

**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  
December 5<sup>th</sup>, 2018  
2:00 PM – 4:00 PM

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| <b>Call to Order</b>            | Lynda Stites   |
| <b>Start Time</b>               | 2:03 PM  |
| <b>Facilitator</b>              | Lynda Stites   |
| <b>Note Taker &amp; Liaison</b> | Jeffrey Yamamoto   |
| <b>Attendees</b>                | <p><b>IOC Members Present:</b> Lynda Stites, Genevieve Valenzuela, Jessica Richards, Bliss Gifford, Rachel Allen,</p> <p><b>IOC Members Absent:</b> Lynne Tomasa, Bill Burnett, Christine Small, Cynthia Fielding, Tyler DeMers</p> <p><b>Division of Developmental Disabilities (DDD) Staff:</b> Jeffrey Yamamoto (DDD Liaisons)</p> <p><b>Arizona Department of Administration (ADOA) Staff:</b> None on phone</p> <p><b>Public in Attendance:</b> Justine Wadsack, Beth Elliott</p> |
| <b>Agenda Topics</b>            | Call to Order, Welcome and Introductions, Approval of Minutes, Discussion and Vote on Membership, Discussion and Vote on Vice Chair, Discussion and Vote on recorded minutes, Discussion of writing guidelines, ADOA update, IOC Liaison Updates, Call to Public.  |

**Call to Order**

**Lynda Stites**

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| <b>Discussion</b> | <b>Lynda Stites:</b> Called the meeting to order at 2:03pm |
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**Welcome and Introduction**

**Committee**

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| <b>Discussion</b> | <p><b>Lynda Stites</b> introduced herself the <b>Independent Oversight Committee (IOC) members</b> introduced themselves.<br/>The <b>DDD Staff</b> was Jeffrey Yamamoto<br/>The <b>Arizona Department of Administration (ADOA) Staff:</b> None on phone<br/><b>Public:</b> Justine Wadsack introduced herself to the committee and gave her story to the committee. This was done after the meeting had started.</p> |
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**Approval of Minutes**

**Lynda Stites**

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| <b>Discussion</b> | <p><b>Lynda Stites</b> asked if everyone received the emailed minutes for October.<br/><b>Committee:</b> Agreed that they had.<br/><b>Jeffrey Yamamoto:</b> Had handed out hard copy of executive minutes with the agenda to committee members.<br/><b>Lynda Stites:</b> Asked for a motion for the approval of the October minutes.<br/><b>Jessica Richards</b> made a motion to approve the October 2018 meeting minutes as written.<br/><b>Genevieve Valenzuela</b> Seconded the motion<br/>Vote was taken, and All members were in favor. Motion carried.</p> |
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**Vote on membership**

**Lynda Stites**

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| <b>Discussion</b> | <p><b>Lynda:</b> Asked for a motion for the approval of Beth Elliott as a new member.<br/><b>Jessica Richards</b> made a motion to approve Beth Elliott, as a new member<br/><b>Genevieve Valenzuela</b> Seconded the motion<br/>This was then asked to be voted on.<br/>All members were in favor. Motion carried.</p> |
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**Discussion and vote for Vice Chair**

**Committee**

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| <b>Discussion</b> | <p><b>Lynda Stites:</b> Asked for any other volunteers for the Position. At the previous meeting, Jessica Richard had volunteered to become the Vice Chair. It was agreed for the vote to be tabled until this meeting.<br/><b>The Committee:</b> No one else added any other name.<br/><b>Jessica Richards:</b> Confirmed her interest in the vice chair spot.<br/><b>Lynda Stites:</b> Asked her if she liked to be the vice chair or any other title she wanted.</p> |
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|  | <p><b>Jessica Richards:</b> Commented that Co-Chair would be a good position title. The committee will vote on the final title for the current Vice-chair position in the guidelines at the next meeting in January.</p> <p><b>Lynda Stites:</b> Asked for a motion for Jessica Richards to become the Vice Chair for the District South: Tucson IOC.</p> <p><b>Genevieve Valenzuela:</b> Motioned to vote Jessica Richards as the new Vice Chair.</p> <p><b>Bliss Gifford:</b> Seconded the motion.</p> <p>A vote was made, and the committee voted unanimously in favor to approve Jessica Richards as the new Vice chair.</p> |
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**ADOA Updates**

**Mike Beller**

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| <b>Discussion</b> | <b>Mike Beller and ADOA was not in attendance for this meeting.</b> |
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**Discussion and Voting on Recorded minutes.**

**Lynda Stites**

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| <b>Discussion</b> | <p><b>Lynda Stites:</b> Asked how the committee thought about the recorded minutes as the official record of the meeting.</p> <p><b>Jeffrey Yamamoto:</b> Explained the pros and cons of the recorded minutes. The recorded minutes is an exact representation of the discussions during the meeting, it usually keeps the off-topic conversations to a minimal, it allows for the listeners own interpretation on the demeanor of the conversation. He included that the recorded minutes would also be accompanied, for the committee, by a "actionable items" page which is a written document of roll call, any votes and results, any items which the liaisons for DDD or ADOA need to follow up on, any other items that need to be notated for the IOC.</p> <p><b>Lynda Stites:</b> Asked again for comment or questions.</p> <p><b>Committee:</b> Discussed and concluded that they would table the vote until the next meeting on the January 23<sup>rd</sup>.</p> |
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**Discussion and writing of Guidelines**

**Committee**

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| <b>Discussion</b> | <p><b>Lynda Stites:</b> Brought out her revisions to the guidelines. She started to go over the changes to the guidelines. She thought about the possible new changes such as title of Vice Chair and minute taking and since both are being voted on during next meeting decided to table the Vote on the Guideline until the next meeting in January. A copy of the proposed guideline will be sent out to the members before the meeting in January sent through Jeffrey.</p> <p><b>Committee:</b> Agreed this was a good idea and tabled the vote until January.</p> |
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## IOC Liaison update

Jeffrey Yamamoto

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| <b>Discussion</b> | <p><b>Jeffrey Yamamoto:</b> Since ADOA was not on the phone, Jeffrey went over the use of recording devices for official minutes. Vote and discussion will happen for next meeting. He mentioned also the possible use of electronic means for the committee to access the Incident Reports (IRs) from DDD. This would be through Google Drive and would be monitored by ADOA. This would allow for the committee to read the IRs at home on an electronic device and not be printed every month. He mentioned that the new Assistant Director for DDD is Dr. "Charlie" Green and the new HERO unit supervisor is Barb Picone.</p> |
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## Call to Public

Lynda Stites

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| <b>Discussion</b> | <p><b>Justine Wadsack:</b> Introduced herself as a potential member and that she is a mother of a member who is having problems with navigating and working with DDD. She included her struggles with her daughters "safety bed" and DCS and her appeals in the courts.</p> <p><b>Lynda Stites:</b> Asked her what she is expecting out of the committee.</p> <p><b>Justine Wadsack:</b> Informed her that she wanted to help those in need and wanted to use her hard-earned knowledge of the DDD system to help so that others didn't have the complications she had. To change the policy of DDD and make sure there is accountability.</p> <p><b>Lynda Stites:</b> Brought up the fact that the IOC function was not direct advocacy for members but just ensuring that the members rights were being reviewed in IRs and making recommendations. She proceeded to explain the role of the IOC to Justine.</p> <p><b>Jeffrey Yamamoto:</b> Recommended that the Developmental Disabilities Advisory Council (DDAC) may be a place that she could change DDD policy directly.</p> <p><b>Lynda Stites:</b> Also mentioned that the courts and other advocacy programs would benefit from her knowledge. Working with the State Legislature would also be a good way to changing policy. She concluded with the IOC probably would not satisfy her current needs.</p> <p><b>Justine Wadsack:</b> Thanked Lynda for her candidness and the committee for their time.</p> |
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## Discussion and review of Incident Reports and Behavior Plans.

Lynda Stites

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| <b>Discussion</b> | <p><b>Lynda Stites:</b> Asked about the number of incident reports they had to review.</p> <p><b>Jeffrey Yamamoto:</b> Responded he only received a small batch. Unusual for the District South. It turns out later that the Quality Assurance manager could not find the proper placement of the closed incidents and only printed the few open reports (11 reports). The closed reports will be processed in January.</p> |
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|  | <p><b>Lynda Stites:</b> Took the opportunity to show both Rachel Allen and Beth Elliott the incident report format and started to train the new members on what areas to look at.</p> <p><b>Jeffrey Yamamoto:</b> Reported that there were no Behavior Plans sent to him to print.</p> |
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**Adjournment**

**Lynda Stites**

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| <b>Conclusion</b> | <p><b>Lynda Stites</b> motioned to adjourn the meeting at <b>4:03pm</b>. All the committee agreed to adjournment. Meeting was adjourned. Next meeting will take place at the Tucson DES location on January 23rd, 2019.</p> |
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