

**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
9th Floor Conference Room #912A
September 24, 2018
10:00 am to 3:00 pm

Call to Order	Karen Van Epps
Start Time	10:20 am
Facilitator	Karen Van Epps
Note Taker & Liaison	Eric Houghtalin
Attendees	<p>IOC Members Present: Karen Van Epps, Carol McNulty, Andrea Potosky, Heidi Reid-Champigny, Eva Hamant, Linda Mecham (by phone)</p> <p>IOC Members Absent: Mandy Harman, Debbie Stapley, Natasha Beard, Lisa Witt, Eduarda Yates</p> <p>Division of Developmental Disabilities (DDD) Staff: Jeffrey Yamamoto, Eric Houghtalin, Leah Gibbs, Ileen Herberg</p> <p>Arizona Department of Administration (ADOA) Staff: Chris Kleminich</p> <p>Number of Public in Attendance: 0</p>
Agenda Topics	Welcome/Call to Order, Welcome and Introductions, Approval of Minutes, Children’s Rehabilitative Services (CRS) Presentation, Announcements, Approval of IOC Letter Regarding Direct Care Staff Salaries, Discussion Request for Proposal (RFP), IOC Liaison Updates Including ADOA, Call to Public, Adjournment to Executive Session.

Welcome/Call to Order

Committee

Discussion	The meeting was called to order (1 st Carol McNulty /2 nd Linda Mecham [phone]) at 10:15 AM. The Independent Oversight Committee (IOC) members introduced themselves in person. DDD Staff introduced themselves. ADOA Staff: Chris Kleminich introduced himself.
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Approval of Minutes

Karen Van Epps

Discussion	<p>Karen Van Epps: Asked for motion to approve the June minutes as written.</p> <p>Carol McNulty: Made a motion to approve the minutes as written.</p> <p>Linda Mecham: Seconded the motion. Vote was made. Motion carried.</p> <p>Eva Hamant: Abstained from voting due to not being present at the meeting being voted on. Motion passed and meeting minutes were approved.</p>
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Child Rehabilitative Services (CRS) Presentation

**Leah Gibbs and Ileen Herberg
(DDD)**

Discussion	<p>Leah Gibbs and Ileen Herberg: Gave a briefing about changes that are about to occur as of October 2018 to the Children's Rehabilitative Services (CRS). Each member was given a packet with documents and PowerPoint slides to follow. The presenters answered all questions asked during the presentation.</p>
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Announcements

Karen Van Epps

Discussion	<p>Linda Mecham (phone): While attending PRC meetings, Linda noted that one adult development home (ADH) provider showed up with no data for tracking. When she asked where's the data; aren't they required to keep it? The response was given to her that under administrative code R6-6-909 section C, that it (data) must be documented but not necessarily written down (verbally, written, etc). She advised that the committee look into it to ensure that it means written documentation.</p> <p>Karen Van Epps requested that this issue be added to the state-wide IOC meeting.</p> <p>Linda Mecham (phone): She also noted that another member was over their cash limit. There was a question by another PRC member if the member had a burial plan. Linda advised that an insurance agent had set up the member on a burial plan at \$81.00 per month for 10 years to insure them for \$7500.00 plan. She advised that the member would have paid twice for the coverage. She acknowledged that there was growth in the policy but advised that the member lost money. She also advised that there was no statement of goods and services on the policy. This advises what the costs are for the products and services related to burial or cremation. This allows the member to lock in a current price for services. This will allow the member to have their remains cared for without out of pocket cost. She continued to advise that unused funds are supposed to be refunded to the member's estate. She said that the member was placing the money into a trust fund that doesn't guarantee what services and goods are covered. She advised that she has reviewed two cases with the same agent/company and they are both written this way. She said that the support coordinator for the first member would bring the issue up at the huddle.</p> <p>Karen Van Epps: Advised of the new DDD Director (Dr. James "Charlie" Green) and gave a brief biography to introduce him to the IOC committee members.</p>
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	<p>Jeffery Yamamoto asked Linda Mecham for what course of action she would recommend/request or a question for DDD. Linda Mecham advised that support coordinators review all member files that have been written up by the agent or company in question for follow up to protect the members. She also said that SCs could follow up by locating policies or following up with the funeral homes. Karen Van Epps suggested that this issue be added to the state-wide IOC meeting. Linda Mecham suggested that DDD should follow up with the issue. Karen Van Epps suggest that SCs take plans written by the agent/company in question to ask the funeral homes to add a statement of goods and services. Linda Mecham advised that the funeral homes may not be aware that the agent is writing policies in their names. Jeffery Yamamoto advised that this may be a violation, but he is unsure what the IOC or DDD could do about it. Linda Mecham: Suggested that the issue be referred to DDD to look into it.</p>
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Approval of the IOC Letter

Karen Van Epps

Discussion	<p>The letter was unresent as of the time of the meeting. There was no vote to approve it during the meeting. Jeffery Yamamoto advised that the committee members are responsible to send the letter out. Karen Van Epps: Advised that she will send out the letter (today – 9/24/18).</p>
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IOC/ADOA Update

Chris Klemminich

Discussion	<p>Chris Klemminich: Advised that there were no updates other than the state-wide meeting coming up. Linda Mecham: Asked if ADOA should address the issue addressed in announcements. Chris Klemminich: Advised that the IOC members could send request or inquiries through ADOA if the member wanted something more formal. Linda Mecham: Raised concerns that ADOA may be able to look into issues more thoroughly. Karen Van Epps: Raised the concern that minutes are no longer being posted to the ADOA site and that nobody will know what the committee doing. Jeffery Yamamoto: Advised that DDD should be posting a link to the ADOA site location for the meeting minutes. Linda Mecham: Asked Chris about the request about the insurance/burial plans. She asked if it would be the ADOA making the inquiry. Chris Klemminich: Advised that the committee is making the request of DES and if the committee has any concerns about how the request is being handled, committee members can bring those to him. He also stated that any other request for information could be brought to him if the committee chooses. Karen Van Epps: Advised that the IOC letter that was mentioned would be sent to the link as well as the to Chris. Linda Mecham: Asked for clarification about request routing. She asked if requests were going through DES or ADOA. Chris Klemminich: Advised that it was up to the committee what agency would process requests. Linda Mecham: Suggested that since DDD has not acted upon the request that it may be time for ADOA to raise the</p>
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question. Jeffery Yamamoto: Passed out a printout of ARS 41-3801 and ARS 41-3804 that tells the name of the committee and responsibilities.

Karen Van Epps: Asked that Linda be sent a copy. **Chris Kleminich:** Advised that the IOC was not in a position to force DES/DDD into doing something as described to him by Senator Bartow. He advised that it was a facilitator role. He continued to say that he would be happy to bring issues to DES/DDD to suggest changes and talk to them about problems. **Karen Van Epps:** Suggested that inquiries sent through Chris may get more attention than meeting minutes. **Chris Kleminich:** Advised that the committee may send something to him in writing if they choose. He asked what the committee wanted him to do. He suggested that he speak to his supervisors about the issue and that by the statewide meeting they should have a plan.

Eva Hamant: Suggested that Marline Riggs shouldn't have been a part of the IOC letter as she is a staff person. **Jeffery Yamamoto:** Advised that she is a non-voting member that could be a part of a letter to DES/DDD. He also noted that her inclusion on the letter only states that she read and understands the content. **Eva Hamant:** Asked where the IOC letter is going. **Karen Van Epps:** Advised that the letter would be send off today.

Andrea Potosky: Advised that she was upset about the email to RSVP that was sent to confirm attendance for the meeting was an overstep on the part of the IOC Liaison (**Eric Houghtalin**). **Chris Kleminich:** Noted that to have a formal public meet that the committee needed to have a quorum. He continued that if the committee wanted to meet informally that they could still do so without a quorum. He advised that members could not go into executive session, discuss IRs, or discuss BPs. **Andrea Potosky:** Noted her concern that they couldn't get IRs or BPs. **Karen Van Epps:** Answered that the members could get them, but the committee could not discuss them. **Andrea Potosky:** Noted concern about not being able to meet, schedule PRCs, and pick up IRs and BPs. **Linda Mecham:** Raised concerns that meetings couldn't be canceled due to frequent visits by the public and hearing their concerns. **Karen Van Epps:** Advised that Natasha has been out for a couple of meetings. **Linda Mecham:** Advised that while she was a part of DDAC meetings, that the DD staff told her if she would have a quorum or not and the council would decide if they were going to hold the meeting or not. She suggested that the IOC Liaison advise Karen if they would not make quorum and that she would allow the IOC members to decide if they met or not. **Andrea Potosky:** Said that they should not be told that they have to cancel the meetings. **Karen Van Epps:** Said that the IOC members could always talk about something that was valuable. **Chris Kleminich:** Advised that if they have less than a quorum that they could not have a meeting, but you can still talk. **Eric Houghtalin:** Advised that if quorum was not met that they could still gather, but not in an official capacity. **Andrea Potosky:** Asked about the DDD presentation if the meeting were canceled. **Eric Houghtalin:** Answered that they would have been rescheduled. **Jeffery Yamamoto:** Advised that if there is an email asking for responses about attendance that the members should reply. This will allow us to notify Karen. **Chris Kleminich:** Advised that if there are any concerns that he should be notified.

Call to Public

Committee

Discussion	No public present at the meeting.
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Adjournment to Executive Session

Karen Van Epps

Conclusion	Karen Van Epps: At 12:15 PM, Karen motioned to go to break and then continue into Executive Session. Next meeting will be held on October 22nd, 2018 at 10:00 am at the Phoenix location. Meeting adjourned by Karen Van Epps at 12:55 pm.
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