

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

Date: May 24, 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 Assistant Director |
| ▪ DES/DDD Deputy Assistant Director | ▪ DES/DDD Chief Compliance Officer |
| ▪ DES/DDD Chief Medical Officer | ▪ DES/DDD Chief Quality Officer |
| ▪ DES/DDD Training Manager | ▪ DES/DDD Office of Facilities Management |
| ▪ DES/DDD Director of Residential Services | ▪ DES/DDD Human Resource Administrator |
| ▪ DES/DDD Business Operations Administrator | ▪ Deputy Program Administrator Phoenix State Operated Services |

Governing Body Committee Present:

James Ross, ATPC Superintendent; Dr. Joanna Kowalik, Chief Medical Officer; Dr. Pearlette Ramos, Deputy Assistant Director; 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; Natasha Gooden, Deputy Human Resource Administrator for Yolanda Craig, Human Resource Administrator; Zane Garcia Ramadan, Business Operations Administrator

Governing Body Committee Absent:

Laurie Lockyear, Chief Quality Officer; Dan Johnson, Physical Plant Supervisor; Yolanda Craig, Human Resources Administrator

Governing Body Committee Joining Telephonically:

Visitors: None

Staff: Aaron Heard, Chief Operations Manager; Dr. Glen Tanita, ATPC Psychologist; Jenny Templin, Administrative Assistant; Kim Broadnax, Deputy Program Administrator ATPC; Lizeth Gutierrez, Administrative Assistant; Melinda Churchill, ATPC Quality Manager

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

Tameka Hartman called the meeting to order at 2:02 p.m. with a welcome and announced a quorum was not yet present, but we would start with introductions until more members arrived. At 2:18 pm Tameka announced that with additional Governing Body Committee members who had arrived we had a

quorum present and asked for a motion to review and approve the minutes from the April 26, 2018 meeting.

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

Staffing Updates

- **ATPC:** Jim Ross provided staffing updates for the ATPC campus
 - The Physical Plant Supervisor III position has been filled and has a scheduled start date of June 4, 2018.
- **Phoenix State Operated:** Carrie Myers provided a staffing update for Phoenix ICFs.
 - Due to the increase of vacancies in Phoenix, HR will increase their recruitment efforts to try and fill some of these positions as soon as possible.
- **Human Resources Update:** Natasha Gooden provided an update about weekly recruitment efforts for both ATPC and Phoenix.

Training Resources Review

- Jeff Amberson spoke about current onsite training and new employee orientation at ATPC. Jeff also provided an update on a new required quarterly training that is being implemented at ATPC and will later be rolled out for Phoenix as well.

Physical Environment

- **ATPC**
 - Aaron Heard provided an update about the renovations at ATPC. The Professional Services Building (PSB) and Roadrunner building that are used for day programs are almost complete. The fiscal year is ending on June 30 and the new fiscal year will begin on July 1. A project schedule for the new fiscal year is being developed.
 - Aaron Heard also reported that any identifiable issues (upgrades and improvements) that are being done at ATPC are being replicated as needed in Phoenix
- **Phoenix**
 - Aaron Heard provided an update about the Phoenix ICFs which have received some minor modifications including window treatments and other beautification projects.

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.
- Governing Body Members present at the meeting asked for more time to review the SOPs scheduled to be voted on at today's meeting. These will be carried over to the agenda for the meeting on June 28, 2018.

Active Treatment

- Melinda Churchill reported that the number of active treatment observations being done has steadily increased. The number of required observations are being done according to a schedule to make sure all areas are observed equally.

Psychological Services

- Dr. Glen Tanita reported that all of the psychological reports for ATPC have been completed and that the Program Review Committee (PRC) west office has been very 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 the progress of the Systems Improvement Agreement (SIA) at ATPC. The independent monitor for the contract was approved by Center for Medicare Medicaid Services (CMS) and a kick off meeting was held on May 15, 2018. The independent monitor team is on campus this week performing the root cause analysis.

Quality Assurance

- No updates.

Emergency Preparedness

- Tameka Hartman reported that the results of the full scale practice event that was held at ATPC on April 12, 2018 have not been received yet. Phoenix has a table top event scheduled for September; the exact date has not been set yet.

General Operations Review

- No updates.

Open Discussion

- No comments.

Call to Public

- No comments.

Adjourn

Motion by Dr. Pearlette Ramos to adjourn at 3:29 p.m. Seconded by Sherri Wince.

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

Next Meeting Date and Time: Thursday June 28, 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>