

**Independent Oversight Committee (IOC)
District East
Open Meeting Minutes**

Department of Economic Security (DES)
Division of Developmental Disabilities
120 W. 1st Avenue Mesa, AZ 85210
2nd floor conference room
October 10th, 2018
5:00 pm – 7:00 pm

Call to Order	Suzanne Hessman
Start Time	5:03 pm
Facilitator	Suzanne Hessman
IOC Liaison & Note taker	Jeffrey Yamamoto & Eric Houghtalin
Attendees	<p>IOC Members Present: Suzanne Hessman, Jennifer Horton, Sarah McGovern, Cynthia Elliot, Paul Sadler, Kin Counts, Cathryn Whalen, Gina Johnson</p> <p>IOC Members Absent: Sherri Reed, Tammy Leeper, Tonia Schultz Jill Wilson, Mindee Stevenson</p> <p>Division of Developmental Disabilities (DDD) Staff: Jeffrey Yamamoto, Eric Houghtalin</p> <p>Arizona Department of Administration (ADOA) Chris Klemminich</p> <p>Public: Linda Garcia (potential new member)</p>
Agenda Topics	Call to Order, Welcome and Introductions, Approval of Minutes, IOC guideline discussion, IOC Liaison Updates including ADOA, Call to the Public, Adjournment

Call to Order/Welcome

Committee

Discussion	<p>Suzanne Hessman called the meeting to order at 5:03pm and welcomed the Independent Oversight Committee (IOC) members. The Committee introduced themselves</p> <p>Jeffrey Yamamoto & Eric Houghtalin IOC Liaisons introduced themselves.</p> <p>Chris Klemminich, Arizona Department of Administration (ADOA) liaison introduced himself.</p> <p>Linda Garcia, Potential new member introduced herself.</p>
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Approval of Minutes

Committee

Discussion	Jennifer Horton made a motion to approve both public and executive September 2018 minutes as written, motion seconded by Paul Sadler . Vote was taken, and all members present were in favor of approval with no vote for disapproval. Motion carried.
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IOC guideline discussion

Committee

Discussion	<p>Jeffrey Yamamoto: Passed out an older draft version of the District East Guidelines to the committee members.</p> <p>Suzanne Hessman: Began by stating that Bylaws are now Guidelines and all changes will need to be made from Human Rights Committee (HRC) to Independent Oversight Committee (IOC) where ever written in the guidelines.</p> <p>Suzanne Hessman: Asked to remove the specific statutes mentioned in Article 2, Section 1. The Committee agreed.</p> <p>Paul Sadler: Asked about the Article 2, Section 5 about research projects with our members.</p> <p>Suzanne Hessman (SH): Replied she hadn't seen one for this committee but understands that it's for permission for our members to be involved with a research study and not have their human rights violated.</p> <p>Cynthia Elliott: Asked what would happen if the committee didn't fulfill the position requirement in Article 3.</p> <p>SH: Replied that the committee only needs to have one or more specialty in an area for the committee.</p> <p>Chris Klemnich: Also responded that this is part of the Statute that the committee consist of these positions.</p> <p>The Committee may be currently short with expertise in Medicine and Criminal Justice. This does affect the effectiveness of reviewing Behavior Plans (BPs) if there the committee is unsure of proper dosing.</p> <p>SH: There had been some nurses on the committee but have left due to time commitments elsewhere. (school and work). She would like to see any Incident Reports (IRs) preceding the Behavior Plans (BPs) to be included with the BPs.</p> <p>The Committee: Commented on recommended dosing of medication can also be found on the internet.</p> <p>SH: Brought up that many BPs do not have the annual Abnormal Involuntary Movement Scale (AIMS) Testing included. This is a rights violation if one hasn't been conducted and they are on psychotropic medications. Effects of these medications could become permanent if not caught early enough.</p> <p>The Committee: Is there an "erosion" in definition and abilities from changing the title of these guideline "Bylaws" to "Guidelines"</p> <p>Liaisons: Expressed that this is named in the statutes as guidelines therefore to keep the same language it changed.</p> <p>SH: Summarized that these are the ways that the committee will govern themselves.</p> <p>Paul Sadler: The guideline and statutes state the is a 21-day requirement for DES to respond to inquiries sent to the director.</p>
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	<p>Jeffrey Yamamoto: Confirmed that that statement is accurate. He also brought up changes need to be made to the Article 3: "Membership" to include the new expertise on the committee. Also, that the committee want to look and consider the length of service time for the chairs.</p> <p>Paul Sadler: Asked if the two-year time for chair a good amount of time is or should it be extended.</p> <p>SH: Said it seems a good time period due to the learning curve of the position and not too long to where it adds too many extra duties.</p> <p>Paul Sadler: Asked if the committee wants to retain ¾ vote to make changes to the guidelines.</p> <p>SH: This can be voted on to change to "majority" at the next meeting.</p> <p>Cathryn Whalen: Asked if the ADOA should be noted in Article 17 "How to access the committee"</p> <p>Chris Klemminich: Agreed that it should be added to that section.</p> <p>Jeffrey Yamamoto: Commented that the DES/DDD website is now linked to the ADOA website concerning the IOC postings. DES/DDD will continue to archive the HRC minutes and agendas.</p> <p>SH: Asked if the ADOA Director the one that signs off on the appointment letters.</p> <p>Chris Klemminich: Acknowledged that it is the ADOA Director that it is sent to.</p> <p>SH: Suggested that the vote happen the following meeting so that the committee can take home and review the changes. She said she would type up the changes and email them out to the committee.</p> <p>Paul Sadler: Wanted to know about termination after 5 unexcused absences and what are "unexcused absences."</p> <p>SH: After some discussion with the committee, all committee members present are comfortable in placing the decision with the chair. It will be written as "Five or more unexcused absence in a calendar year as determined by the chair".</p> <p>SH: Said she will type up changes to the Guidelines and send the document out to the committee.</p> <p>Jeffrey Yamamoto: Asked to be sent the revised guidelines to him and he would send out the document blind copied to the members.</p> <p>SH: Commented that that was not necessary as it is their right to email information to each other.</p> <p>Chris Klemminich: Agreed that Suzanne could send out the typed revised copy of the Guidelines if the committee members did not discuss their voting in the matter.</p>
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IOC liaison update and ADOA

Chris Klemminich

Discussion	<p>Jeffrey Yamamoto: Explained that ADOA is the overseeing agency of the IOC. Eric Houghtalin is the new IOC liaison for Districts North, Central and Sierra Vista. Jeffrey will keep the District East, West and South: Tucson.</p> <p>SH: Asked if Prescott is still going to be a committee.</p> <p>Jeffrey Yamamoto: replied there are 3 members but need 4 members to begin as a committee.</p> <p>Jeffrey Yamamoto: Asked about if the committee wanted to continue to meet during their usual dates for the upcoming holidays.</p>
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The Committee: After little discussion, the committee decide to have the meeting on their regular proposed dates of November 14th and December 12th, 2018.

Chris Klemnich: Stated now that ADOA has observed the committees for a couple of months, ADOA will begin to work on the processes of what is working for the committees and what isn't working for the committees. Explained again his role with the IOC. He offered that if any member has questions now he would answer them. If the members want to see changes in processes or changes in directions, please notify him at ADOA.

Chris Klemnich: Offered that he will summarize the state statutes which govern the committee for about 10 minutes at the next meeting, if the committee wants.

Paul Sadler: Wants to know what the process of the Behavior Plans (BPs) are and who gets the recommendations from the IOCs.

SH: Advised of process in the past (before HRC Liaisons were assigned to the committees). She advised that the administrative person assigned to the group would take the disposition forms and bring concerns directly to the providers to follow up. She advised that once the current PRC Chairperson started that the disposition forms were just put into a file and the he was not sending them to the providers at all. She complained to the Deputy Director and the answer was that it would be taken care of. She advised that she is still not getting feedback showing that there is any communication with the provider as of this time. She advised Chris Klemnich that the committee is wasting their time with the process because of this.

Cynthia Elliott: Advised that she no longer fills out the worksheet because whenever she submitted her concerns, she believes that the PRC didn't care about her input even though she was a behavior analyst.

Chris Klemnich: Advised that the item was not on the agenda and that it should be added to the agenda for the meeting next month. He also asked for members to email the specifics of the concerns so that he could review the process with DDD.

Cynthia Elliott: Shared that families sometimes don't get feedback either or resolution as well. She mentioned that there was a transparency issue with quality assurance.

Committee Member: Advised that the provider is supposed to send a copy of the incident reports to the parent/guardians of the member, but there was nothing in place to make sure they are doing that.

Jeffrey Yamamoto: Advised that the committee was beginning to talk about topics that were more appropriate for the executive session. Suggested that the committee allow Chris Klemnich to finish up, move on to call the public, and then adjourn to executive session.

Chris Klemnich: Reminded the committee that any topics that they wish to address DES (DDD) processes that they need to be add it to the agenda, take a vote, put it in writing, and follow the process outlined in statute. He advised of what happens and of the rights of the members of the committee to appeal to the DES Director. He continued to advise that that only happens if they follow the steps he outlined.

Committee Member: Asked for how the topics should appear on the agenda.

Chris Klemnich: Answered that as much specificity should be used on the agenda as possible. He also advised that the members of the

	<p>committee could contact him with any between meeting inquires about clarification of the processes in place.</p> <p>Jennifer Horton: Asked Chris Kleminich why he leaves the meeting as it adjourns into executive session.</p> <p>Chris Kleminich: Responded that he was he hadn't signed the confidentially agreement and notified the committee that that was a topic for an internal staff meeting this week. He added that since the committee was an ADOA committee that he believes that he should be present in the meetings.</p>
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Call to the Public

Linda Garcia

Discussion	<p>Linda Garcia: Talked about her history and passion of helping those who need it, after she was asked by a Committee member why she wanted to volunteer for this committee. She asked to be contacted after the meeting for follow up.</p> <p>Jeffrey Yamamoto: Agreed to do so.</p>
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Adjournment

Suzanne Hessman

Conclusion	<p>The next meeting will be held on November 14th, 2018 at 5:00 pm at the 120 W. 1st Avenue, Mesa, AZ location. Suzanne Hessman motioned that the public meeting be adjourned and go into executive meeting at 6:20 pm. Committee agreed. The meeting was adjourned by Suzanne Hessman at 7:20 pm.</p>
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