

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

**Date:** December 7, 2017

**Time:** 1:00 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 McMorrان, 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; Sherri Wince, Chief Compliance Officer; Maureen Casey, Assistant Director; Angie Venne, Training Officer III

Absent: Dan Johnson, Physical Plant Supervisor; Vicki Kronabetter, Phoenix State Operated Services;

**Governing Body Committee Joining Telephonically**

Lucy Mailloux, HR Administrator; Dr. Joanna Kowalik, Chief Medical Officer; Amanda Rogers, Support Services Manager OIG; Dr. Jennifer Gray, Clinical Psychologist

**Visitors:** Terence Azbill, Security Operations Administrator OIG

**Staff:** Lynda LaCroix, Administrative Assistant; Keely D'Amour-Toy, Administrative Assistant

**Call to Order, welcome, introductions, review & approval of October 26, 2017 draft meeting minutes**

Bruce McMorrان called the meeting to order at 1:14 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 October 26, 2017. *Jeffrey Amberson made a motion to accept the minutes. Sherri Wince made mention of a couple spelling errors that needed correction. Jeff Amberson made motion to accept minutes as corrected. Seconded by Sherri Wince. All were in favor, zero opposed and the motion passed unanimously.*

**SharePoint Uploading Documents**

Dr. Ramos is concerned that documents are not being uploaded on to the SharePoint site. Need to start uploading documents into appropriate folders on SharePoint. Make sure no member specific information is being shared. This will make it easier to share documents. Ciara is maintaining the site. Keely will send the link to all Governing Body members and any other individuals who need to have access.

**Dental Contracts – Hiring, Sedation, and Quality of Care**

Ms. Gibbs attended a meeting on December 6, 2017 regarding this. The contract is being worked on, there is currently no timeline as to when it will be completed. Need to determine a plan for members to go to new dentist. The new dentist must be AHCCCS certified and take Mercy Care Plan. QIDPs will

contact Mercy Care Plan in an effort to find a dentist for their members. Prior to making appointments appropriate planning for all eventualities needs to take place. Mr. McMorran to follow up.

### **Podiatry Services**

Health plan now covers podiatry services. Dr. Balenalli will determine the member's needs and make necessary recommendations.

### **Facility Staffing Update**

Ms. Mailloux reported on a hiring event conducted December 6, 2017. They held 15 interviews for Habilitation Technician II. The focus is on Habilitation Supervisors until filled. Have added positions for Cook and Housekeeping to open requisitions.

Requested updates on Administration Assistant III information to Ms. Gibbs, and Administrative Assistant II for Lori Key.

Therapist positions; currently have applicant for Speech Therapist ready to interview, Physical Therapist position has been posted. The hiring manager and supervisor for these positions is Allison Scott.

Habilitation Residential Services Manager position is still in background check process.

Maintenance positions are full at this time.

Quality Assurance; interviews for coordinator have been completed and in process of selecting candidate.

Board Certified Behavior Analyst will be starting on January 2, 2018.

### **Training Resources Review**

Public Health Nurse – Training Services Officer II who will report to Angie Venne. The position will be shared and in charge of going training to Casa Grande and whole East District.

Active Treatment Training was rolled out on November 27, 2017.

Dealing with Difficult People was rolled out today December 7, 2017.

### **Physical Environment**

Amanda Rogers stated that contractors are currently working on the bathrooms in 10 Sandstone and 50 Oasis. Also working on Desert Sun South, Desert Sun Southeast, and Professional Services Building. Door replacement in ICFs still in progress. Sidewalks are almost complete. Requisitions for fire sprinklers in ICFs and repair to the water storage tank are being completed. Regarding Land ports for CMS survey findings: there are some items that have been corrected; however, they were not listed on land ports. A report of all land ports is being pulled for Colby and Mercedes to identify the missing information and get it loaded.

### **Policy Review**

Move to next meeting on January 25, 2018.

### **Budget Review**

Monthly review through November 2017 will be emailed to Ms. Gibbs. At future meetings Ms. Blyth will provide print out of budget, figures do include group homes.

### **Active Treatment Equipment Review**

Request for assessment tools has been approved, need to assess member's current abilities. All programs approved to get new active treatment equipment.

### **General Operations Review**

December is a busy month at ATPC, wrapping party with friends and family meeting following the wrapping party, carolers, marching bands, dancers and other planned activities. Santa will arrive on December 13 via fire truck and the annual campus wide holiday party will be that same day.

**Additional Data/Open Discussion**

60 of 62 reconvenes and ISP reviews have been completed. QIDP Supervisor working with QIDP's to standardize their notes and place in member's file.

CMS systems improvement agreement, court denied request for extension. Dr. Ramos would like a draft turned in by tomorrow, Friday December 8.

Terry Azbill, OIG, still waiting on camera assessment, Sgt. Roberts and the vendor were out last week, currently waiting on estimate.

Friends and Family meeting was on December 2, in attendance were Maureen Casey, Leah Gibbs, Bruce McMorran, Lori Key, Dr. Glen Tanita in addition to friends and family of the members. Plan for ATPC, retain fiscal integrity for members, maintain Medicaid funding

Have made progress over past 6 months, keep positive, support people, and get people excited. Hard work is showing.

**Call to Public**

No comments.

**Adjourn**

Motion by Mr. McMorran to adjourn at 2:48pm. 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, January 25, 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>.