



**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  
 February 13<sup>th</sup>, 2019  
 5:00 pm – 7:00 pm

<b>Call to Order</b>	Jennifer Horton
<b>Start Time</b>	5:16 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, Jill Wilson, Cynthia Elliott, Cathryn Whalen</p> <p><b>IOC Members on Phone:</b> Sarah McGovern, Tonia Schultz, Suzanne Hessman</p> <p><b>IOC Members Absent:</b> Tammy Leeper, Kin Counts, Sherri Reed, Mindee Stevenson</p> <p><b>Division of Developmental Disabilities (DDD) Staff:</b> Jeffrey Yamamoto</p> <p><b>Arizona Department of Administration (ADOA)</b> None</p> <p><b>Public:</b> Susan Kingsbury (potential member)</p>
<b>Agenda Topics</b>	Call to Order, Welcome and Introductions, Call to public, Discussion on IR tracking by Tammy Leeper, IOC/ADOA 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.</p> <p><b>Jeffrey Yamamoto</b> IOC Liaison introduced himself.</p> <p><b>Public: Susan Kingsbury</b> introduced herself as a potential member</p>
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**Call to Public**

**Susan Kingsbury**

<b>Discussion</b>	<p><b>Jennifer Horton:</b> Made called to the Public.</p> <p><b>Susan Kingsbury:</b> Introduced herself as a recent transplant from Nevada, she has worked as a clinical social worker for 42 yrs. Wants to help others and saw the advertising in Indeed.com for the volunteer position.</p> <p><b>Jeffrey Yamamoto:</b> Asked Susan why she moved to Arizona.</p> <p><b>Susan Kingsbury:</b> Replied that she has family that lives here. She had no questions for the committee.</p>
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**Discussion of IR tracking by Tammy Leeper**

**Jennifer Horton**

<b>Discussion</b>	<p><b>Jennifer Horton:</b> Tammy Leeper will take over the responsibilities of recording and tracking of the IRs. Some committee members have never met her. Committee members present did not object her receiving the IRs and doing the administration work. She had been taking a Leave of Absence for her internship but now works on Wednesday evening for the state.</p>
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**IOC/ADOA liaison update**

**Jeffrey Yamamoto**

<b>Discussion</b>	<p><b>Jeffrey Yamamoto:</b> Began by stating that the Quality Assurance (QA) unit is being dissolved out of DDD. Not sure when it may affect the Incident Reports.</p> <p><b>Suzanne Hessman:</b> Asked if the 3<sup>rd</sup> party will have more power than the QA</p> <p><b>Jeffrey Yamamoto:</b> Hopefully the 3<sup>rd</sup> party company will have more authority to investigate the members who's suffered from their incidents, but he does not know.</p> <p><b>Jeffrey Yamamoto:</b> He said he will keep the committee apprised on any update of the QA situation.</p> <p><b>Jeffrey Yamamoto:</b> Commented that ADOA is needing pictures of the IOC members for new ID badges. Pictures of attending members to be taken later.</p> <p><b>Jeffrey Yamamoto:</b> DDD will continue to provide all the incidents regardless of what the committee is asking for to keep in compliance of making available all the incidents per district members. The IRs will eventually be available in a Google Drive system for the IOC members to access. The access will be controlled by ADOA. Backlog of redaction are going to be available to committee anytime they wish to see them.</p>
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**Jeffrey Yamamoto:** Any feedback/responses for the ADOA /IOC manual to be forwarded to the [IOC@AZDOA.GOV](mailto:IOC@AZDOA.GOV) website. This is a living document so updates and changes will occur. The manual is for all IOCs in the state.

**Jeffrey Yamamoto:** The new volunteer timesheets were handed out and explained how to fill out per month.

**Jeffrey Yamamoto:** ADOA has a new Liaison for IOC committees her name is Terri O'Brian. She was present last meeting.

**Discussion and Review of Incident Reports (IRs) & Behavior Plan (BP)**

**Committee**

<b>Discussion</b>	<b>IRs Total:</b> ATPC 76/ East 862 <b>Closed:</b> ATPC 46/ East 775 <b>Open:</b> ATPC 30/ East 87		
	<b>Type</b>	Open	Closed
	Accidental Injury	<b>6</b>	<b>182</b>
	Deaths	<b>3</b>	<b>2</b>
	Emergency Measures	<b>4</b>	<b>23</b>
	Human Rights	<b>4</b>	<b>8</b>
	Legal	<b>5</b>	<b>8</b>
	Medication Errors	<b>6</b>	<b>57</b>
	Missing	<b>10</b>	<b>3</b>
	Neglect – Potential & Imminent	<b>22</b>	<b>21</b>
	Other Abuse – Sexual, Verbal, & Emotional	<b>4</b>	<b>5</b>
	Other – Behavior	<b>12</b>	<b>218</b>
	Other Injury Unknown – Hospitalization	<b>0</b>	<b>226</b>
	Physical Abuse	<b>6</b>	<b>11</b>
	Property Damage	<b>1</b>	<b>2</b>
	Suicide	<b>4</b>	<b>9</b>
	<b>TOTALS</b>	<b>87</b>	<b>775</b>
	<p>ATPC had 30 Op and 46 CL = Total 76 IRs not including above.            IRs which were requested were equally divided and distributed for 4 members in attendance and 2 on the phone and 3 not in attendance. 5 sets to be mailed. The rest were shredded.            Number of Questions for QAM: None currently            Number of Behavior Plans turned in by IOC Members: Total=Three, (Two “no violates”, one “violates”)            Number of Behavior Plans received by PRC: Total 24, equally distributed to the 9 members.</p>		



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**Adjournment**

**Jennifer Horton**

<b>Conclusion</b>	The next meeting will be held on March 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. Committee all agreed. The meeting was adjourned by <b>Jennifer Horton</b> at <b>5:53 PM</b> .
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