



**Division of Developmental Disabilities (DDD)
District East Independent Oversight Committee (IOC)
Meeting Minutes & Action Items
Wednesday, January 8th, 2019 – 5:00 PM to 7:00 PM**

Call to Order

Meeting called to order by Committee Chairperson, **Suzanne Hessman**. The date was January 8th, 2020 at 5:17 pm. The address of the meeting was 120 W. 1st Ave Mesa AZ 85210

Welcome and Introductions

- Attendance in Person: **Suzanne Hessman, Susan Kingsbury, Cynthia Elliott, Sheri Reed**
 - Attendance by Phone: **Elizabeth Bird, Kin Counts, Sarah McGovern**
 - Absent: **Tammy Leeper, Tonia Schultz, Cathryn Whalen, Jennifer Horton, Cherrie Floyd, Lindy Fisker**
 - Public in Attendance: **Amanda Godek (potential member)**
 - Arizona Department of Administration (ADOA): **Veronica Peralta, ADOA IOC Liaison (by Phone)**
 - DDD: **Jeffrey Yamamoto, DDD IOC Liaison,**
 - **The Committee, DDD and ADOA Employee** introduced themselves.
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Call to Public

Amanda Godek informed the committee that she is a trainer for Practical Training Solutions, a 3rd party company training agencies for DDD. She was also a past educator for the Mesa school district. She was a PRC volunteer and now would like to volunteer for IOC. She has personal knowledge of the DDD world through her boyfriend's child who is a member.

ADOA Updates

Veronica Peralta began by stating that the ADOA has sent out a news bulletin to the District IOCs. It had information on the Governor's Task force paper with suggestions for the different agencies who were involved with the Hacienda Incident. She mentioned about the Abuse and Neglect Task force meeting and if anyone was attending. Suzanne was aware of the meeting and attending. Also, if the annual report was turned in. All districts were turned in except for District North.

Discussion on Types and categories of IRs

Jeffrey Yamamoto began with presenting the committee in attendance with the types and categories of the incident reports (IRs). Suzanne Hessman discussed the different types and categories. Jeffrey explained that some categories have expanded, and some had shrunk. Legal being a category which



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previously held the HIPAA violations are now found in Human Rights violations. The Other-behaviors and Other- hospitalization/unknown injury will be separated making it a smaller section. The present Committee members and Suzanne agreed to have all the members review the categories and call for a vote for what they want to review at the March meeting.

Discussion of Google Drive for IRs

Jeffrey Yamamoto began to demonstrate for Suzanne Hessman how to set up the Google drive for IR inputting from the Committee members on his laptop via projector. She would host the Google Drive and have two folders, one for IRs and a second for Behavior Plans (BPs). The Committee will get an invite from Suzanne to participate in this Drive. Suzanne will send a “how to” link or video on how to add information to the folders.

DDD IOC Liaison Updates

Jeffrey Yamamoto stated that there isn't much more to include except that there is a Quarterly Statewide IOC meeting the next week and that Article 9 rewrite, and Governor's task force recommendations will be topics. The Google drive folders should be ready soon for this group of IRs and BPs handed out tonight.

Article 9 Training will replace the next meeting scheduled on Feb 12th. This was agreed upon by the committee present. IRs and BPs will be handed out to those in attendance. Also, the March 11th meeting will be pushed back to March 18th due to Mesa Spring Break occurring the prior week during the scheduled meeting date and many members have plans not to be in town.

Discussion of Committee Membership

Suzanne Hessman asked if Amanda Godek had any questions or if the Committee had any questions for her. There were no questions from either Amanda or the Committee.

Suzanne Hessman: Motioned to approve Amanda Godek as a new member to the District East IOC.

Sheri Reed: Seconded the motion.

All present IOC members voted to approve Amanda Godek. The 3 phone members also voted to approve Amanda Godek. No members voted “nay” or abstained.

Votes were all Ayes – Suzanne Hessman, Susan Kingsbury, Sarah McGovern (phone), Beth Bird (phone), Cynthia Elliott, Sheri Reed & Kin Counts (Phone).

Jeffrey Yamamoto: Will send the application information to ADOA for Appointment Letter.



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Discussion of Incident Reports & Behavior Plans

For December IRs the Committee members were given 660 incident reports. This included 151 open and 509 closed reports. ATPC had 39 totals with 17 open and 22 closed

Type	Open	Closed
Accidental Injury	14	210
Deaths	1	2
Emergency Measures	4	8
Human Rights	13	0
Legal	11	4
Medication Errors	20	48
Missing	2	3
Neglect	37	14
Other Abuse	1	4
Other	46	205
Physical Abuse	2	6
Property Damage	0	3
Suicide	0	2
TOTALS	151	509

The desired IRs were divided among the members in attendance. 7 sets to be sent out to those not in physical attendance.

Number of Questions for QAM: members of the committee will forward their incident reports question directly to the New google Drive folders being set up by the Chair.

Number of Behavior Plans turned in by IOC Members: 18- two without AIMS tests marked “in violation”

The Program Review Committee (PRC) left 11 behavior plans for the committee.

Adjournment

Suzanne Hessman adjourned the meeting at 6:19 pm. The next District East IOC meeting will be held on March 18th, 2020 at 5:00 pm.