

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

Department of Economic Security (DES)  
Division of Developmental Disabilities  
120 W. 1<sup>st</sup> Avenue Mesa, AZ 85210  
2<sup>nd</sup> floor conference room  
December 12<sup>th</sup>, 2018  
5:00 pm – 7:00 pm

<b>Call to Order</b>	Suzanne Hessman
<b>Start Time</b>	5:15 pm
<b>Facilitator</b>	Suzanne Hessman
<b>IOC Liaison &amp; Note taker</b>	Jeffrey Yamamoto
<b>Attendees</b>	<p><b>IOC Members Present:</b> Suzanne Hessman, Jennifer Horton, Gina Johnson, Sherri Reed, Tonia Schultz, Jill Wilson, Mindee Stevenson, Cynthia Elliott, Cathryn Whalen, Sarah McGovern</p> <p><b>IOC Members Absent:</b> Tammy Leeper, Kin Counts</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> None</p>
<b>Agenda Topics</b>	Call to Order, Welcome and Introductions, Approval of Minutes, ADOA update, 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**

<b>Discussion</b>	<p><b>Suzanne Hessman</b> called the meeting to order at 5:15pm and welcomed the <b>Independent Oversight Committee (IOC) members</b>. The Committee introduced themselves. Roll call was made of members not in attendance.</p> <p><b>Jeffrey Yamamoto</b> IOC Liaison introduced himself.</p>
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**Approval of Minutes**

**Committee**

<b>Discussion</b>	<p><b>Suzanne Hessman:</b> Asked for motion to accept the last minutes.  <b>Sherri Reed</b> made a motion to approve both public and executive November 2018 minutes as written, motion seconded by <b>Gina Johnson</b>.  Vote was taken, and all members present were in favor of approval with no vote for disapproval. Motion carried.</p>
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**ADOA liaison update and presentation**

**ADOA**

<b>Discussion</b>	<p><b>There was no representative for ADOA participating for this meeting.</b></p>
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**IOC liaison update**

**Jeffrey Yamamoto**

<b>Discussion</b>	<p><b>Jeffrey Yamamoto:</b> Informed the committee about the fact that Chris from Arizona Department of Administration (ADOA) is no longer doing the weekly support of the IOCs. His supervisor Michael Beller oversees the committees for all the state. He will send out his office information to the committee members the following day.</p> <p><b>Jeffrey Yamamoto:</b> Informed the committee that the recording of the minutes may become the official way of documenting minutes for ADOA. The recording of the minutes may be used for this meeting.</p> <p><b>Jeffrey Yamamoto:</b> Informed the committee on the efforts being made to have the Program Review Committee (PRC) be more responsive to the recommendations of the IOC. Follow up policies and approval of Behavior Plans will be brought up on a joint meeting about the relationship of PRC and the IOC in January 2019.</p> <p><b>Committee:</b> Asked about the medication matching from the ISP (Individual Service Plan) to the Behavior Plan (BP) and the possible rights violation.</p> <p><b>Jeffrey Yamamoto:</b> Said he would try to follow up and find out if it violates the members rights.</p> <p><b>Jeffrey Yamamoto:</b> Informed the committee that the Quarterly IOC statewide meeting is on January 16<sup>th</sup> and everyone is invited. The Chairs and the Vice-Chairs of the IOC are officially invited to give updates on their districts.</p> <p><b>Suzanne Hessman:</b> Asked that a discussion of IOCs visiting Group Homes for safety and rights violations be added to the Statewide Agenda.</p> <p><b>Jeffrey Yamamoto:</b> Said he would add this topic to the agenda.</p> <p><b>Jeffrey Yamamoto:</b> Handed out the Metadata reports to the committee and asked for any questions to the liaison or committee.</p> <p><b>Mindee Stevenson:</b> Asked if the BPs need to have ISP in the BP.</p> <p><b>Jeffrey Yamamoto:</b> Answered "Yes, they do"</p>
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**Discussion, Review and possible action on membership**

**Committee**

<b>Discussion</b>	<p><b>Jeffrey Yamamoto:</b> Began to talk about the candidate Linda Garcia and replied that he reconnected with her to make sure that she knew about the role of an IOC member. She said that she did.</p> <p><b>Jennifer Horton:</b> Agreed to vote her in if she fully understood the role of the membership.</p> <p><b>Committee:</b> Asked where she was for this meeting.</p> <p><b>Jeffrey Yamamoto:</b> Said he reminded her of the meeting last week but did not get a confirmation response from her.</p> <p><b>Suzanne Hessman:</b> Suggested that since she was not in attendance and they couldn't ask her any questions directly, the vote for acceptance for the new member wait until the next meeting on January 9<sup>th</sup>. The committee agreed.</p>
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**Discussion and Review of Incident Reports (IRs) & Behavior Plan (BP)**

**Committee**

<b>Discussion</b>	<p><b>Jeffrey Yamamoto:</b> Separated the <b>312 IRs</b> and <b>18 BP</b> into 9 equal stacks, to be distributed to the members.</p> <p>The IRs were:</p> <ul style="list-style-type: none"><li>Accidental Injury =94</li><li>Death=3</li><li>Emergency Measure=14</li><li>Human Rights=2</li><li>Legal=4</li><li>Medication Errors=52</li><li>Missing Client=1</li><li>Neglect=16</li><li>Other= 109</li><li>Other Abuse=2</li><li>Physical Abuse=6</li><li>Property=2</li><li>Suicide=7</li></ul> <p>There were <b>33</b> signed BP turned into the liaison, two with "violates" and 13 with comments, 10 of the 13 comments with provider response requested. These will be forwarded to the PRC Chair.</p>
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**Call to Public and Adjournment**

**Suzanne Hessman**

<b>Conclusion</b>	<p>There was no "public" at this meeting.</p> <p>The next meeting will be held on January 9th, 2018 at 5:00 pm at the 120 W. 1<sup>st</sup> Avenue, Mesa, AZ location. <b>Suzanne Hessman</b> motioned that the meeting be adjourned. Committee all agreed. The meeting was adjourned by <b>Suzanne Hessman</b> at 6:25PM.</p>
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