Congregate Care Advisory Committee Meeting Minutes

Wednesday, July 29, 2026
1:00pm - 2:00pm
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: Shannon Thoman-Black, Travis Broderick, Jada Stelmach

Agenda

1. **Welcome - Trina Packard**
    a. Intro script
        i. The meeting was called to order at approximately 1:05 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 July 15, 2026 meeting minutes was postponed and will be approved alongside the July 29, 2026 minutes during the August 2026 meeting.

2. **New Business**
    a. The Committee reviewed the formal proposal outlining recommendations for the Standard and Intensive Residential Treatment in Congregate Care before taking a formal vote.
    b. The Committee discussed potential word alternatives and proposed to add "medical" to clarify complaint escalation triggers.
    c. Shannon Thoman-Black, Director of Division of Licensing and Background Checks (DLBC), explained that DLBC will review the recommendations, standardize language to match administrative rule, and bring revisions back to the committee for further feedback.
    d. The Committee took the following action on this agenda item:
        i. Vote: To approve the definitions and recommendations in the proposal with the addition of the term "medical" for complaint escalation triggers
        ii. Steven Demille motioned to approve the vote, Daniel Sanderson seconded. The motion was passed unanimously.

3. **Public Comment**
    a. The chair opened the floor for public comment. It was confirmed that no members of the public requested to comment.

4. **Action Items:**
    a. Committee members confirmed the next meeting on August 29, 2026 from 1:00 PM - 4:00 PM in-person.
    b. The following agenda items to be added were:
        i. Open and Public Meetings Act by Brittany Huff, Assistant Attorney General.
        ii. Feedback from Office of Licensing on the committee's recommendations for standard and intensive residential treatment in congregate care settings.
        iii. Discussion on admissions criteria and policies.

5. **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 1:30 PM.