



**Department of Economic Security**  
**Division of Developmental Disabilities**  
**District East Independent Oversight Committee (IOC)**  
**Public Meeting Minutes**

120 W. 1<sup>st</sup> Avenue Mesa, AZ 85210  
 2<sup>nd</sup> floor conference room  
 January 9<sup>th</sup>, 2019  
 5:00 pm – 7:00 pm

<b>Call to Order</b>	Jennifer Horton
<b>Start Time</b>	5:09 pm
<b>Facilitator</b>	Jennifer Horton
<b>IOC Liaison &amp; Note taker</b>	Jeffrey Yamamoto
<b>Attendees</b>	<p><b>IOC Members Present:</b> Jennifer Horton, Sherri Reed, Jill Wilson, Mindee Stevenson, Cynthia Elliott, Cathryn Whalen, Sarah McGovern</p> <p><b>IOC Members on Phone:</b> Kin Counts, Tonia Schultz</p> <p><b>IOC Members Absent:</b> Tammy Leeper, Suzanne Hessman</p> <p><b>Division of Developmental Disabilities (DDD) Staff:</b> Jeffrey Yamamoto</p> <p><b>Arizona Department of Administration (ADOA)</b> Mike Beller (By Phone) Teri Obrien</p> <p><b>Public:</b> None</p>
<b>Agenda Topics</b>	Call to Order, Welcome and Introductions, Approval of Minutes, Call to public, Review and Vote on Types of incidents, ADOA update, IOC Liaison Updates, Discussion, review and possible action on Committee Membership, Discussion and review of Incident Reports (IRs) and Behavior Plans (BPs)

**Call to Order/Welcome**

**Committee**

<b>Discussion</b>	<p><b>Jennifer Horton</b> called the meeting to order at 5:09pm and welcomed the <b>Independent Oversight Committee (IOC) members</b>. The Committee introduced themselves. <b>Tonia Shultz and Kin Counts</b> were on the phone.</p> <p><b>Jeffrey Yamamoto</b> IOC Liaison introduced himself.</p> <p><b>Teri Obrien</b> with ADOA observer introduced herself.</p> <p><b>Mike Beller</b> with ADOA introduced himself on phone when he joined.</p>
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**Approval of Minutes**

**Committee**

<b>Discussion</b>	<p><b>Jennifer Horton:</b> Asked for motion to accept the last minutes.</p> <ul style="list-style-type: none"><li>• <b>Sherry Reed</b> made a motion to approve both public and executive December 2019 minutes as written,</li><li>• <b>Sarah McGovern</b> seconded the motion.</li><li>• Vote was taken,</li><li>• All members were in favor of approval with no vote for disapproval. Motion carried.</li></ul>
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**Call to Public**

**Committee**

<b>Discussion</b>	<p><b>Jennifer Horton:</b> Made called to the Public.</p> <p><b>There was no Public in attendance.</b></p> <p><b>Jeffrey Yamamoto:</b> Mentioned that Linda Garcia was supposed to be in attendance but cancelled last minute due to a family emergency. She is asking to be invited back in April for possible membership.</p> <p><b>Jennifer Horton:</b> Asked if there was anything which needed to be done immediately at this meeting concerning her.</p> <p><b>Jeffrey Yamamoto:</b> Responded "No"</p>
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**ADOA liaison update**

**Mike Beller**

<b>Discussion</b>	<p><b>Mike Beller:</b> Informed the Committee that ADOA is producing a three-part Draft Manual / handbook for all IOC that are under ADOA, the manual will be forwarded to the chairs to ensure committee communications and distribution. Any feed back will need to be sent to ADOA.</p> <p><b>Mike Beller:</b> Commented that ADOA is looking to possibly put together website exclusively for the IOC's for postings. This would be for all the IOCs that are under the umbrella of ADOA.</p> <p><b>Mike Beller:</b> Informed the Committee that ADOA is recruiting for the different districts and they have finished the Two appointment letters for another DDD District IOC. ADOA is making IOC volunteer badge for all members.</p> <p><b>Jeffrey Yamamoto:</b> Asked if ADOA has been getting many applications from their efforts to recruit.</p> <p><b>Mike Beller:</b> Replied that DDD has not been set up for active recruiting from ADOA.</p>
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**IOC liaison update**

**Jeffrey Yamamoto**

<b>Discussion</b>	<p><b>Jeffrey Yamamoto:</b> Informed the Committee that the IR answers were included in their packets. The metadata reports also included.</p> <p><b>Jeffrey Yamamoto:</b> The DDD IOC supervisor and liaison met with the head of the Program Review Committee (PRC) and have delivered the complaints from the IOCs.</p> <p><b>Jeffrey Yamamoto:</b> IOC and PRC discussion of what happens to the concern, comments and "violate" returned behavior plans. The IOC liaison and supervisor met with Chris Deere from DDD and a PRC chair to discuss concerns that the commented behavior plans go are not followed up on by PRC. The PRC is putting together "standard work" and will include the follow up communication to the liaison and IOC. Medication listed on the Behavior Plan is the latest medications and dosages the member is getting. The ISP and BP may not match but is not considered a human right violation by PRC.</p> <p><b>Jeffrey Yamamoto:</b> AIMS testing should be done when anti-psychotic medications are being used for a member. This was clarified by Tonia Schultz.</p> <p><b>Jeffrey Yamamoto:</b> Discussed how to fill out the new timecards</p>
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**Discussion on Types of IRs**

**Committee**

<b>Discussion</b>	<p><b>Jennifer Horton:</b> Started off by stating that some members were having problems in drop box with downloading questions from their Incident Reports (IRs).</p> <p><b>Committee Members:</b> Agreed that they just began having problems in drop box.</p> <p><b>Jennifer Horton:</b> Brought up if the committee wanted to look at different types of IRs or rotate between the different ones. She asked if anyone wanted to make a comment or suggestion.</p> <p><b>Cynthia Elliott:</b> Wants to know if in "Med Errors" could be teased out of level 3, so the review list is smaller and only dealing with more concerning incidents.</p> <p><b>Jeffrey Yamamoto:</b> Explained that it can be difficult to tease out only the level 1's, especially since they will be redacting all incidents and printing them all. He went over all the "Types" and let the Committee decide what they wanted to review.</p> <p><b>Jennifer Horton:</b> Asked for a motion for the Committee to give "types" of IRs not to review.</p> <ul style="list-style-type: none"><li>• Motion by <b>Jill Wilson</b> to not review <b>Other: Behaviors/unknown injury/hospitalization and Medication Errors.</b></li><li>• Seconded by <b>Cathryn Whalen</b></li><li>• <b>Vote was unanimous, no "nay" vote</b></li></ul> <p>Motion Carries</p>
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**Discussion and Review of Incident Reports (IRs) & Behavior Plan (BP)**

**Committee**

<b>Discussion</b>	<p><b>Jeffrey Yamamoto:</b> Separated the <b>342 IRs</b> into 9 equal stacks, to be distributed to the members. The <b>7 BPs</b> were given to the 7 members in attendance.</p> <ul style="list-style-type: none"> <li>• <b>Incident Reports and Behavior Plans</b></li> </ul> <p>IRs Total <u>  348  </u> Closed <u>  348  </u> Open <u>  0  </u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Type</th> <th style="text-align: center;">Open</th> <th style="text-align: center;">Closed</th> </tr> </thead> <tbody> <tr><td>Accidental Injury</td><td style="text-align: center;">0</td><td style="text-align: center;">19</td></tr> <tr><td>Deaths</td><td style="text-align: center;">0</td><td style="text-align: center;">6</td></tr> <tr><td>Emergency Measures</td><td style="text-align: center;">0</td><td style="text-align: center;">21</td></tr> <tr><td>Human Rights</td><td style="text-align: center;">0</td><td style="text-align: center;">5</td></tr> <tr><td>Legal</td><td style="text-align: center;">0</td><td style="text-align: center;">6</td></tr> <tr><td>Medication Errors</td><td style="text-align: center;">0</td><td style="text-align: center;">1</td></tr> <tr><td>Missing</td><td style="text-align: center;">0</td><td style="text-align: center;">2</td></tr> <tr><td>Neglect – Potential &amp; Imminent</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>Other Abuse – Sexual, Verbal, &amp; Emotional</td><td style="text-align: center;">0</td><td style="text-align: center;">3</td></tr> <tr><td>Other – Behavior</td><td style="text-align: center;">0</td><td style="text-align: center;">266</td></tr> <tr><td>Other Injury Unknown – Hospitalization</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>Physical Abuse</td><td style="text-align: center;">0</td><td style="text-align: center;">5</td></tr> <tr><td>Property Damage</td><td style="text-align: center;">0</td><td style="text-align: center;">6</td></tr> <tr><td>Suicide</td><td style="text-align: center;">0</td><td style="text-align: center;">8</td></tr> <tr><td><b>TOTALS</b></td><td style="text-align: center;"><b>0</b></td><td style="text-align: center;"><b>348</b></td></tr> </tbody> </table> <p>IRs were equally divided and distributed for 7 members in attendance and 2 on the phone.          Number of Questions for QAM: None at this meeting, Responded Answers from prior month were distributed to members.          Number of Behavior Plans turned in by IOC Members: <u>  16  </u>          Number of Behavior Plans received by PRC: Total 7, equally distributed to the 7 members present.</p>	Type	Open	Closed	Accidental Injury	0	19	Deaths	0	6	Emergency Measures	0	21	Human Rights	0	5	Legal	0	6	Medication Errors	0	1	Missing	0	2	Neglect – Potential & Imminent	0	0	Other Abuse – Sexual, Verbal, & Emotional	0	3	Other – Behavior	0	266	Other Injury Unknown – Hospitalization	0	0	Physical Abuse	0	5	Property Damage	0	6	Suicide	0	8	<b>TOTALS</b>	<b>0</b>	<b>348</b>
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**Adjournment**

**Jennifer Horton**

<b>Conclusion</b>	<p>The next meeting will be held on Feb 13th, 2019 at 5:00 pm at the 120 W. 1<sup>st</sup> Avenue, Mesa, AZ location. <b>Jennifer Horton</b> motioned that the meeting be adjourned. Cynthia Elliott and Sarah McGovern Seconded the motion. Committee all agreed. The meeting was adjourned by <b>Jennifer Horton</b> at <b>5:54 PM</b>.</p>
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