



Department of Economic Security
Division of Developmental Disabilities
District South: Tucson Independent Oversight Committee (IOC)
Public Meeting Minutes

Meeting was conducted by Conference Call Only due to COVID-19 concerns

July 22nd, 2020

2:00 PM – 4:00 PM

Call to Order	Jessica Richards
Start Time	2:12 PM
Facilitator	Jessica Richards
Note Taker & Liaison	Jeffrey Yamamoto
Attendees	<p>IOC Members by phone: Jessica Richards, Christine Small, Bonner Raskob, Genevieve Valenzuela, Lynne Tomasa, Shereen Shoulders</p> <p>IOC Members Absent: Beth Elliott, Jennifer Premer, Bianca Pimentel, Tyler DeMers</p> <p>Arizona Department of Administration (ADOA) Liaison: Larry Allen</p> <p>Health Care Liaisons: Sophie Legaspi (United Health Care Community Program), Vera Kramarchuk (Mercy Care)</p> <p>Division of Developmental Disabilities (DDD) Staff: Jeffrey Yamamoto (DDD Liaisons)</p>
Agenda Topics	Call to Order, Welcome and Introductions, Call to Public, ADOA IOC update, Healthcare liaisons update, Discussion and possible vote on Co-Chair, update on Quarterly IOC meeting, DDD IOC Liaison updates, Discussion on Membership, Discussion of Incident Reports (IRs) and Behavior plans. (BPs)



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

Welcome and Introductions

Jessica Richards

Discussion	<p>The following introduced themselves on the phone. IOC Members: Jessica Richards, Christine Small, Bonner Raskob, Genevieve Valenzuela, Lynne Tomasa, Shereen Shoulders Arizona Department of Administration (ADOA) Liaison: Larry Allen Health Care Liaisons: Sophie Legaspi (United Health Care Community Program), Vera Kramarchuk (Mercy Care) DDD Staff: Jeffrey Yamamoto (DDD IOC Liaison)</p>
-------------------	---

Call to Public

Jessica Richards

Discussion	<p>Jessica Richards: Asked if there were anyone from public on the line. There was not.</p>
-------------------	--

ADOA update

Larry Allen

Discussion	<p>Larry Allen: Stated that there is no update from ADOA. Jeffrey Yamamoto informed the IOC that he and Larry are working on the plan to have the IOCs receive the Incident Reports (IR) via a computer-based system. They can review it from their homes and just have access to a secured server with the IRs on them. The upside is less wasted time and paper and less possible physical contamination of the IRs. The IOC agreed that would be a good thing.</p>
-------------------	---

Health Care Liaisons

Sophie, Vera

Discussion	<p>Sophie Legaspi with UHCCP: Began that there was not much to report more than what she has commented before and that UHCCP has continued to have community outreach program to help anyone with the system. Vera Kramarchuk: Responded she did not have any updates from Mercy Care. They would also like the committee to know that Mercy care is also providing help through their care managers and liaisons. Both Health Care Liaisons said they would provide links to their websites for their webinars that gives more information to their actions. Jeffrey will forward information to committee when he gets it.</p>
-------------------	--



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

Discussion of new Co-Chair

Jessica Richards

Discussion	<p>Jessica Richards: Asked if there were any members who would like to volunteer for the Co-Chair position. No one volunteered. Jeffrey Yamamoto said he would bring it up on the next agenda. Hopefully someone will volunteer for the task.</p>
-------------------	---

Discussion of the Quarterly meeting

Jeffrey Yamamoto

Discussion	<p>Jeffrey Yamamoto: Informed the committee that there was a quarterly meeting with the DDD IOC chairs and DDD representatives. Jeffrey Yamamoto said he had forwarded the minutes of the meeting to the committee. The committee said they had received it. Jeffrey said that the section with the Assistant Director Zane Ramadan was good information and they should read through the minutes. The AD Ramadan did touch on all of the matters which the chairs were interested in and the minutes explained his answers. Jeffrey did read through his notes and updated on some of the rest of the meeting. There was a question on the COVID stats for DDD. He had mentioned that there were 488 cases positive with 246 that were in their own home and 242 in congregate settings. There were 27 deaths with 9 in their own home and 18 in congregate settings. These stats were as of July 13th.</p>
-------------------	---

DDD IOC Liaison Update

Jeffrey Yamamoto

Discussion	<p>Jeffrey Yamamoto: Responded that ALL the Office of Individuals and Family Affairs (OIFA) employees are working remotely except for Leah Gibbs (the administrator). The IOC meetings will be conducted by teleconference until DDD deems face to face meetings can occur. He said he would send out the links for the Health plans when he receives them</p>
-------------------	---

Discussion & voting of membership

Jessica Richards

Discussion	<p>Jessica Richards: Began with the fact that in the guidelines there is a portion in section 3 which says that membership is contingent on making meetings and if a member has missed 3 meetings in the same year</p>
-------------------	---



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

without notice they could be voted off of the committee. There are two members who have not been at any meeting for 5 consecutive meetings nor asked for time away. The members were Beth Elliott and Jennifer Premer. After explaining the guidelines for membership and confirming with Jeffrey on attendance, Jessica asked for a motion to dismiss the two members due to absenteeism.

Bonner Raskob- Motioned to dismiss the two members for not showing to 3 or more meetings, Beth Elliott and Jennifer Premer.

Genevieve Valenzuela - Seconded the motion

A vote was taken, and all present members (see attendance list) of the committee replied "aye".

There was a request for any members who vote "nay". There were none. **The motion carried and the committee dismissed the membership of Beth Elliott and Jennifer Premer.**

Jeffrey Yamamoto asked Larry Allen from ADOA who should write the letter to inform the two previous members. Jeffrey said that the approval and authorization had to come from ADOA therefor the termination would need to come from ADOA also. Larry said he would find out since he had not had this experience before.

It was also asked if there were any potential members in the Queue.

Jeffrey Yamamoto: Responded that he was not been made aware of anyone. Due to COVID19 restrictions for the public there is not a push to get volunteers yet.



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

Incident Report Review

Jeffrey Yamamoto

Discussion	<ul style="list-style-type: none"> • Incident Reports and Behavior Plans • Open IRs were given to Sierra Vista <p>IRs Total South_666_Closed_569 for Tucson Open_97 for Sierra Vista</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left;">Type</th> <th style="text-align: center;">Open</th> <th style="text-align: center;">Closed</th> </tr> </thead> <tbody> <tr><td>Accidental Injury</td><td style="text-align: center;">18</td><td style="text-align: center;">109</td></tr> <tr><td>Deaths</td><td style="text-align: center;">11</td><td style="text-align: center;">0</td></tr> <tr><td>Emergency Measures</td><td style="text-align: center;">1</td><td style="text-align: center;">5</td></tr> <tr><td>Human Rights</td><td style="text-align: center;">2</td><td style="text-align: center;">2</td></tr> <tr><td>Legal</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td></tr> <tr><td>Medication Errors</td><td style="text-align: center;">8</td><td style="text-align: center;">113</td></tr> <tr><td>Missing</td><td style="text-align: center;">2</td><td style="text-align: center;">1</td></tr> <tr><td>Neglect – Potential & Imminent</td><td style="text-align: center;">14</td><td style="text-align: center;">10</td></tr> <tr><td>Other Abuse – Sexual, Verbal & Emotional</td><td style="text-align: center;">5</td><td style="text-align: center;">3</td></tr> <tr><td>Other – Behavior</td><td style="text-align: center;">2</td><td style="text-align: center;">169</td></tr> <tr><td>Other Injury Unknown – Hospitalization</td><td style="text-align: center;">20</td><td style="text-align: center;">148</td></tr> <tr><td>Physical Abuse</td><td style="text-align: center;">10</td><td style="text-align: center;">5</td></tr> <tr><td>Property Damage</td><td style="text-align: center;">0</td><td style="text-align: center;">1</td></tr> <tr><td>Suicide</td><td style="text-align: center;">2</td><td style="text-align: center;">0</td></tr> <tr style="background-color: #cccccc;"><td>TOTALS</td><td style="text-align: center;">97</td><td style="text-align: center;">569</td></tr> </tbody> </table> <p style="margin-top: 10px;">All IRs that were printed and sent to liaison to be sent to the members' homes. Jessica said to send out the IR to the active members and only the types and categories they had agreed to.</p>			Type	Open	Closed	Accidental Injury	18	109	Deaths	11	0	Emergency Measures	1	5	Human Rights	2	2	Legal	2	3	Medication Errors	8	113	Missing	2	1	Neglect – Potential & Imminent	14	10	Other Abuse – Sexual, Verbal & Emotional	5	3	Other – Behavior	2	169	Other Injury Unknown – Hospitalization	20	148	Physical Abuse	10	5	Property Damage	0	1	Suicide	2	0	TOTALS	97	569
Type	Open	Closed																																																	
Accidental Injury	18	109																																																	
Deaths	11	0																																																	
Emergency Measures	1	5																																																	
Human Rights	2	2																																																	
Legal	2	3																																																	
Medication Errors	8	113																																																	
Missing	2	1																																																	
Neglect – Potential & Imminent	14	10																																																	
Other Abuse – Sexual, Verbal & Emotional	5	3																																																	
Other – Behavior	2	169																																																	
Other Injury Unknown – Hospitalization	20	148																																																	
Physical Abuse	10	5																																																	
Property Damage	0	1																																																	
Suicide	2	0																																																	
TOTALS	97	569																																																	

Behavior Plan Review

Jeffrey Yamamoto

Discussion	<p>There were zero Behavior Plans (BPs) printed at the time of meeting. These will be mailed to members when received by liaison.</p>
-------------------	--

Adjournment

Jessica Richards

Conclusion	<p>Next meeting will take place at the virtually on August 26th, 2020 at 2:00 PM. The meeting was adjourned by Jessica at 2:54 pm</p>
-------------------	--