

Review and Approval Tree:

- ☒ ~~Quality Assurance Program Administrator Kamille Sheikh~~
- ☒ ~~Office of Licensing Assistant Director Travis Broderick (DHHS)~~

Congregate Care Advisory Committee Meeting Minutes

Wednesday, July 15, 2026

1:00pm - 4:00pm

Multi Agency State Office Building, Room 1020B

195 N 1950 W, Salt Lake City, UT 84116

Public Virtual Attendance: <https://utah-gov.zoom.us/j/82342429468>

This meeting was recorded. An audio copy of this recording and all other meeting materials can be found on the Utah Public Notice Website ([Congregate Care Advisory Committee PNW](#)).

Attendees

Board members attending: Steven Demille, Jessica Black, Cassandra Howell, Tony Mosier, Trina Packard, and Adam Pendleton, Daniel Sanderson

Board members excused: None

DHHS staff attending: Dustin Penman, Jada Stelmach

Agenda

1. Welcome - Trina Packard

- a. Intro script
 - i. The meeting was called to order at approximately 1:00 PM by Trina Packard.
 - ii. Trina Packard read the introductory script, outlining that the meeting is being held in-person and virtually, hosted by the Utah Department of Health and Human Services (DHHS), and is being recorded.
- b. Call for attendance

- i. Adam Pendleton motioned to begin the meeting, Daniel Sanderson seconded. The motion was passed unanimously.
- c. Approve minutes from June 2026
 - i. Approval of the June 2026 meeting minutes was moved by Cassandra Howell and seconded by Adam Pendleton. The motion passed unanimously.

2. New Business

- a. The Committee reviewed the proposed safety, staffing, training, and physical facility features to finalize recommendations for Intensive Residential Treatment (IRT).
 - i. Advanced Training Topics & Hours:
 - Reaffirmed 80 hours of pre-unsupervised training with documented competency checks.
 - Added peer/colleague intervention to advanced de-escalation topics.
 - Allowed suicide, aggression, and trauma modules to be taught by either a licensed clinician or a recognized organization.
 - Required a written medical escalation and documentation policy developed with a medical professional.
 - Physical Facility Features
 - Required anti-ligature measures in high-risk areas. specifically bedrooms and bathrooms.
 - Mandated common-area cameras for incident debriefing only, not for direct supervision.
 - Shifted facility risk-mitigation plans to initial licensing submissions, updated as structural changes occur.
 - Staffing Requirements:
 - Mandated documented Q15 (every 15 minutes) checks during waking hours.
 - Updated facility manager requirements to age 25+ with a bachelor's degree or equivalent human services experience.
 - Framework Definitions:
 - Reviewed and finalized the draft definitions for Intensive Residential Treatment and Standard Residential Treatment, confirming that standard care baselines will adopt existing state administrative rules.

3. DLBC Update:

- a. DLBC informed the committee that their official legislative statute citation has changed to [Section 26B-1-436. Congregate Care Advisory Committee.](#)

4. Public Comment

- a. The chair opened the floor for public comment. It was confirmed that no members of the public requested to comment.

5. Action Items:

- a. Committee members converted the July 29, 2026 meeting to a 1-hour virtual session from 1:00 PM - 2:00 PM to formally vote on the final proposal draft.

6. Adjourn - Trina Packard

- a. Trina Packard called for a motion to adjourn the meeting.
- b. Cassandra Howell motioned to adjourn the meeting, and the motion was seconded by Jessica Black.
- c. The motion was passed unanimously. The meeting was adjourned at approximately 4:00 PM.