

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

Date: July 26, 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; Jeffrey Amberson, Training Manager; Carrie Myers, Deputy Program Administrator Phoenix State Operated Services; Tameka Hartman, Acting Director of Residential Services; Bruce McMorran, Program Administrator Phoenix and Tucson

Governing Body Committee Absent:

Diane Tasev, Chief Quality Officer; Dan Johnson, Physical Plant Supervisor; Yolanda Craig, Human Resources Administrator; Zane Garcia Ramadan, Business Operations Administrator Dr. Joanna Kowalik, Chief Medical Officer; Dr. Pearlette Ramos, Deputy Assistant Director;

Governing Body Committee Joining Telephonically: David Marshall, Health Care Chief Quality Officer

Visitors: None

Staff: Aaron Heard, Chief Operations Manager; Dr. Glen Tanita, ATPC Psychologist; Jenny Templin, Administrative Assistant; Kim Broadnax, Deputy Program Administrator ATPC; Becky Campbell, Administrative Services Officer; Lynda LaCroix Administrative Assistant

Call to Order, welcome, introductions, review & approval of June 28, 2018 draft meeting minutes:

Tameka Hartman called the meeting to order at 2:01 p.m. with a welcome and announced that a quorum was present.

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

Staffing Updates

- Tameka Hartman provided staffing updates for both the ATPC and Phoenix locations. Two key positions will become vacant, Position Descriptions have been reviewed and posted for recruitment soon.
- Exploring putting a consultant quality manager in place so we can continue to move forward with the SIA.
- Human Resources indicated that during the summer months candidates for recruitment are limited.
- Human Resources is looking at contracting with vendors to assist with vacancies and recruitment in Phoenix. Currently 63 vacancies in Phoenix.
There is a work group who's researching numerous issues with staffing and recruitment. Specifically around wages and at the 6 month employment mark.

Training Resources Review

- Jeff Amberson spoke about ongoing new hire and recertification training at ATPC, Phoenix and District South (Tucson). Recently there was a meeting with ATPC staff about changes to align the training with CMS regulations as well as the State. Phoenix ICFs will also be included. .

Physical Environment

- ATPC
 - Aaron Heard provided an update about the renovations at ATPC. The Group Home and ICF renovations at ATPC have been approved to move forward.
 - 324 Landports completed in July.
 - A new plumber and electrician have been hired.
- Phoenix
 - Aaron Heard provided update on the vent conversion at Campbell and Windsor ICFs in Phoenix. .
 - A/C at Pinchot went out, members had to evacuate to other homes. The A/C system is now repaired and all members have returned.

Policy Review and Standard Operating Procedures

- ATPC
 - There were no new SOPs to be reviewed and voted on this month.
 - Expect to have approximately 15 to 20 ready for review in August.
 - The next All Staff Meeting will go over the 25 SOPs that were approved in May.
 - ATPC will focus on the "core" procedures to review with staff going forward.
 - New SOPs will be sent out 10 days prior to the next meeting.
- Phoenix
 - Carrie Myers will be going over the Phoenix SOPs and updating them.

Quality Assurance

- Kim Broadnax, reported that we are currently compliant with Active Treatment observations.
- David Marshal reported 0 pressure ulcers reported.
- Medication error goal is .01%, currently at .03%, national benchmark is 2%.
- National benchmark for Infection rate is 5 out of every 1000 patient days, we are currently at 6.88 out of every 1000 patient days.
- Trend of non-pneumonia infections at one location, being addressed with handwashing, and cleaning will continue to monitor for improvement.

Active Treatment

- Kim Broadnax reported that the number of active treatment observations being done has continued to increase.
- Day Programs Active Treatment is improving, Kim Broadnax is working with the supervisors and staff to make sure everyone is trained and doing Active Treatment. Need to confirm if the widget program at Desert Sun South East is included as Active Treatment.
- New Day Program supervisor should be in place soon interviews should be completed by Friday.

Psychological Services

- ISP calendar has been updated to ensure all of 50 Oasis Court is current.
- Adjusted psychological evaluation reports and adaptive behavior assessments, currently focusing on 50 Oasis Court, once 50 Oasis Court is done will follow normal ISP calendar 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.
- **Phoenix**
 - Campbell and Windsor vent conversion renovations were started and we are ahead of schedule.

Emergency Preparedness

- Carrie Myers provided an update on the Phoenix ICF Emergency Preparedness exercise. She received confirmation that the recent evacuation due to the broken A/C qualifies as an emergency drill. She will continue to work with the other ICFs on additional exercises they can attend in the community to meet all Emergency Preparedness requirements.

General Operations Review

- No updates.

Open Discussion

- No comments.

Call to Public

- No comments.

Adjourn

Motion by Tameka Hartman to adjourn at 2:48 p.m. Bruce McMorran made the motion to adjourn meeting, Kim Broadnax 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 August 23, 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>