



**Department of Economic Security
Division of Developmental Disabilities
District East Independent Oversight Committee (IOC)**

Public Meeting Minutes

120 W. 1st Avenue Mesa, AZ 85210
2nd floor conference room

March 13th, 2019
5:00 pm – 7:00 pm

Call to Order	Jill Wilson
Start Time	5:05 pm
Facilitator	Jill Wilson
IOC Liaison & Note taker	Jeffrey Yamamoto
Attendees	<p>IOC Members Present: Jill Wilson, Cynthia Elliott, Cathryn Whalen, Sarah McGovern</p> <p>IOC Members on Phone: Kin Counts, Mindee Stevenson,</p> <p>IOC Members Absent: Tammy Leeper, Sherri Reed, Jennifer Horton, Tonia Schultz, Suzanne Hessman</p> <p>Division of Developmental Disabilities (DDD) Staff: Jeffrey Yamamoto</p> <p>Arizona Department of Administration (ADOA) None in attendance</p> <p>Public: Susan Kingsbury (potential member)</p>
Agenda Topics	Call to Order, Welcome and Introductions, Call to public, Discussion on IR tracking, IOC/ADOA Liaison Updates, Discussion, review and possible action on Committee Membership, Discussion and review of Incident Reports (IRs) and Behavior Plans (BPs)

Call to Order/Welcome

Committee

Discussion	<p>Jill Wilson called the meeting to order at 5:05pm and welcomed the Independent Oversight Committee (IOC) members. The Committee introduced themselves in person and on the phone. Jill Wilson, Cathryn Whalen, Sarah McGovern, Cynthia Elliott and on the phone Mindee Stevenson and Kin Counts.</p> <p>Jeffrey Yamamoto IOC Liaison introduced himself and announced which members who were not present.</p> <p>Public: Susan Kingsbury introduced herself as a potential member</p>
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Call to Public

Susan Kingsbury

Discussion	<p>Jill Wilson: Made called to the Public. Jeffrey Yamamoto: Asked Susan if she had any questions for the members of the committee. Susan Kingsbury: She replied "No"</p>
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Discussion of IR tracking

Jeffrey Yamamoto

Discussion	<p>Jeffrey Yamamoto: Since neither Suzanne or Jennifer were present, Jeffrey commented that they wanted to committee to know that Tammy Leeper will take over the responsibilities of recording and tracking of the IRs. The chairs wanted the committee members to know her email address in which Jeffrey gave out the address to the members as well as Jennifer Horton's email addresses. IR comments to be sent to Tammy and c/c Jennifer and Jeffrey.</p>
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IOC/ADOA liaison update

Jeffrey Yamamoto

Discussion	<p>Jeffrey Yamamoto: Began by stating that ADOA is leaving the DDD IOCs alone and not making too many demands on the liaisons. DDD and The Arizona Health Care Cost Containment System (AHCCCS) met and discussed that the IOCs need to produce written minutes to comply with their agreed upon contract. Therefore, the written minutes will again be created and made available for the committee members as well as by request from public. Jeffrey is unsure if the meeting minute will be voted for approval or not at this time. Anytime the committee doesn't agree with minutes they can request to have it revised. Jeffrey Yamamoto: Reminded the committee that the Quality Assurance unit for DDD is being dissolved and a 3rd party company will take over. Cynthia Elliott: Commented that she just came from the Developmental Disability Advisory Council (DDAC) meeting stating that "No" 3rd party company has bid on the contract yet. They will resubmit with smaller tasks so that the contract will be broken up to smaller parts Jeffrey Yamamoto: Commented that the Program Review Committee (PRC) does not have a chair or assistant at this time and this may affect the receiving of BPs or comments from the PRC. He did not know how or if BP would continue to be divided among the other PRCs or if someone would manage the process for District East. The next month there will be 10 plans available which were not available to print at the time of the meeting.</p>
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	<p>Cynthia Elliott: Brought up that DDD is the working on Article 9 revisions. She also inquired if the Board-Certified Behavior Analyst (BCBA) will still be required for behavior plans.</p> <p>Jeffrey Yamamoto: Still has not heard anything about the Article 9 revision or if it's ready to go out to the public for feedback or suggestions. He will inform the committee when he hears anything.</p>
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Discussion & Vote of membership

Jill Wilson

Discussion	<p>Jill Wilson: Asked Committee if they wanted to remain in public session for the rest of the evening and all members did agree.</p> <p>Cathryn Whalen: Read terms for members serving on the committee from IOC Guidelines. Susan Kingsbury didn't have any objections to the requirements.</p> <p>Jill Wilson: Asked for motions for voting in Susan Kingsbury into the District East IOC.</p> <ul style="list-style-type: none">• Cathryn Whalen motioned to vote in Susan Kingsbury into the IOC• Cynthia Elliott seconded the motion.• Unanimous for "Yay" vote, no "nay" votes, including phone participants• Motion carries to vote Susan Kingsbury into the IOC <p>Jeffrey Yamamoto: Will send out application, resume and cleared email to ADOA to get the appointment letter. Official membership starts when letter of appointment is signed and sent back to DDD.</p>
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Discussion and Review of Incident Reports (IRs) & Behavior Plan (BP)

Committee

Discussion	<p>Cathryn Whalen: Asked if anyone is keeping the copies of the disposition sheets.</p> <p>Jeffrey Yamamoto: Informed her that he has electronic copies that were sent to the PRC. He said he would also investigate when PRC positions are filled to get answers to disposition sheets.</p> <p>IRs Total: ATPC 59/East 497 Closed: ATPC 47/East 420 Open: ATPC12/East77</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Open</th> <th>Closed</th> </tr> </thead> <tbody> <tr> <td>Accidental Injury</td> <td style="text-align: center;">4</td> <td style="text-align: center;">90</td> </tr> <tr> <td>Deaths</td> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Emergency Measures</td> <td style="text-align: center;">5</td> <td style="text-align: center;">19</td> </tr> <tr> <td>Human Rights</td> <td style="text-align: center;">3</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Legal</td> <td style="text-align: center;">6</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Medication Errors</td> <td style="text-align: center;">13</td> <td style="text-align: center;">36</td> </tr> <tr> <td>Missing</td> <td style="text-align: center;">7</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Neglect – Potential & Imminent</td> <td style="text-align: center;">13</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Other Abuse – Sexual, Verbal, & Emotional</td> <td style="text-align: center;">3</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Other – Behavior</td> <td style="text-align: center;">8</td> <td style="text-align: center;">233</td> </tr> <tr> <td>Other Injury Unknown – Hospitalization</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Physical Abuse</td> <td style="text-align: center;">5</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Property Damage</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Suicide</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> </tr> <tr> <td>TOTALS</td> <td style="text-align: center;">77</td> <td style="text-align: center;">420</td> </tr> </tbody> </table> <p>ATPC had 12 Op and 47 CL = Total 59 IRs not including above. IRs which were requested were equally divided and distributed for 4 members in attendance and 2 on the phone and 5 not in attendance. 7 sets to be mailed. The rest were shredded. Number of Questions for QAM: None currently Number of Behavior Plans turned in by IOC Members: Total=12 (9 “no violates”, 3 “violates”) Number of Behavior Plans received by PRC: Total 26, equally distributed to the 10 members.</p>		Type	Open	Closed	Accidental Injury	4	90	Deaths	5	4	Emergency Measures	5	19	Human Rights	3	5	Legal	6	2	Medication Errors	13	36	Missing	7	1	Neglect – Potential & Imminent	13	15	Other Abuse – Sexual, Verbal, & Emotional	3	8	Other – Behavior	8	233	Other Injury Unknown – Hospitalization	0	0	Physical Abuse	5	3	Property Damage	2	2	Suicide	3	2	TOTALS	77	420
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Adjournment

Jill Wilson

Conclusion	<p>The next meeting will be held on April 10th, 2019 at 5:00 pm at the 120 W. 1st Avenue, Mesa, AZ location. Jill Wilson motioned that the meeting be adjourned. Committee all agreed. The meeting was adjourned by Jill Wilson at 5:49 PM.</p>
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