

# Policy and Quality Committee Meeting Summary

October 9<sup>th</sup>, 2024

10:00 am-12:00 pm

Attendees: Tonya Abernathy, Matt Poel, Kate Nash, Angelique Tafoya, Tracy Perry, Winton Wood, Jim Copeland, Deanna DeHerrera, Christie Guinn, Chris Leroi, Peter Michaels, Claudia Rice

## Agenda items:

1. Review of Policy and Quality Committee Guidance document.
  - a) Committee members reviewed Policy and Quality Committee meeting guidelines.
  - b) A discussion about the purpose and scope of the Policy & Quality Committee took place.
  
2. Review of Emergency Operations Plan (EOP) for DDSD.
  - a) Claudia explained that the EOP is directed at DDSD staff and internal processes and is currently a draft document.
  - b) Elements of the EOP need to be presented to Case Managers, Consultants, and Community Support Coordinators for feedback to ensure they understand their role and the role of DDSD staff members during emergencies.
  - c) There was discussion of the EOP's scope and whether its guidelines extend to Abuse, Neglect and Exploitation (ANE) situations, which it does not.
  - d) Claudia read through the entire EOP document while committee members contributed discussion and suggestions for editing language to refine the EOP's Scope.
  - e) The question was brought up of how the DDSD would intervene in response to certain types of emergency situations that weren't large scale circumstances.
  - f) It was suggested that a section be added that would provide examples of specific emergency scenarios.
  - g) Claudia will send out a copy of the EOP document with "track changes" and create a one-page summary of the suggested intervention process and DDSD's specific plan of action for review.