



**Division of Developmental Disabilities (DDD)
District East Independent Oversight Committee (IOC)
Public Meeting Minutes
Wednesday, July 8th, 2019 – 5:00 PM to 7:00 PM**

Call to Order

This meeting is being held telephonically due to the Coronavirus (COVID-19) concerns.

Meeting called to order by Committee Chairperson, **Suzanne Hessman**. The date was July 8th, 2020 at 5:04 pm. The address of the meeting was Virtual, no physical address.

Welcome and Introductions

- Attendance in Person: **None This was telephonic only due to COVID-19 concerns**
- Attendance by Phone: **Suzanne Hessman, Amanda Godek, Cynthia Elliott, Sarah McGovern, Tonia Schultz, Susan Kingsbury, Elizabeth Bird, Kin Counts, Sheri Reed, Cathryn Whalen.**
- Absent: **Jennifer Horton, Kin Counts**
- Public in Attendance: **None**
- Arizona Department of Administration (ADOA): **Larry Allen, ADOA IOC Liaison (by Phone)**
- United Healthcare Community Plan Liaison (UHCCP): **Sophie Legaspi, UHCCP liaison (by Phone) Vera Kramarchuk (Mercy care)**
- DDD: **Jeffrey Yamamoto, DDD IOC Liaison (by Phone) Michelle Pollard (NCI by phone)**
- **The Committee, DDD, UHCCP, Mercy Care and ADOA Employees** introduced themselves.

Call to Public

Suzanne Hessman: Called for public to announce themselves. There were no members of the public on the phone.

ADOA Updates

Larry Allen began by stating that he did not have any updates from the ADOA or the Governor's Office. He asked if the committee members had any questions. They did not. Jeffrey Yamamoto informed the committee that the IOC site is unable to post new material and the agenda postings will be at the ADOA office. The Minutes will be available to the committee and public in the 3-business day as required by open meeting law.



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Health Plans Updates

Sophie Legaspi began by stating that she is the United Healthcare Community Plan (UHCCP) liaison and that she did not have any updates since last meeting. They are still member outreach and working telehealth. She informed the group that she had sent the links for the DDD site for COVID19 information. Jeffrey Yamamoto sent out the links from the District Tucson meeting, that she was referring to. She asked if there were any questions for her. There were none.

Vera Kramarchuk also did not have any new updates. **Cynthia Elliott** asked about if the Health Plans knew of any special support programs for extremely behavioral and physically needy members. Vera did not know of any, but she would check on it.

Michelle Pollard with DDD National Core mentioned that they will not be doing their survey by face to face but a remote means. She did not have any new updates.

Chair Discussion

Suzanne Hessman began by stating once again that Jennifer had asked her to step down from the Vice-chair. Suzanne asked if there was any interest in becoming the Vice-Chair? No one spoke up. **Jeffrey Yamamoto** confirmed that everyone received the email copy of the District East Guidelines with officer duties described so that they would know the responsibilities. The members agreed they had. Sheri Reed said that she would act as a temporary back up to Suzanne until a Vice-chair could be voted in. Suzanne agreed and several members of the committee also agreed. Sheri Reed will receive all back up communications to Suzanne the Chairperson.

Discussion and Questions for Representative Longdon

Suzanne Hessman Started by asking who had requested Representative Longdon to attend the meeting as she could not recall. Cynthia Elliott spoke up and said she wanted to ask legislatively what was being done to protect the Disabled in the community. She also wanted to ask her what support the congresswoman needed in the legislature that the IOC could contribute. But with the COVID crisis occurring, most everything has been put on hold legislatively. Jeffrey stated that the legislature is on recess currently and did not know if this is a good time to talk with her while she is not working or bring it up while she is in session. Cynthia replied that she would reach out to Rep. Longdon herself and ask what the congresswoman would like to do and would be in contact with the committee and liaison on her answer. The committee agreed to let Cynthia go ahead and contact the congresswoman and see what the best time would be to have her attend the meeting for the IOC to update and answer any questions.



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DDD IOC Liaison Updates

Jeffrey Yamamoto asked the committee members to confirm Sheri Reed was to cover the Chair if Suzanne was unable to do the task. They did. He also asked Larry from ADOA that this would just be an agreement and not a voting matter. He agreed.

Discussion of Incident Reports (IR) & Behavior Plans (BP)

Discussions were made regarding the electronic means to read IR and BP. **Suzanne Hessman** asked why DDD could not send out the IRs electronically to all the members. **Jeffrey Yamamoto** stated he had asked the year before with ADOA and it was stalled at DDD. **Larry Allen** from ADOA said he would be happy to re-introduce the idea of a shared secure server having the IRs on and the IOC members being able to access it. He and Jeffrey would find out who to submit the request to at DDD and pursue the topic again. Other IOCs have this already and there isn't a reason why DDD couldn't use this technology.

For June IRs, the Committee members should be given 883 incident reports. This included 159 open and 724 closed reports. ATPC had 70 totals with 33 open and 37 closed.

Type	Open	Closed
Accidental Injury	10	109
Deaths	2	7
Emergency Measures	3	23
Human Rights	8	16
Legal	6	12
Medication Errors	27	76
Missing	7	9
Neglect	22	55
Other Abuse	2	9
Other Behavior	30	210
Other Hospitalization, Unknown injury	27	171
Physical Abuse	6	21
Property Damage	4	2
Suicide	5	4
TOTALS	159	724

The desired IRs, when delivered, will be divided among the members.

Number of Questions for QAM: members of the committee will forward their incident reports question directly to the New Google Drive folders being set up by the Chair.



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Number of Behavior Plans turned in by IOC Members: 10 via downloads to Google Drive and emailed to liaison.

The Program Review Committee (PRC): will send BPs to the office to be sent out by liaison.

Adjournment

Suzanne Hessman adjourned the meeting at 6:10 pm. The next District East IOC meeting will be held on August 12th, 2020 at 5:00 pm. Will be virtual meeting should COVID-19 concerns still be in effect.