

**Independent Oversight Committee (IOC)
Public Meeting Minutes
District South**

Department of Economic Security
Division of Developmental Disabilities
400 W. Congress Street. Suite 500
Tucson, AZ 85701
October 24th, 2018
2:00 PM – 4:00 PM

Call to Order	Lynda Stites
Start Time	2:03 PM
Facilitator	Lynda Stites
Note Taker & Liaison	Jeffrey Yamamoto
Attendees	<p>IOC Members Present: Lynda Stites, Genevieve Valenzuela, Jessica Richards, Christine Small, Cynthia Fielding, Tyler DeMers</p> <p>IOC Members Absent: Lynne Tomasa, Bliss Gifford, Bill Burnett,</p> <p>Division of Developmental Disabilities (DDD) Staff: Jeffrey Yamamoto & Eric Houghtalin (DDD Liaisons)</p> <p>Arizona Department of Administration (ADOA) Staff: Chris Kleminich by phone</p> <p>Public in Attendance: Rachel Allen, Beth Elliott</p>
Agenda Topics	Call to Order, Welcome and Introductions, Approval of Minutes, Vote on Membership, Discussion and Vote on Vice Chair, ADOA update, District Program Manager (DPM) Jake Carls introductions, Discussion of writing guidelines Statewide updates, IOC Liaison Updates, Call to Public, Adjournment to Executive Session.

Call to Order

Lynda Stites

Discussion	Lynda Stites: Called the meeting to order at 2:03pm
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Welcome and Introduction

Committee

Discussion	<p>Lynda Stites introduced herself the Independent Oversight Committee (IOC) members introduced themselves. The DDD Staff was Jeffrey Yamamoto & Eric Houghtalin (IOC Liaison) The Arizona Department of Administration (ADOA) Staff Chris Kleminich introduced himself via phone. Rachel Allen, Beth Elliott (potential Member) introduced themselves to the committee</p>
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Approval of Minutes

Lynda Stites

Discussion	<p>Lynda Stites asked if everyone received the emailed minutes for September. Committee: Agreed that they had. Some had not. Jeffrey Yamamoto: Handed out copy of minutes. Lynda Stites: Asked for a motion for the approval of the September minutes. Genevieve Valenzuela made a motion to approve the September 2018 meeting minutes as written. Tyler DeMers Seconded the motion This was then asked to be voted on. All members were in favor. Motion carried.</p>
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Vote on membership

Lynda Stites

Discussion	<p>Lynda: Asked for a motion for the approval of Rachel Allen as new member. The vote for Beth Elliott will occur on the next meeting. Cynthia Fielding made a motion to approve Rachel Allen, as new member Genevieve Valenzuela Seconded the motion This was then asked to be voted on. All members were in favor. Motion carried.</p>
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Discussion and vote for Vice Chair

Committee

Discussion	<p>Lynda Stites: Explained the position and expectation of what Lynda (as the chair) does and wants to explore the possibility of getting a vice-chair to fill in when she is unable to. There may be a time in the future where her time available for the meetings may be more strained and she would like to have someone be able to fill in for her duties. Among these are behavior plans from outside district, setting the agenda, interviewing of potential volunteers, and attending the statewide meetings Lynda Stites: Asked around the room for any comments or questions.</p>
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	<p>Jessica Richards: Said she would throw her name into the hat.</p> <p>The Committee: Discussed about who would also volunteer.</p> <p>Genevieve Valenzuela: Informed the committee she is too busy to be able to be the vice-chair at this time.</p> <p>Lynda Stites: Suggested that the voting and nominations for the vice-chair be tabled for the next meeting, since there were 3 members out of which they may be interested.</p> <p>Jessica Richards and the Committee: Agreed to wait until next meeting.</p>
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ADOA Updates

Chris Klemminich

Discussion	<p>Chris Klemminich: Wanted to bring up a couple of points. He started with the fact that the Arizona Department of Administration (ADOA) has been observing for the last few months and that now they want to follow up with the committees on what they would like to change going forward. He asked for any change to processes and anything to make their job easier.</p> <p>Lynda and the Committee: Did not have anything to bring up currently.</p> <p>Chris Klemminich: The next matter deals with meeting procedure. ADOA staff is looking to attend the Executive session after they take the required training. They would also like to restructure the agenda so that the committee could go out of executive session at the end to vote on membership or anything dealing with Incident Reports (IRs) or Behavior Plans (BPs).</p> <p>Lynda Stites: Would like to move to allow voting to occur after Executive session and recontinue the public portion.</p> <p>Chris Klemminich: Brought up that at the statewide meeting there was a thought of changing the official minutes to be reflective by the actual recording of the meeting rather than the current written summary of the meeting. The audio minutes would be accompanied by an actionable page of Roll call, voting result, wants and requests to show the actions done in committee.</p> <p>Lynda Stites: Asked what the consensus of the other chairs in the statewide meeting was.</p> <p>Chris Klemminich: There wasn't a consensus, and some liked the idea and others did not.</p> <p>Lynda Stites: Asked Jeffrey to add it to the next agenda. There were no other questions for Chris.</p>
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Introduction of Jake Carls

Jake Carls

Discussion	<p>This portion was cancelled as Mr. Jake Carls was out of the office and unable to attend the meeting.</p>
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Discussion and writing of Guidelines

Committee

Discussion	<p>Jeffrey Yamamoto: Handed out the District Centrals guidelines as a template for the District South to modify for their own. The Senate Bill 1450 was also passed out so that can see what the actual law provides.</p> <p>Lynda Stites: Proposed that the committee take the information home and decide at the next meeting. Make edits and communicate about the proposed changes.</p> <p>Jeffrey Yamamoto: Asked Chris to clarify any open meeting law concerns of the guidelines being sent around online to all the members.</p> <p>Chris Klemmich: Added that no concerns long as the committee doesn't indicate any voting preferences in their communications</p> <p>Tyler DeMers: Asked if the template could be email to all members.</p> <p>Jeffrey Yamamoto: Agreed to send it out to all members via email.</p>
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Statewide IOC update

Jeffrey Yamamoto

Discussion	<p>Lynda: Asked about the statewide meeting updates.</p> <p>Jeffrey Yamamoto: Passed out the handouts from the statewide meeting including the Children's Rehabilitative Services (CRS) contact information sheet, the biographical information on the Assistant Director for DDD, Dr. Charlie Green, the DDD Criminal Justice liaison information including October report. He explained the role of the Criminal justice liaison. How they answered the questions put forth by the District North chair.</p>
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IOC Liaison update

Jeffrey Yamamoto

Discussion	<p>Jeffrey Yamamoto: Informed the committee that he is still the liaison for Tucson. Eric has the other district IOCs.</p> <p>Working with ADOA with the more specific points such as appointments of new volunteers. Trying to streamline the process of appointments with ADOA.</p>
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Call to Public

Lynda Stites

Discussion	<p>Lynda Stites: Made call to the public. Commented to the committee to give any suggestions on what type of questions they had once they had started with the committee.</p> <p>Christine Small: Commented that an Acronym sheet would be helpful.</p> <p>Rachel Allen: She was asked if she had any questions for the Committee? She replied that she didn't.</p> <p>Beth Elliott: Asked if there is a quota of Incident Reports (IRs)</p> <p>Lynda Stites: Informed her that there isn't a quota.</p> <p>Jeffrey Yamamoto: Incident Reporting has gone up due to all incident without being screened for criteria.</p>
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	<p>Lynda Stites: Reminded the committee and the new potential members that all types of incident reports are not being reviewed by the committee. The Committee had voted not to review all types and only "Closed" types.</p>
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Adjournment to Executive Session

Lynda Stites

Conclusion	<p>Lynda Stites motioned to adjourn the meeting to executive session at 3:17pm. Christine Small seconded the motion. All of the committee agreed to go to Executive session with no "nay" votes. The public was asked to leave.</p> <p>Next meeting will take place at the Tucson location on December 5th, 2018. Meeting adjourned by Lynda Stites at 3:42 PM.</p>
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