 that will move in the direction recommended by CMS, however the current plan will suffice for the campus right now. 2018 offered no trends or analysis, and does not address quality, consistency or outcome for the client. Currently, we are taking IR reports monthly and identifying trends.

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Active Treatment

ATPC – James Ross

- Training Module is completed
- Moving to “Family Style” dining in 50 Sandstone that will emphasis opportunity for clients to choose and serve themselves.

Phoenix

- No Update

Psychological Services

ATPC – James Ross

- A Psych Associate has been hired, and that will complete the team.
- It is anticipated that review and tracking for behavior plan schedule will go along with ISP schedule. The ISP schedule is updated every January.

Project Management- Stefanie Schwartz-Jacobs

- Still in the process of transferring duties, and will be ready by the next Governing Body meeting.

Phoenix

- Nothing to report

Emergency Preparedness

ATPC – James Ross

- Had a few tags, such as fire extinguishers not being evaluated monthly, lightbulbs out in and the storage of a hot water heater box. Nothing significant was reported.
- Stefanie Schwartz-Jacobs reported that there will be an EP Exercise at least twice a year.

Phoenix – Bruce McMorran

- Will send staff to the Palo Verde exercise next year.

General Operations Review

ATPC – James Ross

- No update

Phoenix

- No Update

Open Discussion

- Dr. Ramos stated that is sounds like things are progressing.

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Call to Public

Jonita Rains

- Ms. Rains stated that while she was disappointed that Dr. Green did not visit a group home on October 24, 2018 when he was on ATPC campus, she was happy when Dr. Green made a visit on the following Saturday.
- She stated that she inquired about becoming a member of this Governing Board, but has not had the opportunity to follow up. Stefanie Schwartz-Jacobs said someone will be in contact with her before the next meeting regarding this issue.
- Ms. Rains gave her thoughts on the issue at Hacienda, reminding DDD that there is room at ATPC if needed.

Jim Ross

- Reported that an all employee meeting was held in regards to the Hacienda issue as part of continues Abuse Training. Many of the staff found it to be very effective and eye opening. While this was a terrible situation, we can use it as an educating opportunity.

Adjourn

Motion made by Bruce McMorran and seconded by James Ross to adjourn the meeting. The motion carried and the meeting was adjourned at 4:11 p.m.

All handouts, presentations, flyers and meeting materials are available upon request.

Next Meeting Date and Time: 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>