

FULL BOARD MEETING MINUTES
Board of Private Alternative Adolescent Residential or Outdoor Programs
4TH Floor Small Conference Room
301 South Park Avenue
Helena, MT 59620
10:06 am-2:24 pm
Wednesday December 7, 2016

1. Call To Order - Establish Quorum - Introduction of Board & Staff Members Present (00:00:04)

Presiding Chair, Dr. John Santa, called the meeting to order at 10:06 a.m.

Board Members Present:

Dr. John Santa – Board Chair
Ms. Penny James
Ms. Trudi Schmidt
Ms. Pamela Carbonari
Mr. Rick Johnson

Staff Present:

Ms. Cynthia Reichenbach – Executive Officer
Mr. Gene Allison – Board Counsel
Ms. Jodi Koehnke – Administrative Specialist
Ms. Amber Carpenter – Investigation Supervisor

Guests Present:

Mr. Jason Harris
Ms. Penny Vincelli
Ms. Mickey Manning
Mr. Patrick McKenna
Mr. Chris Mundy
Mr. Tom Harrell

- a. Review of board member terms and positions **(02:40:11)**
- b. Election of officers

2. Approval and Tentative Modification of Agenda Order (00:03:07)

Modifications: Move 1a & 1b to later in the meeting and move 6ci to after #4, Public Opportunity to Comment to accommodate the staff from Little Children's Home.

Motion (00:04:31): Dr. Santa moved to approve the agenda as modified. Ms. Schmidt seconded. The motion carried.

3. Review of Minutes, September 9, 2016 (00:04:55)

Modifications: Correction on page 2 of Minutes, correction of "Perimeters" to "Parameters"

4. Public Opportunity to Comment (00:06:23)

The presiding officer read the statement of public participation. No members of the public were in attendance who wished to comment.

5. Department Updates, Todd Younkin, Division Administrator, 1:00pm – 1:20pm (02:43:47) No Action Taken

- a. 2017 Legislation
 - i. Joint Meeting update
 - ii. Summary Guidelines for Staff & Board Members

6. Board Action

a. Executive Officers Report (00:25:42)

- i. Budget
 - 1. Five Year Detail
 - 2. Monthly Summary

Motion (00:29:26): Mr. Santa moved to table the budget report until the next meeting. The motion carried.

ii. Board Statistic Reports (00:30:07)

- 1. FY 2017 to date
 - a. Applications
 - b. Licenses
 - c. Renewals
- 2. Historical
 - a. Applications
 - b. Licenses
 - c. Renewals

b. PAARP Licensure Applications

- i. New Application
 - 1. Tumbleweed (00:30:52)

Mr. Chris Mundy joined the meeting by phone for the Board's deliberations.

Motion (01:26:31): Dr. Santa moved to approve licensure for Tumbleweed pending the receipt of the following revisions on policies:

- 1. Staffing levels per ARM 24.181.612(b) and ARM 24.181.609
- 2. Restraint and emergency policies and training per ARM 24.181.613 and ARM 24.181.616
- 3. Program placement without a parent per ARM 24.181.611
- 4. Complete the missing two fingerprint and background check reports

Mr. Johnson seconded. Discussion ensued. The motion carried.

Amended Motion (01:29:09): Dr. Santa moved to authorize staff and Mr. Gene Allison to review the new materials submitted from Tumbleweed and approve the license. Mr. Johnson seconded. The motion carried.

- ii. Application Follow-ups
 - 1. New Horizon's update (01:32:12)

Mr. Thomas Harrell joined the meeting by phone for the Board's deliberations.

Motion (02:24:32): Dr. Santa moved to approve the amended application for licensure for New Horizon's pending receipt of the outstanding staffing certificates for passive restraint and CPR for direct care staff and outstanding fingerprint and background checks of current staff. Also, the amended application is approved only for the current facility that has been inspected and passed inspection. Any new buildings that are added cannot be used until they have been inspected and a significant change in the plan of operation has been filed with the Board office and approved. Mr. Johnson seconded. Discussion ensued. The motion carried.

Amended Motion (02:30:12): Dr. Santa moved to amend the motion for the fingerprint/background checks, CPR and passive restraint training certificates be submitted to the Board within 60 days. Ms. James seconded. Discussion ensued. The motion carried.

2. Reflections Inc (02:39:06)

c. Investigation Update (00:07:18)

- i. Little Children's Home

d. H.E.A.L Review (02:35:16)

- i. Watch list web address: <http://www.heal-online.org/thelist.htm>

e. Board and National Committee Reports (02:39:48)

- i. NATSAP
 - 1. National, John Santa, Ph.D.
 - 2. Regional, Joseph Wassif, Ph.D., Chair

f. Rule Revision Project (02:50:52)

- i. Statute and rules references

Staff will draft the rule revisions as discussed by the Board and bring them back to the March meeting for Board approval.

- ii. 2015 & future renewal audit parameters
- iii. Fingerprint/Background check clarity
- iv. Others

g. Next Meetings (04:02:32)

December 7, 2016-conference call
March 15, 2017-conference call
June 14, 2017-in person meeting
December 6, 2017-conference call

7. Adjourn (04:03:25)

Motion (04:03:25): Dr. Santa moved to adjourn the meeting. Ms. Schmidt seconded. The motion carried.