

**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
November 14th, 2018
5:00 pm – 7:00 pm

Call to Order	Suzanne Hessman
Start Time	5:20 pm
Facilitator	Suzanne Hessman
IOC Liaison & Note taker	Jeffrey Yamamoto
Attendees	<p>IOC Members Present: Suzanne Hessman, Jennifer Horton, Gina Johnson, Sherri Reed, Tonia Schultz, Jill Wilson, Mindee Stevenson</p> <p>IOC Members Absent: Tammy Leeper, Cynthia Elliott, Kin Counts, Cathryn Whalen, Sarah McGovern</p> <p>Division of Developmental Disabilities (DDD) Staff: Jeffrey Yamamoto, Tim Payne</p> <p>Arizona Department of Administration (ADOA) Chris Kleminich</p> <p>Public: None</p>
Agenda Topics	Call to Order, Welcome and Introductions, Approval of Minutes, Approval IOC guideline, Training Article 9 restraints with Tim Payne, Discussion and possible action on effecting DDD policy change, Discussion and possible action of member assigned to Incident Reports (IRs) and Behavior Plans (BPs), ADAO update and Statutes presentation, IOC Liaison Updates, Discussion, review and possible action on Committee Membership, Discussion and review of Incident Reports (IRs) and Behavior Plans (BPs) Call to the Public,

Call to Order/Welcome**Committee**

Discussion	<p>Suzanne Hessman called the meeting to order at 5:20pm and welcomed the Independent Oversight Committee (IOC) members. The Committee introduced themselves. Roll call was made of members not in attendance.</p> <p>Jeffrey Yamamoto IOC Liaison introduced himself.</p> <p>Timothy Payne Lead instructor for DDD introduced himself after the beginning of the meeting</p> <p>Chris Klemnich, Arizona Department of Administration (ADOA) liaison introduced himself.</p>
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Approval of Minutes**Committee**

Discussion	<p>Suzanne Hessman: Asked for motion to accept the last minutes.</p> <p>Jennifer Horton made a motion to approve both public and executive October 2018 minutes as written, motion seconded by Gina Johnson. Vote was taken, and all members present were in favor of approval with no vote for disapproval. Motion carried.</p>
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Approval IOC guideline**Committee**

Discussion	<p>Suzanne Hessman: Began by stating that the guidelines changes that were discussed last meeting were made to the document. Unfortunately, she forgot to bring the changed document but informed that it included all the agreed changes were made to the guideline. She asked if the committee would vote on the approval of the discussed guideline and she would send out the guideline later. The committee agreed.</p> <p>Gina Johnson: Motioned to accept the guideline changes and approve the new guideline for the District East IOC.</p> <p>Jill Wilson: Seconded the motion.</p> <p>The committee voted unanimously to approve with no "Nay" votes. The motion passed, and the new revised guidelines are approved.</p>
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Training on Article 9 restraints**Tim Payne**

Discussion	<p>Tim Payne: Introduced himself and explained that he was here to do a presentation on the Prevention and Support of Emergency Measures for our DDD members. This entails the used of physical measures to resolve "immediate" threats to our members or others. He explained the difference between "immediate" dangers and "imminent" dangers. He explained the use of physical measures and demonstrated these techniques that conform to Article 9 to the committee. He explained that the use of any of these measures still need to be written up by the agencies as an incident and reported to DDD. He said the best thing to avoid use of these measures is to have a good relationship with member.</p>
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**Discussion and possible action on
DDD Policy change**

Suzanne Hessman

Discussion	<p>Suzanne Hessman: Asked what is happening to the Behavior Plans which are being reviewed and sent to the Program Review Committee (PRC).</p> <p>Jeffrey Yamamoto: Discussed that the DDD IOC liaisons and supervisor have been working on making changes to the policies which govern the IOC and PRC to receive feedback. Emails have gone out to the Policies Unit on how to implement changes in the policies. they have received some directions and are following up with the proper people to try to implement the changes. Since the policies don't clearly define what actions the PRC is to do with the comment, concerns and questions from the IOC, there doesn't seem to be a satisfactory response from the PRC for the IOC members.</p> <p>He assured the committee that there will be follow through with this issue.</p>
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**Discussion and possible action on
members assignments**

Committee

Discussion	<p>Suzanne Hessman: Began by informing the committee that she used to do all the follow ups for the IR and BPs. She is looking for some members to begin doing the follow ups on both these area.</p> <p>Jennifer Horton: Asked what the member would need to do?</p> <p>Suzanne Hessman: Explained that they would type up the questions from the committee and follow up with Quality Assurance to have the questions answered.</p> <p>Jennifer Horton: Said she would volunteer for that job.</p> <p>Suzanne Hessman: Explained the follow up for the Behavior Plan is to record the plan information and follow up with any questions or concerns that are addressed to agencies or Program Review Committee (PRC).</p> <p>Jill Wilson: Agreed to volunteer for that job.</p>
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**ADOA liaison update and
presentation**

Chris Klemnich

Discussion	<p>Chris Klemnich: Stated that he had a presentation and gave a handout of the areas to be emphasized on the statutes.</p> <p>Suzanne Hessman: Suggested that this be tabled until the next meeting since the Article 9 presentation took so long.</p> <p>Chris Klemnich: Agreed, and for the committee to take home and review the information so that they become better informed of the statutes.</p> <p>Chris Klemnich: Informed the committee that he will be taking a less active roll in the day to day meetings of the IOCs. This is due that someone had quit his team and he would need to cover their</p>
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	<p>responsibilities. Also, later someone would be assigned the IOCs from ADOA.</p> <p>Chris Klemminich: Informed the committee that the next meeting, the audio recorded minutes would be the official minutes for the meeting. There would also be an actionable items written minutes to accompany the audio records and would be a shorter and more direct concerning the voting counts and actions needed to be done by committee or staff.</p> <p>Tonia Schultz: Asked if the written minutes would be still be available since she needs to produce records of the meetings for her job.</p> <p>Chris and Jeffrey: Both restated that the new minutes would still be done but more directed action items and less narrative would be recorded on the written minutes.</p>
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IOC liaison update

Jeffrey Yamamoto

Discussion	<p>Jeffrey Yamamoto: Informed the committee that Paul Sadler had resigned from the IOC. He was asked why and deferred to Suzanne to explain.</p> <p>Suzanne Hessman: Explained he was feeling that his efforts and the IOCs were not being heard when it came to the behavior plans concerns. He also had family matters which began to become more important.</p> <p>Jeffrey Yamamoto: Asked Suzanne to help explain Tammy Leeper current position with the committee.</p> <p>Suzanne Hessman: Informed the committee that Tammy had finished her internship but is currently working on Wednesday late night and is still interested in serving the committee. Suzanne suggested that she could still serve in administrative capacity and help with the IRs.</p> <p>The Committee: Agreed that this could be an option.</p> <p>Suzanne Hessman: Informed the committee that Barb Picone had moved to the Housing, Engagement, Resources and Opportunities Unit (HERO) and is no longer the Quality Assurance manager (QAM). That position is now in the hands of Joan McQuade. The HERO unit directly oversees the IOC liaisons.</p>
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Discussion, Review and possible action on membership

Committee

Discussion	<p>The Committee: Asked about our new volunteer candidate.</p> <p>Jennifer Horton: Wants to be sure that the candidate is fully aware that the Committee doesn't directly work with the DDD community. She felt that the candidate was looking for more direct involvement of the members. She would vote "yes" for her if she knows what the responsibilities are.</p> <p>Suzanne Hessman: Agreed that she felt the candidate may be looking for something which the committee doesn't do.</p> <p>Gina Johnson: Didn't feel that she was not willing to do the expected job for the committee and could possibly be a good candidate.</p> <p>Jeffrey Yamamoto: Was asked about the candidate and replied that he didn't feel that she would not make a good committee member. He would</p>
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	<p>re-connect with her to make sure that she knew about the lack of direct help we give to our members and that the appointment is as a volunteer.</p> <p>Suzanne Hessman: Suggested that the vote for acceptance for the new member wait until the next meeting on December 12th. The committee agreed.</p>
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Discussion and Review of Incident Reports (IRs) & Behavior Plan (BP)

Committee

Discussion	<p>Jeffrey Yamamoto: Separated the 672 IRs and 25 BP into 10 equal stacks, to be distributed to the members.</p> <p>The IRs were:</p> <ul style="list-style-type: none"> Accidental Injury =143 Death=3 Emergency Measure=24 Human Rights=5 Legal=9 Medication Errors=45 Missing Client=3 Neglect=17 Other= 402 Other Abuse=4 Physical Abuse=6 Property=3 Suicide=8 <p>There were 21 signed BP turned into the liaison, None with violations and 2 with comments. These will be forwarded to the PRC Chair.</p>
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Call to the Public

Suzanne Hessman

Discussion	There was no public present
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Adjournment

Suzanne Hessman

Conclusion	<p>The next meeting will be held on December 12th, 2018 at 5:00 pm at the 120 W. 1st Avenue, Mesa, AZ location. Suzanne Hessman motioned that the meeting be adjourned. Committee all agreed. The meeting was adjourned by Suzanne Hessman at 7:40pm.</p>
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