

USDC GOVERNING BOARD MEETING MINUTES

Meeting Location:

Utah State Developmental Center - 895 N. 900 E. American Fork, Utah

Meeting Date: July 13, 2017

Governing Board Present:

Angella Pinna, Director DSPD
Guy Thompson, USDC Superintendent
J. Fred Jex, Project Mgr. Craig Construction
Don Gordon, USDC Parent Advocate
RaFawn Rogers, USDC Executive Secretary

Lana Stohl, DHS Deputy Director
Laura Anderson, Autism Council of Utah
Dr. Scott L. Smith, MD.
Manuel Smiley, Consumer Advocate

Excused:

Carmen Pingree, Pingree Autism Center

Public / Presenters Present:

William H. Exeter, USDC Project Manager
Lesa Howell, QA / Unit Director
Amy Lewis, Records Supervisor

Charles Goodman, DHS Prog. Administrator
Jordon DeHaan, Compliance Officer

Business / Minutes Review: (Angella Pinna)

Governing Board Minutes Draft / May 17, 2017: Review & Approval of Governing Board Motion / Approve Minutes dated May 17, 2017

1. Scott Smith made a motion, Lana Stohl seconded.
2. Minutes unanimously approved.

USDC Partnership / Buildings and Land:

Project Update / Boundary Realignment (William Exeter)

Bill Exeter met with American Fork City Mayor, Engineer and City Administrator to discuss impact and improvement fees for the USDC Properties Development. The American Fork bid came in higher than Highland's projected cost.

1. **Water:** Water for the development was discussed. Cost may be circumvented if the well (#1024), currently owned by the Developmental Center is certified for culinary use.
 - a. Presently the well is capped, but has been cleared for emergency preparedness purposes.
2. **Water Testing:** Chemtec-Laboratories, Salt Lake City will test the water at a cost of \$1,900 dollars. The test was authorized. If the well is usable, the realized savings could be 2.7 million dollars.
 - a. It is anticipated that there will be enough water to service the entire 143 acre development.
3. **Taxes/Fees:** The land is owned by the State, therefore, there will not be any city tax revenue. A land fee may be imposed in lieu of a tax or sales tax.

Discussion Points:

1. It is the intent of the Board to expedite the process of development. Developers need to know what city they are working with before the Request for Proposal (RFP) can be developed and released.
2. Any delay will move the project into the 2018 Legislative Session after which, there will be further delay as the Request for Proposal (RFP) is developed and released.

Pros & Cons / Per Boundary Realignment:

The Governing Board listed the Pros and Cons per annexation/incorporation into each city. The intent of the Board is to loosely define what each city might offer. The Board values all surrounding cities. It is the Governing Boards desire to foster a good relationship and solid partnerships with each city, because we are all part of the same community. However the Governing Board is tasked with the responsibility to do what is in the best for Utahns with disabilities and the Developmental Center, not necessarily what is best for each city. With that in mind, the following points were discussed:

Goal: To be prepared. To voice USDC requests and ask to be placed on the Legislative Special Session Agenda, if/when the Governor calls a Special Session.

Infrastructure:

1. American Fork City will not charge to rebuild the water system.
 - a. American Fork currently supplies USDC sewage services.
 - b. American Fork City cannot provide water pressure without a water tower.
2. Highland quoted approximately \$4 million per infrastructure updates to the city’s current system;
 - a. Highland requested a sewage lift station.

Culinary Water:

1. American Fork currently supplies USDC culinary water.
 - a. USDC and American Fork jointly own the Canyon Springs Well in American Fork Canyon.
2. Highland would need to provide water from their culinary source

City Annexation Pros and Cons	
Costs Estimated	
American Fork	Highland
5-7 million	4 million
Water Will need to build water tank	Culinary water Costs not considered
Sewer gravity fed No sewer lift station	1.9 million To build sewer pumping station
Open to 20 year Bond At 2.5%	No Bond
Open Sundays	Closed Sunday
Currently providing police and fire services to USDC	-

Retail Development:

1. Highland Blue Laws require retailers to be closed on Sunday.
2. Developers’ suggested that retail and big box businesses will be hesitant to build on USDC development properties if they are required to close on Sunday.

Community Supports:

1. Police, Fire and Hospital services are currently supplied by American Fork City.

Motion / Continued Discussion: Lana Stohl made a motion to authorize Bill Exeter to continue discussion with both Highland City and American Fork City, to work toward the best overall plan for the Developmental Center about the potential of moving the boundary.

1. Dr. Scott Smith seconded the motion.
2. The motion passed unanimously.
 - a. What is best for the Developmental Center and how the facility will be affected long-term will be the basis for decisions made by the Governing Board.

Board Request:

1. Bill Exeter will schedule a meeting with both Mayors to discuss anticipated infrastructure needs and cost estimates. Information will be forwarded to the Governing Board.

Murdock Connector:

1. No report has come back from the County. The proposed road will be surveyed and staked off.
 - a. The County gave Highland City access to the land so city officials could look at the route of the proposed road.
 - b. This item will be placed on the Governing Board meeting in September

USDC Self-Reliance / Quality Services:

Maintenance Report: (Charles Goodman)

1. **DFCM/USDC Maintenance:** The changeover from USDC to DFCM maintenance took place on July 11, 2017. The transition has been relatively smooth.
 - a. Most USDC employees were rehired by the Division of Facilities Construction and Management (DFCM).
 - b. There have been a few issues because the process is new, but there is a very good working relationship with DFCM.

Building Block Report: (Charles Goodman)

USDC will request consideration of a pay increase for USDC Direct Care Staff (DVM) as part of their annual budget request. Currently the turnover rate is 50% to 60% for a DVM and Program Lead. Nursing staff are in a similar situation. In order to be competitive with other facilities, the requested increase will be in the \$3.00 to \$5.00 an hour range.

1. USDC is a public facility licensed as Intermediate Care Facility for individuals with Intellectual Disabilities (ICF/ID). The rate increase approved in the 2017 legislative session for other ICF/ID facilities did not include public facilities and as a result USDC was excluded.
 - a. Active treatment is a requirement for all ICF/IDs. USDC must have sufficient staff to get residents to activities, doctor appointments, work and center related activities or risk the loss of federal funding.
 - b. The goal of a pay increase is retention of current staff and an increase in the rate new staff are hired.

Quailrun HVAC Upgrade: (Charles Goodman)

1. The order to proceed has been given. Contractors are acquiring necessary equipment and supplies. Quailrun has been vacated. Work will begin as soon as equipment has arrived.
 - a. The completion date should be the end of November 2017.

Evergreen Windows: (Charles Goodman)

1. The current windows will be replaced and asbestos surrounding those windows will be abated.
 - a. Pre-bid will open on August 8, 2017 and close on August 16, 2017. Completion should be around the first part of November.

Aspen / Pleasant View / Complex Roofing:

1. Aspen is in need of the most repair. Pre-bid opens July 26, 2017. As of yet, there is no set date scheduled for completion.

Energy Upgrades: (Charles Goodman)

USDC will receive about \$900,000 for energy upgrades. Currently the project is in the design phase and specifics will be determined from that process.

1. A completed study highlighted the following:
 - a. Lighting provides the biggest savings and requires less expenditure. Power upgrades and savings are part of the overall project.
2. Laura Anderson stated that USDC needs to be proactive and invest in making the Developmental Center a place where community and businesses come together. Residents of

the State and County need to envision USDC and the Utah State Hospital as national centers of excellence.

Therapies Building: (Guy Thompson)

Guy Thompson, Superintendent, asked the State Building Board to approve a new Therapies Building. Therapies are provided at the Developmental Center, however, treatments are spread over multiple locations which creates inefficiency and loss of effectiveness.

1. The land to build is owned by the Developmental Center. The suggested build location is toward the Twin Homes in the baseball field.
2. Current buildings used for various therapies which are no longer functional will be demolished.
3. The cost estimate for the new building is slightly more than 13 million dollars.
4. The Building Board will review, accept and prioritize all submitted Capital Development Projects. It is expected that the USDC Therapies Building will be accepted and the budget would be funded through the Building Board appropriations process.

USDC Operational Excellence:

Individual Privacy Policy 30.25.03: (Lesa Howell)

The Individual Privacy Policy was reviewed. Bold font noted changes. The policy defines surveillance cameras in the facilities. Cameras are located in common areas and outside locations on the grounds.

1. All parents and new admissions are made aware of the cameras.
2. Dignity and respect is maintained. Privacy is protected in the bedrooms, bathrooms and for family visits.
3. USDC has stringent guidelines due to the Health Insurance Portability and Accountability Act of 1996. (HIPAA) Policy states that staff and visitors are prohibited from releasing HIPAA information.
 - a. Using cameras for events need to be monitored and will be released through the Records Department.
 - b. Specified staff are assigned to take pictures during events. Those images are placed in USDC Life Books to be shared with family members.
4. To further assist, upon admission a "Frequently Asked Questions" booklet is given to new admissions and their family members.

Motion / Individual Privacy Policy: (30.25.03) Scott Smith made a motion to approve the Individual Privacy Policy as revised. (Bold font – previously emailed for review, prior to the Governing Board meeting)

1. Fred J. Jex seconded the motion.
No further discussion – motion was unanimously approved.

Grievance Process Report: (Lesa Howell)

Each year, a report on grievances and the grievance report process is provided to the Governing Board. During the past year, eight grievances were submitted. Six of the eight were received within the last three months. Seven of the eight came from the same unit.

The good news is that individuals are aware that they have a voice and are able to work with the social worker to make their voice heard.

1. Most issues were dissatisfaction or complaints about a peer. Each issue was resolved by communication with the Qualified Intellectual Disabilities Professional (QIDP).
 - a. In some instances, living arrangements were changed.
2. One Individual was concerned about a staff member being let go.
 - a. The staff was on leave due to an open and active investigation.

USDC People and Culture:

Records Fee Schedule: (Jordan DeHaan / Amy Lewis)

GRAMA stands for Government Records Access and Management Act. The law provides that a governmental entity may charge a reasonable fee to cover the governmental entities actual cost of providing a record. (Utah Code 63G-2-3-203) USDC is requesting the following fees:

Established Cost for a Patient or Legal Authorized Representative:

\$4.00 Digital CD File of Video/Photos

\$0.10 each page for copying after 50 pages

\$10.00 per request for duplication of a patient's entire electronic record

Authorized Third Party Request:

\$15.00 Locating Charge

\$4.00 Digital CD File of Video/Photos

\$0.25 copying charge per page

\$25.00 per request for retrieval and duplication of patient's electronic record

The charge is geared to offset cost not to generate income

The fees request must be approved by the Legislature.

Motion / Records Fee Schedule: Lana Stohl made the motion that the Governing Board approve the Records Fee Schedule subject to review and approval by the Legislature. Motion was approved unanimously.

Close Public Meeting: The public meeting was closed due to HIPAA requirements. The USDC History Clip shows individuals living at the Utah State Developmental Center.

USDC History Clip: (Jordan/Amy)

1. USDC History Video Clip was shown to Governing Board Members during a close meeting. The clip spanned early years at the Utah State Training School / Utah State Developmental Center through the 1970s.

Dates to Remember:

1. September 14 / USDC Fall Conference
2. September 19 / Family-Parent Council Staff Appreciation Activity
3. September 27 / 9:00 AM – Governing Board Meeting

