



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

120 W. 1<sup>st</sup> Avenue Mesa, AZ 85210  
 2<sup>nd</sup> floor conference room  
 April 10<sup>th</sup>, 2019  
 5:00 pm – 7:00 pm

<b>Call to Order</b>	Suzanne Hessman
<b>Start Time</b>	5:07 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, Susan Kingsbury, Jill Wilson, Cynthia Elliott, Sarah McGovern, Jennifer Horton, Sherri Reed,</p> <p><b>IOC Members on Phone:</b> Kin Counts, Mindee Stevenson, Tonia Schultz</p> <p><b>IOC Members Absent:</b> Tammy Leeper, Cathryn Whalen</p> <p><b>Division of Developmental Disabilities (DDD) Staff:</b> Jeffrey Yamamoto</p> <p><b>Arizona Department of Administration (ADOA)</b> None in attendance</p> <p><b>Public:</b> None</p>
<b>Agenda Topics</b>	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 ( <b>IRs</b> ) and Behavior Plans ( <b>BPs</b> )

**Call to Order/Welcome**

**Committee**

<b>Discussion</b>	<p><b>Suzanne Hessman</b> called the meeting to order at 5:07 pm and welcomed the <b>Independent Oversight Committee (IOC) members</b>. The Committee introduced themselves in person and on the phone.</p> <p><b>Jeffrey Yamamoto</b> IOC Liaison introduced himself</p> <p><b>Public:</b> none</p>
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**Call to Public**

**Suzanne Hessman**

<b>Discussion</b>	<b>Suzanne Hessman:</b> Made called to the Public. No public in session.
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**Discussion of IR tracking**

**Suzanne Hessman**

<b>Discussion</b>	<p><b>Suzanne Hessman:</b> Asked that since Quality Assurance (QA) is being dissolved has a 3<sup>rd</sup> party company taken over yet?</p> <p><b>Jeffrey Yamamoto:</b> Answered that QA is scheduled to be dissolved in June but there is no replacement set yet. QA is running with a small staff and temporary staff is hired to help.</p> <p><b>Suzanne Hessman:</b> Comment that would compromise the already not very effective job that QA had before the announcement.</p> <p><b>Cynthia Elliott:</b> Asked if the getting rid of QA had any correlation with the Integrated Health Care change scheduled in October.</p> <p><b>Jeffrey Yamamoto:</b> Commented that he didn't know.</p> <p><b>Jennifer Horton:</b> Informed the committee to know that Tammy Leeper will take over the responsibilities of recording and tracking of the IRs. Tammy wanted to be added to the email postings. IR comments to be sent to Tammy and c/c Jennifer and Jeffrey.</p> <p><b>Jeffrey Yamamoto:</b> Commented that she was already added on the group email.</p>
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**IOC/ADOA liaison update**

**Jeffrey Yamamoto**

<b>Discussion</b>	<p><b>Jeffrey Yamamoto:</b> Began by saying that here is a quarterly statewide meeting next week. 4/17/19 and gave location, 5328 E. Washington Street, building C, Phoenix AZ 85034. Anyone can participate in person or by phone. Agenda is posted at IOC.AZ.GOV. This may not be mobile friendly and works best if opened in Google Chrome.</p> <p><b>Jeffrey Yamamoto:</b> Stated that ADOA is leaving the DDD IOCs alone and not making too many demands on the liaisons. This is good because the DDD IOCs are running well and they may be concentrating on the other agencies' committees.</p> <p><b>Jeffrey Yamamoto:</b> Reminded the committee that the Quality Assurance unit for DDD is being dissolved by June and a 3<sup>rd</sup> party company will take over. That is still the current plan.</p> <p><b>Jeffrey Yamamoto:</b> Commented that the Program Review Committee (PRC) does not have a chair at this time and this may affect the receiving of BPs or comments from the PRC. The temp and SC supervisor are trying to keep up but will be handing over the job to District West and Central until the position can be filled.</p> <p><b>Jeffrey Yamamoto:</b> New Timesheets to fill out. Easier to fill. They only reflect one month of time. He will be sending out electronic copy to all members.</p> <p><b>Jeffrey Yamamoto:</b> The liaisons have a new cell phone # 480-349-1637, the reason for the phone is to stay compliant to allow the public into the</p>
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	<p>meeting for the two after hours meetings in secured government buildings.</p> <p><b>Jeffrey Yamamoto:</b> Finally commented if the District East IOC wanted to take off any month for the summer. He mentioned that both West and Tucson are skipping meeting in June.</p> <p><b>Suzanne Hessman:</b> Commented that the committee should look into their schedules and take a vote next meeting to see what month they may want to skip for vacation.</p> <p><b>Committee:</b> Agreed to hold on the vote until next meeting on May 8<sup>th</sup>.</p>
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**Discussion & Vote of membership**

**Suzanne Hessman**

<b>Discussion</b>	<p><b>Suzanne Hessman:</b> Asked about the last two items on the agenda.</p> <p><b>Jeffrey Yamamoto:</b> Explained that the committee doesn't have to go into Executive session to discuss any of the membership or IR/BP general questions if they do not want to because it is listed on the public agenda. Should the committee want to go into Executive Session to specifically discuss a potential member or an existing member or a specific member then the committee can vote to go into Executive Session as normal. Should the committee just want to divide up the IRs and BPs and discuss those without using specific names they could still do that in public session. This was recommended by ADOA to allow for as much transparency during the meetings as possible.</p>
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**Discussion and Review of Incident Reports (IRs) & Behavior Plan (BP)**

**Committee**

<b>Discussion</b>	<b>IRs Total:</b> ATPC 26/East 832 <b>Closed:</b> ATPC 13/East 717 <b>Open:</b> ATPC13/East115		
	<b>Type</b>	Open	Closed
	Accidental Injury	<b>33</b>	<b>145</b>
	Deaths	<b>2</b>	<b>5</b>
	Emergency Measures	<b>12</b>	<b>32</b>
	Human Rights	<b>1</b>	<b>2</b>
	Legal	<b>2</b>	<b>4</b>
	Medication Errors	<b>34</b>	<b>73</b>
	Missing	<b>8</b>	<b>6</b>
	Neglect – Potential & Imminent	<b>13</b>	<b>11</b>
	Other Abuse – Sexual, Verbal, & Emotional	<b>0</b>	<b>0</b>
	Other – Behavior	<b>0</b>	<b>424</b>
	Other Injury Unknown – Hospitalization	<b>0</b>	<b>0</b>
	Physical Abuse	<b>4</b>	<b>3</b>
	Property Damage	<b>2</b>	<b>2</b>
	Suicide	<b>4</b>	<b>10</b>
	<b>TOTALS</b>	<b>115</b>	<b>717</b>
<p>ATPC had 13 Op and 13 CL = Total 26 IRs not including above.            IRs which were requested were equally divided and distributed for 7 members in attendance and 3 on the phone and 2 not in attendance. 4 sets to be mailed. The rest were shredded given to Susan Kingsbury for practice in looking at IRs.            Number of Questions for QAM: None currently            Number of Behavior Plans turned in by IOC Members: Total=18 (16 "no violates", 2 "violates")            Number of Behavior Plans received by PRC: Total zero</p>			

**Adjournment**

**Suzanne Hessman**

<b>Conclusion</b>	The next meeting will be held on May 8th, 2019 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 <b>5:38 PM</b> .
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