



**OKLAHOMA DEPARTMENT OF HUMAN SERVICES**

Pauline E. Mayer Shelter  
5909 N. Classen Court  
Oklahoma City, OK 73118



June 15, 2009

Sara Vincent-Spain  
Oversight Specialist  
Oklahoma Commission on Children & Youth  
500 N. Broadway, Suite 300  
Oklahoma City, Oklahoma 73102-6200

Dear Ms. Vincent-Spain:

I am responding to your letter covering the April oversight visits to the Shelter and the Shelter Annex.

As to your 3 areas of concern:

1. Medication Errors at Annex:

I have reviewed these with the DCS IV and the Annex supervisor. I have instructed the DCS IV to have formal conferences with the employees and review correct medication administrator. I have also instructed the Annex supervisor to have the LPN meet with the employees and go over proper medication procedure.

2. Resident's complaints about the food:

The menus at Shelter are reviewed by a licensed dietician. It does meet the nutritional needs of the residents. As to the quality of the food I have instructed the kitchen supervisor to work with 2 of the staff to improve their cooking skills.

3. Complaints regarding treatment of residents:

All complaints are reported to the Office of Client Advocacy for investigation. These specific complaints were reported by me when I was informed.

Please advise if further information is needed.

Sincerely,

A handwritten signature in cursive script that reads "Anne Baker".

Anne Baker  
Anne Baker, I/C Prog. Administrator

Cc: Gary Miller