

**Independent Oversight Committee (IOC)  
Meeting Minutes  
District Central**

Department of Economic Security (DES)  
Division of Developmental Disabilities (DDD)  
4000 N. Central Avenue  
Phoenix, AZ 85012  
9<sup>th</sup> Floor Conference Room #912A  
August 27th, 2018  
10:00 am to 3:00 pm

<b>Call to Order</b>	Karen Van Epps
<b>Start Time</b>	10:20 am
<b>Facilitator</b>	Karen Van Epps
<b>Note Taker &amp; Liaison</b>	Jeffrey Yamamoto
<b>Attendees</b>	<p><b>IOC Members Present:</b> Karen Van Epps, Carol McNulty, Lisa Witt, Andrea Potosky, Eduarda Yates, Linda Mecham,</p> <p><b>IOC Members Absent:</b> Heidi Reid-Champigny, Mandy Harman, Eva Hamant, Debbie Stapley, Natasha Beard.</p> <p><b>Division of Developmental Disabilities (DDD) Staff:</b> Jeffrey Yamamoto, Marlene Riggs, Sharon Hart-Cote,</p> <p><b>Arizona Department of Administration (ADOA) Staff:</b> Chris Kleminich</p> <p><b>Number of Public in Attendance:</b> 1 (Jessica Hipskin)</p>
<b>Agenda Topics</b>	Welcome/Call to Order, Approval of Minutes, Article 9, HRC/IOC Letter regarding direct care staff salaries, Planning document, DDAC Report, IOC & ADOA Update, Call to Public, Adjourn to Executive Session.

**Welcome/Call to Order**

**Committee**

<b>Discussion</b>	<p>The <b>Independent Oversight Committee (IOC) members</b> introduced themselves in person.</p> <p><b>DDD Staff</b> introduced themselves.</p> <p><b>ADOA Staff:</b> Chris Kleminich introduced himself.</p>
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**Approval of Minutes**

**Karen Van Epps**

<b>Discussion</b>	<p><b>Karen Van Epps:</b> Asked for motion to approve the June minutes as written.</p> <p><b>Carol McNulty:</b> Made a motion to approve the minutes as written.</p> <p><b>Lisa Witt</b> Seconded the motion.</p> <p>Vote was made. Motion carried.</p> <p><b>Linda Mecham</b> Abstained from voting due to not being present at the meeting being voted on.</p> <p><b>Karen Van Epps:</b> Please include the RFP (Request for Proposal) to be discussed on the next meeting agenda.</p>
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**Article 9**

**Karen Van Epps**

<b>Discussion</b>	<p><b>Karen Van Epps:</b> Commented that the Article 9 revision is still not complete. DES is still reviewing the previous comments and have not finished the revision. Karen’s recommendation to the revision comment site was to leave the Article 9 alone and make no revisions.</p>
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**Letter on direct care staff salaries**

**Karen Van Epps**

<b>Discussion</b>	<p><b>Karen Van Epps:</b> She commented that the letter to DES concerning the direct care staff salaries be proof read and changes be made to clearly state the IOC concerns.</p> <p><b>Linda Mecham:</b> Draft copies of the letter were passed out to the committee. The letter was read aloud, and the committee made grammatical changes. Linda will make the suggested changes and forward a copy to Karen who will send it to the Patrick Hayes at DES. He’s the person in charge of Rate Re-basing.</p> <p><b>Karen Van Epps:</b> She asked the committee if she could accept the letter with corrections and send to the Patrick Hayes at DES. It would be sent on behalf of the District Central Independent Oversight Committee. The committee members all approved.</p> <p><b>Karen Van Epps:</b> Asked that the letter be attached to the minutes.</p>
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**Planning Document**

**Karen Van Epps**

<b>Discussion</b>	<p><b>Karen Van Epps:</b> The new planning document from the Cholla project is missing the section on the members personal information. Strength and weaknesses under the “working with me” section. These have been discussed in other meetings, but the document is still rolling out.</p> <p><b>Linda Mecham:</b> Commented that she has worked with the new planning document and is not a good document without the guardian/parent intensely making sure all the Individual Support Plan (ISP) information is included. She does not think that the Support Coordinator nor parents can manage all the work needed to fill out the whole document every 90 days.</p>
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	<p><b>Karen Van Epps:</b> Commented that the guardian is not listed on this document and should be. She also commented the member section on how I feel I'm doing is not functional with a 4-point scale.</p> <p><b>Karen Van Epps:</b> Recommended that the committee send a recommendation letter to the Director, Assistant Director and Chris Deere asking to make changes to the planning document. She asked for a motion to do this.</p> <p><b>Linda Mecham:</b> Motioned and <b>Lisa Witt</b> seconded the motion to have a letter sent on behalf of the District Central IOC to recommend changes to the Planning Document to the DDD Directorship. The committee voted and approved unanimously.</p> <p><b>Linda Mecham:</b> Read the list of changes recommended to be added to the planning document. The changes would be adding guardianship, add who the payee is, add back the "Working with me" section including strength and weaknesses and what works for me and doesn't work for me, add history of medical and behavioral health, and add spending plan.</p>
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**DDAC Report**

**Karen Van Epps**

<b>Discussion</b>	<p><b>Karen Van Epps:</b> Informed the committee that she was offended of the response from the Developmental Disabilities Advisory Council (DDAC). The DDAC wrote to her concerning that the DDAC "will focus on the large objectives and allow the other committees (IOC and PRC) to focus on member specific issues". Written reports are to be sent into DDAC with the concerns of the DDAC members specific area. This was agreed by the council and not a directive of the DDD Assistant Director. An ongoing issue that Karen has brought up is that members cannot be left in nursing homes which are not equipped or staffed to deal with our members.</p>
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**IOC/ADOA Update**

**Chris Klemnich**

<b>Discussion</b>	<p><b>Chris Klemnich:</b> Introduced himself and informed the committee of the role that Arizona Department of Administration (ADOA) will take with the IOC. He informed the committee that he is a lawyer and representative for ADOA and oversees all the IOCs for the state. This is about 11 committees. ADOA's job is to make sure that the IOC and DDD are working with each other and acts as a mediator to any disputes.</p> <p><b>Karen Van Epps:</b> Some issues that committee have stem from incident reports being forwarded to Adult Protective Services (APS) and not being substantiated because it is not going forward to court. How does ADOA work with DES?</p> <p><b>Chris Klemnich:</b> Replied that DES must provide the described incident reports to the committee as per the statutes. ADOA would ensure that this is being done. ADOA is here to support the work the committee is doing. ADOA is working on helping with IOC recruitment. ADOA is trying the use of technology to save printing of incident reports and uploading to a secure digital format. Chris provided his contact information to the committee.</p>
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**Call to Public**

**Committee**

<b>Discussion</b>	<b>Jessica Hipskin:</b> Said that she is interested in becoming a member. She asked if she could have the Article 9 information sent to her. She informed the committee on her background and family. She said she would forward her resume to the liaison for the review of the committee.
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**Adjournment to Executive Session**

**Karen Van Epps**

<b>Conclusion</b>	<b>Karen Van Epps:</b> At 12:35 pm, Karen motioned to go to break and then continue into Executive Session. Next meeting will be held on September 24th, 2018 at 10:00 am at the Phoenix location. Meeting adjourned by <b>Karen Van Epps</b> at 1:54 pm.
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