

GOVERNING BOARD MINUTES

Utah State Developmental Center

March 14, 2024, 10:00 am-12:00 pm



Governing Board Members:

Tim Mathews, USDC Superintendent

Dr. Scott L. Smith, Public Appointee

Jennifer May, Family Advocate

Scott Pingree, Family Advocate

Deanna Wall, Public Member II

Tonya Hales, DHHS Assistant Deputy Director

Paul Smith, Public Appointee

Patrick Horrigan, Consumer Advocate

Angella Pinna, DSPD Director

Public / Presenters Present:

Cynthia Church, Administrative Assistant

Mark Forbes, USDC Administrative Director

William Exeter, USDC Project Manager

Bonnie Hardy, Records

Heather McGinley, Assistant Attorney General

Shauna Bradley, Records

Julie Walters, Rec Therapist

BUSINESS:

Electronic Meeting:

This meeting will be held in-person and electronically in accordance with Utah Code Ann. 52-4-202, House Bill 5002, Open and Public Meetings Act pursuant to a written determination by the Chairperson, finding that conducting the meeting with an anchor location presents a substantial risk to the health and safety of those who may be present. Due to the infectious and potentially dangerous nature of the COVID-19 virus, all agencies, institutions, and the general public may attend via a conference line. To attend please call (US) +1 413-308-2315 listen to the prompts and enter the (PIN: 254703178). Opinions and comments by the public may be presented as the meeting progresses or at the closing, as requested by the USDC Governing Board Chairperson.

During the meeting, a motion was proposed by Scott Pingree and seconded by Dr. Smith to approve the minutes from the meetings held on January 4th, February 1st, February 3rd, and February 8th.

Motion /Minutes Approval:

Yea – Dr. Scott L. Smith, Public Appointee

Yea – Paul Smith, Public Appointee

Yea – Jennifer May, Family Advocate

Yea – Tonya Hales, DHHS Assistant Deputy Director

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Yea – Tim Mathews, USDC Superintendent

Yea – Patrick Horrigan, Consumer Advocate

Yea – Scott Pingree, Family Advocate

Yea – Deanna Wall, Public Member II

The minutes pass unanimously.

Deanna Wall introduced herself as the newest member of the Governing Board. Following her introduction, the remaining board members introduced themselves to Deanna. Mark Forbes, responsible for overseeing finances and the business side of information technology at USDC, was the first to introduce himself. Heather McGinley, representing the AG office and DSPD, followed suit. Scott Pingree, a family advocate with three years of board service, introduced himself next, followed by Paul Smith, a former DSPD employee who has served on the board twice. Shauna Bradley, boasting 27 years of service in records at USDC, introduced herself, highlighting her eight years in records. Tonya Hales, an assistant deputy director at DHHS overseeing the Medicaid program and services for people with disabilities, then introduced herself. Scott Smith, a local physician appointed to the board, shared his eight years of service on the governing board, along with his involvement with the Highland City Council and other boards, emphasizing his dedication to individuals with disabilities. Jennifer May, a family advocate with a son residing at USDC, introduced herself next. Cynthia Church, responsible for recording the minutes of the meeting, introduced herself as the administrative assistant. Following Cynthia's introduction, Bill Exeter, the projects manager at USDC overseeing future projects and facilities, shared his background. Marshall Christensen, working alongside Mark in finance, introduced himself next. Finally, Julie Walters, a recreational therapist, and Angie Pinna, the director of DSPD, also introduced themselves.

USDC Governance:

Legislative Update:

The legislative session has concluded. USDC is advancing with the master plan and has received approval from the governor's office for eight internships. It's essential to recognize that the situation can change significantly, so it shouldn't be assumed

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that things will stay the same. It's crucial to stay proactive about the sustainability fund. There have been insinuations about potential alternative uses for the sustainability fund; clear communication with stakeholders about what USDC is doing and where it's going is vital. A collaborative environment must be established.

Regarding different communication strategies, Tonya proposes increasing efforts to encourage community participation in these meetings. Deanna suggests hosting an open house to celebrate USDC's successes with the community. One alternative approach is through the Hill Celebration, which is accessible to the public. Tim requests Deanna's assistance in publicizing this event, and he will provide her with information to share with Julie Walters and the team. Paul Smith observes that one positive outcome of the session is the board's newfound unity. Highlighting the community's positive response to the respite center, he suggests focusing on it to garner support for USDC. The respite center will be incorporated into the master plan.

Dr. Smith contacted many of the volunteers for USDC who were helpful in reaching out to the community. Jennifer observed that today's meeting wasn't promoted on USDC's social media platform, where legislative members can be tagged. Brittany and Katie will be tasked with posting updates about the governing board meetings on social media and inviting members to the next board meeting. Emilie Campbell, a parent at USDC with extensive experience in social media, can also assist with this effort. Additionally, recognition should be given to the sustainability fund for its contributions to USDC's services. Patrick suggested informing people at the safety fair about USDC's activities and also proposed inviting KSL to visit USDC to discuss its work. Deanna is willing to assist with family and friends of individuals at USDC. Dr. Smith is deeply interested about outpatient services and is willing to contribute in that area. Deanna proposes forming a subcommittee to discuss public relations matters.

Governing Board Meeting Frequency Discussion:

Jennifer proposes increasing the frequency of Governing Board meetings, noting a lull between meetings. She suggests either forming subcommittees to work between meetings or scheduling more Governing Board meetings for the upcoming

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year. Dr. Smith suggests possibly speeding up projects that use the sustainability funding and recommends increasing meetings to once monthly while focusing on the master plan, which requires extensive input. Scott Pingree expresses uncertainty about the necessity of two-hour meetings and suggests that occasionally there may not be sufficient material to cover a full meeting. Paul Smith believes that our objectives could be achieved within an hour. Jennifer suggests scheduling meetings at least monthly and proposes that meetings could be canceled if there isn't sufficient material. Tim suggests that members contact Cynthia to add items to the agenda. Meetings are scheduled for the first Thursday of each month, except for April, which will be on the second Thursday due to Spring Break.

USDC Projects:

USDC Maintenance and Projects Report:

The electric voltage upgrade project began a few years ago, with two-thirds of the campus previously relying on an electrical switch system. The project encountered delays due to supply chain issues but is now nearing completion. The installation of the last backup generator is expected in the next few weeks. Additionally, flooring upgrades have been ongoing for the past four years, with the completion of the final twin home apartments underway. Following this, significant portions of the upgrade project will be finished.

The camera replacement project is in its final phases, with all cameras upgraded across the campus. We have completed naming the cameras, placing them, and addressing any outstanding issues. Angie Thompson and Bill McMahon have done a great job finishing this up. Additionally, there is a significant upgrade underway in the Sunset building, including the HVAC system, remodeling of four apartments, and the establishment of a central kitchen. Plans also include the addition of therapy space and outdoor areas, as well as the installation of fencing. Fencing construction will start very soon, while work on the HVAC system and remodeling is scheduled for the fall.

The asphalt project is set to resume in April or May, depending on the weather. Ground has been broken and the excavated area prepared for the greenhouse. On

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March 15th, work will begin on laying the foundation and footing, as well as pulling conduit and wires. The pad is expected to be completed in the next few weeks. After completing the pad, we will await the arrival of the structure.

Construction on the comp therapy building commenced last October. Bill invites the board members to tour the progress made thus far, including the electrical work and conduit installation. He reminds all attendees to wear a hard hat and bright vest during the tour for safety reasons. The building, spanning over 62,000 square feet, will significantly enhance our facilities.

Dr. Smith inquired about the possibility of USDC providing a newsletter to inform everyone about the ongoing work at the facility. He believes that this initiative could generate anticipation and excitement. Additionally, he suggests sending an email to family members of residents at USDC. Deanna expressed her willingness to assist with any newsletter and email campaigns. It is important to nurture a supportive population throughout the year, and legislators can also play a role in fostering these relationships.

Bill will research companies that specialize in building riding arenas as his next step. He encourages the board to promptly consider the next steps to get the process started quickly.

Master Plan Update:

Tim is reaching out to DFCM to gauge their interest in collaboration. DFCM is responsible for overseeing all master plans. Bill has started outlining the RFP scope with Scott and is ready to move forward with the RFP as soon as possible. Jennifer had an extensive conversation with the DFCM chair and sensed a positive relationship with no issues. It is hoped that this positive relationship will persist as both entities work together to pursue what's best.

Mark noted that in 2015, USDC initiated the last master plan, which was funded by USDC and involved parent groups and the governing board. Subsequently, any projects surpassing \$100,000 have required approval through DFCM. The typical operational procedure includes submitting a request, presenting initial ideas, and

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for projects exceeding \$100,000, consulting DFCM to determine the necessary steps for progression, as DFCM is obligated to adhere to specific standards.

Scott Pingree emphasizes the importance of governing board members acting as stewards over the plan. The feedback received from the RFP includes phases of work that need to be undertaken. One initial phase involves a strategic review of the current state of operation, which encompasses an assessment of the demands for services provided by USDC and consideration of the other populations the center would like to serve. This phase aims to determine the future direction of the center by clarifying its vision, mission, and values in an understandable manner.

Another phase entails an operations assessment or review, which evaluates how USDC is currently operating, including identifying strengths and weaknesses. The third phase involves a market assessment to identify underserved classes and articulate aspirations for the center's role domestically.

The fourth phase focuses on facilities and site assessment, which includes conducting comprehensive audits and assessing seismic risks. This phase aims to determine the current state of facilities and identify necessary improvements.

The fifth phase involves forecasting and size assessment, determining both current and future needs and evaluating the center's acreage. The final phase outlines timelines for projects and sequencing, resulting in final recommendations that identify goals and objectives to ensure alignment among all stakeholders.

Tim wondered when DFCM would need to be involved in the aforementioned processes. Should we extend them an invitation to the initial meeting? Scott is aware of the state's procedural framework, which he assumes the board is adhering to. The board should establish a comprehensive process, including documentation, for orienting the tasks outlined above. Managing expectations will be crucial.

Tonya stressed that planning is key for DFCM. The board must join forces with DFCM to establish specific requirements. The board should schedule additional meetings to ensure transparency and address community needs. Mark clarified that while DFCM manages RFPs, USDC assists in guiding them.

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The board wishes to provide input and finalize the RFP. Based on prior meetings, Bill has been developing the RFP according to necessary requirements. Sharing the RFP would enable the board to review and discuss it with DFCM.

Much of this information, including market data, will be incorporated after the RFP phase, possibly within the scope of work. Specifics will follow once the RFP is finalized. The RFP sets the focus and remains a dynamic document. It's essential to secure property claims; anything not on the master plan might be earmarked for future sale. Contractors can assess future land needs. USDC will consistently require land, which is why immediate construction isn't advisable.

Bill will distribute the RFP to the board. Each board member will note down their thoughts for the upcoming April meeting, where DFCM will be invited. We'll provide DFCM with clear expectations. Tim will contact Michael Ombre, the projects manager, and extend invitations to both him and Ashley Greenwood for the next meeting.

USDC Finance:

Sustainability Fund Update:

USDC is making excellent progress with its investments, having collaborated with the treasurer's office, which brought in a professional to manage our funds like an endowment. USDC is seeing substantial gains, with capital gains now reaching approximately \$1.5 million annually. The primary investment remains the payments for our land. Of the \$882,000 allocated, \$882,000 is earmarked for the greenhouse, music therapy program, instruments, bikes, and other items approved during the January 4th meeting, leaving USDC with nearly \$2 million available. The remaining \$850,000 is specifically designated for funding staffing for the autism center. A sustainable approach to financing staff for community engagement is required, distinct from state employee salaries—maybe a contract setup like the one used for the music therapy program. The aim is to secure an evidence-based and community-focused autism management contract.

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Fiscal Year	Beg. Balance	Interest	Leases	Other	Land Sales	FY Total	Disbursements	End Balance	Earnings Available	Principal Balance
FY13	\$185,754	\$474	\$39,438	\$0	\$41,700	\$81,612	\$0	\$267,366	\$39,912	\$227,454
FY14	\$267,366	\$728	\$38,378	\$100,000	\$41,700	\$180,806	\$0	\$448,172	\$179,018	\$269,154
FY15	\$448,172	\$1,881	\$38,664	\$0	\$41,700	\$82,245	\$0	\$530,417	\$219,563	\$310,854
FY16	\$530,417	\$2,752	\$38,664	\$0	\$41,700	\$83,116	\$0	\$613,533	\$260,979	\$352,554
FY17	\$613,533	\$4,315	\$0	\$0	\$41,700	\$46,015	\$156,150	\$503,399	\$109,145	\$394,254
FY18	\$503,399	\$6,264	\$40,630	\$0	\$0	\$46,894	\$0	\$550,293	\$156,039	\$394,254
FY19	\$550,293	\$14,460	\$38,664	\$0	\$0	\$53,124	\$0	\$603,417	\$209,163	\$394,254
FY20	\$603,417	\$11,906	\$52,764	\$0	\$1,170,900	\$1,235,570	\$0	\$1,838,987	\$273,833	\$1,565,154
FY21	\$1,838,987	\$12,868	\$50,715	\$0	\$9,209,229	\$9,272,812	\$0	\$11,111,799	\$337,416	\$10,774,383
FY22	\$11,111,799	\$106,112	\$50,764	\$0	\$16,399,764	\$16,556,640	\$0	\$27,668,439	\$494,292	\$27,174,147
FY23	\$27,668,439	\$1,058,227	\$101,128	\$0	\$915,433	\$2,074,788	\$0	\$29,743,227	\$1,653,646	\$28,089,580
FY24	\$29,743,227	\$1,408,811	\$101,128	\$0	\$2,511,734	\$4,021,673	\$1,182,400	\$32,582,500	\$1,981,185	\$30,601,314
FY25	\$32,582,500	\$1,500,000	\$101,128	\$0	\$0	\$1,601,128	\$850,000	\$33,333,628	\$2,732,313	\$30,601,314
FY26	\$33,333,628	\$1,500,000	\$101,128	\$0	\$0	\$1,601,128	\$100,000	\$34,834,756	\$4,233,441	\$30,601,314

Mark discussed with the budget office finance director for the division, who mentioned that funding for the master plan is coming from DSPD using non-lapsing funds. If the other non-lapsing fund is unavailable, the governing board would allocate up to \$400,000 from the sustainability fund. However, more analysis and clarification are still needed. DFCM does not have master plans unless mandated by legislation and it's not included in their budget.

Equine Therapy Contract Proposal:

Discussion was postponed due to time constraints and will be addressed at the next meeting, possibly requiring a vote.

Tim motioned to adjourn the meeting and Dr. Smith seconded the motion.