



**Division of Developmental Disabilities (DDD)
District East Independent Oversight Committee (IOC)
Meeting Minutes & Action Items
Wednesday, December 11th, 2019 – 5:00 PM to 7:00 PM**

Call to Order

Meeting called to order by Committee Chairperson, **Suzanne Hessman**. The date was December 11th, 2019 at 5:04 pm. The address of the meeting was 120 W. 1st Ave Mesa AZ 85210

Welcome and Introductions

- Attendance in Person: **Suzanne Hessman, Sarah McGovern, Jennifer Horton,**
 - Attendance by Phone: **Elizabeth Bird, Cherrie Floyd, Susan Kingsbury, Sheri Reed, Lindy Fisker**
 - Absent: **Tammy Leeper, Tonia Schultz, Cynthia Elliott, Kin Counts, Cathryn Whalen,**
 - Public in Attendance: **Sophie Legaspi (United Health Care liaison) by phone**
 - Arizona Department of Administration (ADOA): **Veronica Peralta, ADOA IOC Liaison (by Phone)**
 - DDD: **Jeffrey Yamamoto, DDD IOC Liaison, Michelle Pollard, DDD National Core Indicator project coordinator,**
 - **The Committee, DDD and ADOA Employee** introduced themselves.
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Call to Public

Sophie Legaspi (United Health Care liaison) informed the committee on her position as the DDD IOC UHC liaison. She mentioned that she had forwarded a WebEx flier about a lunch and meet for the Integration to the IOC liaison. Jeff said he received it and would forward it to the members the next day. That is all she had to say.

Michelle Pollard (National Core Indicator) had nothing to say to the committee.

ADOA Updates

Veronica Peralta began by stating that the ADOA has sent to the Chairs the brochure about the IOC. The Chairs in attendance said they like the brochure and keep it like it is. Recommend sending it to all members. The business cards are awaiting approval. The IOC Manual from ADOA is still awaiting final approval from their leadership.

DDD IOC Liaison Updates

Jeffrey Yamamoto began that there has been another leadership change in DES/DDD. Dr Cara Christ is the new Interim Director and Zane Ramadan is the Interim Assistant Director and Debra



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Wertzberger is no longer working for DDD. If there is anyone that had sent the former leadership directly correspondence, then there may be a delay. ADOA has the IOC Annual reports and will send to proper people and post it to the IOC site. Chris Cooper with Quality Improvement is doing a good job with following up on questions from the committee and especially one that Sarah McGovern had asked. Incident Report questions should still be forwarded to Tammy and Jeffrey to be sent to Quality Improvement. Suzanne Hessman: Asked about the Article 9 revision. Jeffrey answered that the final revision is at the Director's desk to forward to get comment from the public before publishing. This has been there for months now, possibly delayed more by the leadership change. Suzanne would like to get someone from DDD to go over Google drive to make the access to questions easier for the members. Jeffrey agreed that he would find someone to go over this drive. Jeffrey offered to do an Article 9 class for the IOC, they would just need to come up with time and date. He will send out query to the members tomorrow.

Discussion of Committee Membership

Suzanne Hessman asked if there are any membership to discuss.

Jeffrey Yamamoto: Informed her that recruitment will begin in January due to the holidays being very difficult to get volunteers.

Discussion of Incident Reports & Behavior Plans

For November IRs the committee members were given 637 incident reports. This included 182 open and 455 closed reports.

Type	Open	Closed
Accidental Injury	11	109
Deaths	5	1
Emergency Measures	5	12
Human Rights	18	2
Legal	9	2
Medication Errors	20	34
Missing	6	0
Neglect	41	13
Other Abuse	4	1
Other	43	275
Physical Abuse	14	3
Property Damage	2	2
Suicide	4	1
TOTALS	182	455



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The desired IRs were divided among the members in attendance. 8 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 DDD Liaison and Tammy Leeper.

Number of Behavior Plans turned in by IOC Members:8

The Program Review Committee (PRC) left 19 behavior plans for the committee.

Adjournment

Suzanne Hessman adjourned the meeting at 5:33 pm. The next District East IOC meeting will be held on January 8th, 2020 at 5:00 pm.