



**Division of Developmental Disabilities (DDD)  
District East Independent Oversight Committee (IOC)  
Meeting Minutes & Action Items  
Wednesday, September 11<sup>th</sup>, 2019 – 5:00 PM to 7:00 PM**

**Call to Order**

Meeting called to order by Committee Chairperson, **Suzanne Hessman**. The date was September 11<sup>th</sup>, 2019 at 5:13 pm. The address of the meeting was 120 W. 1<sup>st</sup> Ave Mesa AZ 85210

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**Welcome and Introductions**

- Attendance in Person: **Suzanne Hessman, Susan Kingsbury, Sarah McGovern, Elizabeth Bird, Mindee Stevenson, Cynthia Elliott,**
  - Attendance by Phone: **Lindy Fisker, Sheri Reed, Tonia Schultz**
  - Absent: **Tammy Leeper, Cathryn Whalen, Jennifer Horton, Jill Wilson, Kin Counts**
  - Public in Attendance: **Mark Bird, Sophie Legaspi (United Health Care- liaison), Cherrie Floyd (potential member by phone).**
  - Arizona Department of Administration (ADOA) on phone: **Veronica Peralta, ADOA IOC Liaison**
  - DDD: **Jeffrey Yamamoto, DDD IOC Liaison.**
  - **The Committee, the public and DDD and ADOA Employee** introduced themselves.
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**Call to Public**

**Cherrie Floyd** gave her background. She's a registered nurse with 28 years of experience, 15 years as a psychiatric nurse. She said she had completed her application and we are just waiting on the OK from the volunteer coordinator. Her background is as an Assistant Director of Nursing. As a nurse she has worked in rehabilitation, orthopedic, neurology, pediatrics, hospice, chemical dependency and with the developmentally disabled. She has lived and worked in the East Coast, Utah, and Arizona.

**Sophie Legaspi** informed the committee that starting with the October integration of the health plans for DDD she will be the new IOC liaison from United Health Care. She is available during the meetings when she attends to ask questions. She also attends the Arizona Health Care Cost Containment System (AHCCCS) IOCs and answers questions for them. She has a social work background and is familiar with open meeting laws. She commented that if there are any concerns from the committee on United Health Care, she is available to answer now and in the future.

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**ADOA Updates**

**Veronica Peralta** began by stating that the ADOA operations manual for the IOCs is out for public opinion/comment on the IOC website. The committee can find the draft manual at [IOC.AZ.GOV](http://IOC.AZ.GOV)



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website under the publications tab. The public has until September 28<sup>th</sup> to submit their opinions and comments for review by ADOA. The final operations manual will follow soon after.

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**DDD IOC Liaison Updates**

**Jeffrey Yamamoto** began with restating that the ADOA operations manual is ready for public comment at IOC.AZ.GOV. Pictures need to be taken for badges if committee members do not have a badge. He asked if there was anyone without a new ADOA badge. **Jeffrey Yamamoto** also mention that ADOA is looking for everyone to sign a Confidentiality Agreement, so he asked anyone present who did not sign the agreement form last meeting please sign one tonight and turn in. **Sarah McGovern** asked about DDD looking for volunteers from the IOC for a new council. Jeffrey was unsure what the criteria and the deadline for this new council entailed. **Suzanne Hessman** informed the committee that the application time had expired to volunteer and that the decision will be forthcoming. The District East has a new PRC chairperson and it's **Whitney French**. She is getting trained by the District West PRC Chair. The previous meeting **Suzanne Hessman** requested that Lydia Glover, the District Program manager (DPM), be invited to the meetings. Jeffrey formally invited her, but she did not reply either way and did not attend today's meeting. Jeffrey also mentioned he's in training to be a certified trainer for Article 9 and will later be able to teach everyone on the committee on the subject.

**Suzanne Hessman** asked about the training offered to the new members on Incident Reports (IRs) and Behavior Plans (BPs). Jeffrey responded that the new members receive their handbook which gives general information on the IOC and outlines the Incident Report process but nothing on the Behavior Plans. Suzanne said that she had a PowerPoint presentation given to her from an earlier liaison which shows how to create a Behavior Plan and may be valuable to show to the new members, so they know what is in a plan. Jeffrey also brought up that some BPs have a check list of the items in the plan which makes it easier to locate the right information. Suzanne said she would send the PowerPoint and any other training material to Jeff to distribute to the rest of the committee. **Veronica Peralta** also mentioned she would like a copy too.

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**Vote to go into Executive Session.**

**Suzanne Hessman** motioned to proceed into executive session.

All present IOC members voted to enter the executive session of the meeting. The 2 phone members also voted to go into executive session. No members voted "nay" or abstained.

Votes were all Ayes – Suzanne Hessman, Susan Kingsbury, Sarah McGovern, Mindee Stevenson, Beth Bird, Cynthia Elliott, Lindy Fisker (on phone) Sheri Reed (on phone)

**(End of public meeting and start of second executive session at 5:38 pm)**



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**Vote for membership.**

**Public Session reconvened at 6:15pm.**

**Suzanne Hessman** motioned to vote **Cherrie Floyd** to become a member of the District East IOC.

**Sarah McGovern** seconded the motion.

All present IOC members voted for Cherrie Floyd to be a new member. The 2 phone members also voted to accept Cherrie Floyd. No members voted “nay” or abstained.

Votes were all Ayes – Suzanne Hessman, Susan Kingsbury, Sarah McGovern, Mindee Stevenson, Beth Bird, Cynthia Elliott, Lindy Fisker (on phone) Sheri Reed (on phone)

The motion carried and Cherrie Floyd was voted into the District East IOC as a new member, contingent on passing background check.

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**Adjournment**

**Suzanne Hessman** adjourned the meeting at 6:18 pm. The next District East IOC meeting will be held on October 9th, 2019 at 5:00 pm.