

GOVERNING BOARD MINUTES

Utah State Developmental Center

July 11, 2024, 10:00 am-12:00 pm



Governing Board Members:

Tim Mathews, USDC Superintendent

Dr. Scott L. Smith, Public Appointee

Jennifer May, Family Advocate

Deanna Wall, Public Member II

Angella Pinna, DSPD Director

Patrick Horrigan, Consumer Advocate

Paul Smith, Public Appointee

Tonya Hales, DHHS Assistant Deputy Director

Public / Presenters Present:

Cynthia Church, Administrative Assistant

Mark Forbes, USDC Administrative Director

William Exeter, USDC Project Manager

Tracy Stocking, Public Member

Heather McGinley, Assistant Attorney General

Shauna Bradley, Records

Lauren Gutierrez, Quality Assurance Director

Excused:

Scott Pingree, Family Advocate

BUSINESS:

Electronic Meeting:

This meeting is scheduled to take place at 895 North 900 East, American Fork Utah 84003, and will be conducted both in-person and electronically in accordance with Utah Code Ann. 52-4-202, House Bill 5002, Open and Public Meetings Act. To attend electronically, 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.

The governing board meeting commenced at 10:05 a.m. Dr. Scott Smith proposed a motion to approve the minutes from the Governing Board meeting held on May 2, 2024, and Tim Mathews seconded the motion.

Motion/Minutes Approval:

Yea – Dr. Scott L. Smith, Public Appointee

Yea – Jennifer May, Family Advocate

Yea – Tim Mathews, USDC Superintendent

Yea – Patrick Horrigan, Consumer Advocate

Yea – Paul Smith, Public Appointee

Yea – Deanna Wall, Public Member II

Yea – Tonya Hales, DHHS Assistant Deputy Director

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The motion passes unanimously.

USDC Projects:

USDC Maintenance and Projects Report:

There have been issues with the greenhouse project. The crew was late getting started and a new crew had to be hired. The new crew is performing much better. However, we are currently about two and a half weeks behind schedule. There are also some design issues with the steamline, which we are addressing. We may have enough funds set aside in contingency to cover these setbacks. The project is estimated to be completed by August 15th and is currently about 60% complete. Once the greenhouse is finished, recreation will begin moving items inside.

Willowcreek will undergo a mechanical upgrade after the completion of the Sunset projects. Following that, Raintree will be upgraded. The estimated timeframe for completion is 4 to 5 weeks.

Sunset is currently being remodeled, and the HVAC system is being upgraded. Individuals will be moving tomorrow from Sunset to Oakridge. Once the move is complete, abatement work will begin on Monday. Construction is expected to start approximately two weeks later. The project includes replacing the heating and cooling systems and remodeling Sunset apartments 5 and 6 into a central kitchen.

The generators for Quailrun, Sunset, and Oakridge are being replaced, which will take approximately one year. The generator for the data and chiller building is also being replaced, with an estimated timeline of about two years.

Master Plan/RFP Update:

Bill reported that the RFP was submitted on Friday at 4:00 p.m. On Tuesday, the 16th, we will have the pre-bid meeting where any organization that wants to bid can attend to ask questions. Attendance will be taken, and participants must arrive by 9:00 a.m. The meeting usually lasts about 20 minutes. Organizations will have a few days to submit questions after the meeting. A follow-up meeting will be held a week or two later to narrow down the finalists, with presentations and interviews scheduled for the first of August. A vote will be taken, and a decision will be made at the end of that meeting. The deadline to apply is Tuesday, July 16th. It is

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estimated that 10 organizations will attend, about 7 will submit bids, and 3 or 4 will be selected as finalists.

USDC Finance:

Sustainability Fund Update:

Things are going well as we approach the year-end closing. Revenues are in, and we've earned \$1.4 million in interest this year. We are on track to spend \$1 million on our projects this year. The music therapy program may expand after the pilot year, and we are establishing methods to track the number of participants.

The music therapists are currently working with specific apartments and providing music lessons for higher-functioning individuals. One of our interns is conducting a study on options to contract a joint venture with community autism providers.

We are in the early stages of planning the equine therapy riding area. Due to potential variations in cost, Bill has requested \$1 million to cover any additional expenses, with the initial cost estimated to be around \$600,000 to \$700,000.

The playground project is currently on hold while we update the master plan to ensure the property is used optimally and the project aligns with these plans. We have \$1.25 million allocated for playground equipment.

USDC has two employees dedicated to modifying equipment for individuals. We are evaluating the performance of the five modified bikes we recently purchased before moving forward with additional equipment.

Donated Fund Expenditure Authorization, Calendar Year 2024-VOTE NEEDED:

The donated fund balance primarily comes from accrued interest, with occasional contributions from donations. Mark proposes transitioning from a fiscal year to a calendar year for easier management of events and requests. This change would simplify the coordination of annual events such as the Hill Celebration and other activities for individuals and buildings, including birthdays, the Points Program, the Forgotten Angels Project, People First, Cultural Awareness Day, theater, clothing, eagle projects, funerals, and more.

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The Hill Celebration takes place in June, which falls between fiscal years. Mark plans to present a new budget proposal in January 2025. Approximately 800-1,000 people attended the last Hill Celebration, reflecting significant community involvement. Mark is requesting board approval for \$40,000 for the calendar year, with \$20,000 allocated for the annual Hill Celebration and \$16,000 for other listed expenditures. In November, Mark will prepare a draft plan for board review, with a final vote on specific spending scheduled for January.

The Governing Board and Parent Family Council can request donations, but USDC staff members cannot. Mark will investigate with the Attorney General's office whether a donation link can be included on USDC's website.

Dr. Smith motioned to adjust the budget to spend \$40,000 from the donated fund between now and the end of December for additional needs, including the Hill Celebration and other events for individuals and buildings (e.g., birthdays, the Points Program, the Forgotten Angels Project, People First, Cultural Awareness Day, theater, clothing, eagle projects, and funerals). Tonya seconded the motion, with the amendment that this budget adjustment will be applied on a calendar year basis.

Motion Approval:

Yea – Dr. Scott L. Smith, Public Appointee

Yea – Jennifer May, Family Advocate

Yea – Tim Mathews, USDC Superintendent

Yea – Patrick Horrigan, Consumer Advocate

Yea – Paul Smith, Public Appointee

Yea – Deanna Wall, Public Member II

Yea – Tonya Hales, DHHS Assistant Deputy Director

The motion passed unanimously.

Short-term placements for psychiatric emergencies can be challenging for regular hospitals. We should consider setting this up at USDC and include it in the master plan. Although it was mentioned in the RFP, it wasn't detailed. Aubrey Sneider from HSRI contacted Deanna for an interview, but Deanna is unsure if she's allowed to participate. More information is needed before moving forward.

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USDC Procedure and Policy:

Advance Care Directives Policy 60.05.01-New Policy Discussion

Lauren introduced the Advance Care Directives Policy 60.05.01. The policy now includes a clear definition of advance care directives, as the initial version focused on Do Not Resuscitate (DNR) orders. The policy outlines individuals' rights to have an advance care directive and specifies procedures for admissions. It explains that it is the responsibility of the individual and their guardian to provide any relevant directives at the time of admission. USDC will request this information from new admits moving forward.

The policy also covers the storage of these directives and specifies that while having an advance care directive is optional, the process of appointing an agent is important for staff so they know whom to contact with questions. For terminally ill individuals, advance care directives will be managed on a case-by-case basis.

The policy also addresses Physician Orders for Life Sustaining Treatment (POLST). When transferring an individual with an advance care directive or POLST to another facility, a copy of the directive or POLST will be provided to the receiving facility.

USDC Community:

Positive changes have been implemented since the sexual assault incident, including personnel changes.

We've had many questions about reinstating the respite program at USDC. Due to remodeling, one building will be closed for at least 18 months, reducing available space for respite services. We are exploring support from community providers and the possibility of using a portable building. New staff may also be required. A strategic plan for the respite program will be developed over the next six months, with consideration given to the broader disability community. Additionally, virtual training for families and other outreach options are being explored, and providers are sharing skill-building resources with the community.

Dr. Smith motioned to adjourn the meeting, which passed unanimously.

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