

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

**Date:** October 26, 2017

**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

**Governing Body Committee Present**

Bruce McMorran, ATPC Superintendent; Jeffrey Amberson, Training Manager; Dr. Pearlette Ramos, Deputy Administrative Director; Roberta Blyth, Business Operations, Leah Gibbs, Director of Residential Services; Laurie Lockyer, Chief Quality Officer;

Absent: Sherri Wince, Chief Compliance Officer; Maureen Casey, Assistant Director; Dan Johnson, Physical Plant Supv.; Vicki Kronabetter, Phoenix State Operated Services;

**Governing Body Committee Joining Telephonically**

Lucy Mailloux, HR Administrator; Dr. Joanna Kowalik, Chief Medical Officer

**Visitors:** Dr. Glenn Tanita, ATPC Psychologist; Terence Azbill, Security Operations Administrator OIG; Mark Roberts, Detective Sergeant, OIG

**Staff:** Adrienne McCowan, Administrative Assistant

**Call to Order, welcome, introductions, review & approval of August 31, 2017 & September 28, 2017 draft meeting minutes**

Bruce McMorran called the meeting to order at 2:08 p.m. with a welcome and announced a quorum was present. Following an introduction and a request to review and approve the draft minutes of August 31, 2017 and September 28, 2017. *Dr. Pearlette Ramos made a motion to accept minutes. Seconded by Leah Gibbs. All were in favor, zero opposed and the motion passed unanimously.*

**Security Assessment by OIG**

Detective Sergeant Mark Roberts presented a PowerPoint presentation discussing vehicle, pedestrian access, and security at the ATPC campus. Some of the topics discussed were residential fencing, aluminum fencing, trees, and rocks. Some needed repairs that he discussed were signage meeting DOT standards, roadways, sidewalk repair, and gutters, fix trip hazards, open telecommunication box, and adding fencing. Improvements included Target Hardening which includes cameras to put in place to secure the property. Additional recommendation included hiring a consultant for an appropriate integrated campus camera. Detective Sergeant will provide a threat assessment in the next few weeks. Mr. McMorran thanked the OIG staff for their work on providing this security review and assessment.

### **Emergency Preparedness Planning Update**

Mr. McMorran discussed the emergency preparedness semantics scheduled for Tuesday, November 14, 2017. Many agencies will be involved including Pinal County, Banner Hospital, and ambulances will be on campus.

### **Facility Staffing**

Mr. McMorran reported at ATPC they have 83 vacancies with is 23.2% the lowest count since November 2016. Maintenance is 1 person short a plumbing position. Ms. Mailloux reported Carrington Melton has pending Hab Tech II and Supervisor positions pending physicals. Ms. Mailloux 5 or 7 person may start during the next pay period. A career fair is scheduled in Sacaton. HR is waiting on a response for a SCR for the BCBA position. Support staff Administrative Assistant II position for the Administrative Building is waiting to be posted.

### **Training Resources Review**

Mr. Amberson reported no additional admin staff will be placed at ATPC. Active Treatment is undergoing development from OPD by November 8. They will start teaching staff at ATPC then will schedule Phoenix. Dr. Tanita would like to train staff in Dealing with Difficult People. Ms. Gibbs thanked Ms. Venne for completing and finalizing the training and tracking form.

### **Physical Environment**

Ms. Gibbs reported on replacing side walk, repairing trip hazards, 10 Sandstone Court Bathroom remodel, Desert Sun South remodel, and sprinkler compliance for ICF. Also discussed were sample palette of colors for residential bathroom. OFM working on signage with Trolley car, LED lighting in hallways. 80% of the lighting is done at 30 Sandstone Court. Anne C. Dew still working on upgrades, bid for paving, and external doors with some specialty orders along with bids for hanging these external doors.

### **Policy Review**

Mr. McMorran presented and discussed Active Treatment SOP and DHS Active Treatment. Document entails recommended changes from H & W Independent Solutions. *Motion by Leah Gibbs, seconded by Dr. Pearlette Ramos. All were in favor, zero opposed and the motion passed unanimously.*

### **Budget Review**

Ms. Roberta Blyth reported that Finance is working on a regular monthly update. In regards to employee recognition for staff, Jasmin Colon of Business Operated Service is working on options for cups.

### **Active Treatment Equipment Review**

Dr. Tanita will identify what resources are needed for Active Treatment Equipment and get a proposal. The infrastructure request was forwarded.

### **General Operations Review**

Mr. McMorran reported 40 Sandstone Court statement of deficiency was received and a draft document will be ready by close of business Monday, October 30. DHS is requesting documents. Dr. Ramos reported an area of concern is to have documents uploaded to the SharePoint site. Mr. McMorran will contact DTS regarding SharePoint.

**Additional Data/Open Discussion**

Adrienne McCowan will be leaving DDD moving to AHCCCS. SOQOC meeting is being led by Diane Tasev. Introduction of Dr. Glenn Tanita who has 10 years with The State, he has previous history working with the State Hospital.

**Call to Public**

No comments.

**Adjourn**

Motion by Mr. McMorrان to adjourn at 4:30pm. Seconded by Leah Gibbs.

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

Next Meeting Date and Time: Thursday, December 7, 2017; 1-3pm 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>.

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