



**Department of Economic Security
Division of Developmental Disabilities
District South: Tucson Independent Oversight Committee (IOC)
Public Meeting Minutes
400 W. Congress Street. Suite 500
Tucson, AZ 85701
January 23rd, 2019
2:00 PM – 4:00 PM**

Call to Order	Lynda Stites
Start Time	2:00 PM
Facilitator	Lynda Stites
Note Taker & Liaison	Jeffrey Yamamoto
Attendees	<p>IOC Members Present: Lynda Stites, Genevieve Valenzuela, Jessica Richards, Bill Burnett, Lynne Tomasa, Tyler DeMers, Beth Elliott, Cynthia Fielding, Rachel Allen</p> <p>IOC Members Absent: Christine Small, Bliss Gifford</p> <p>Division of Developmental Disabilities (DDD) Staff: Jeffrey Yamamoto (DDD Liaisons) Alex Scudder (DDD Intern)</p> <p>Arizona Department of Administration (ADOA) Staff: None</p> <p>Public in Attendance: Bianca Pimentel, Bonner Raskob (All potential volunteer members)</p>
Agenda Topics	Call to Order, Welcome and Introductions, Approval on Minutes, Discussion on recorded minutes, Discussion & writing guidelines, ADOA/IOC Liaison Updates, Call to Public, Discussion and Vote on Membership, discussion of Incident Reports (IRs) and Behavior plans. (BPs)

Call to Order

Lynda Stites

Discussion	Lynda Stites: Called the meeting to order at 2:00pm
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Welcome and Introduction

Committee

Discussion	<p>Lynda Stites introduced herself the Independent Oversight Committee (IOC) members introduced themselves.</p> <p>The DDD Staff was Jeffrey Yamamoto and Alex Scudder introduced themselves.</p> <p>The Arizona Department of Administration (ADOA) Staff: None</p> <p>Public: Bianca Pimentel, Bonner Raskob (All potential volunteer members) introduced themselves again to the group and relayed their histories and answered why they wanted to serve on the committee.</p>
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Approval of December minutes

Lynda Stites

Discussion	<p>Lynda Stites: Asked if everyone had received the electronic minutes from December's meeting. She asked for motion to accept December minutes.</p> <ul style="list-style-type: none">• Move to vote: Genevieve Valenzuela• Seconded the motion: Cynthia Fielding• All Approved "Aye" with No "Nay" votes <p>Motion passes and December minutes were approved as written</p>
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Discussion Voice recording minutes

Lynda Stites

Discussion	<p>Lynda Stites: Recapped that there are three ways to have minutes. Written, Recorded and Both written and recorded.</p> <p>Jeffrey Yamamoto: Answered that the Arizona Department of Administration (ADOA) is looking to have the audio minutes from the meeting be the official recorded minutes for the meetings. Also, that the ADOA is sending out an IOC manual which should address minutes. If there is feedback about minutes for ADOA then the committee should email their feedback.</p> <p>Committee member: Asked if website had written minutes also.</p> <p>Jeffrey Yamamoto: Replied that they will only have audio minutes since beginning of year.</p> <p>Lynda Stites: Brought up the point that if the audio is only available that that it puts hard of hearing individuals without a means of hearing the minutes. This is her concern of not being assessable by that population.</p> <p>Genevieve Valenzuela: Also brought up the point that some Native Americans also do not have good connectivity to the internet and the</p>
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	recording technology may be too advanced for the slower/spotty connection for those individuals. Jeffrey Yamamoto: Reiterated that the committee members need to send their concerns to the ADOA as their feedback for minutes.
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Discussion & writing IOC guidelines

Lynda Stites

Discussion	Lynda Stites: Began by asking Jeffrey if he has copies of the current drafted guidelines from her. She said she used the previous version and changed some guidelines to be more updated with current standards. Jeffrey Yamamoto: Passed out guidelines to all members Committee: Read over guidelines. Lynne Tomasa: Commented that the guidelines are not written in plain enough language for the average person to understand and may need to be rewritten to a less legal language or have addendum for word definitions. Lynda Stites: Suggested that the committee take home the guidelines and bring back any comments or any changes that need to be made to the document to the next meeting. This is tabled until next meeting. Jeffrey Yamamoto: Was asked to send out electronically the guidelines and the ADOA manual.
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IOC/ADOA Liaison update

Jeffrey Yamamoto

Discussion	Jeffrey Yamamoto: Introduced Jessica Richards to give Statewide Meeting Update. Jeffrey also filled in some of the updates. <ul style="list-style-type: none">• Introduced that ADOA has an IOC handbook/manual to be reviewed by the committees. Split into 3 sections, Committee, Agency and ADOA.• Sex Education possible roll out to DDD members and parent/guardians• PRC is doing a better job and producing a "standard work" format for IOC disposition sheets• Pictures of IOC members for ADOA volunteer badges (2 years expirations)• Filling out New Time sheets for volunteers, Now 1 month only.• Pass out Metadata for District South Tucson for month of December• IOC for Visitation of state funded group home. ATPC and State run ICF are the only available for the IOC• Public Fiduciary and when they get involved of guardianship. Who recommends, the Support Coord.• New updated Disposition sheets for PRC.
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	<ul style="list-style-type: none">• Handed out the appointment letters for Beth Elliott and Rachel Allen.
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Call to Public

Lynda Stites

Discussion	Lynda Stites: Call to public and asked if Bianca Pimentel and Bonner Raskob had questions. Lynda recapped the duties of the volunteers for the two potential members.
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Vote to go into Executive Session

Lynda Stites

Discussion	Vote for going into Executive Session: <ul style="list-style-type: none">• Move to vote: Lynda Stites• Seconded the motion: Bull Burnett• All Approved "Aye" with No "Nay" votes• Motion passes and the committee goes into executive session to discuss new membership and IRs.
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Discussion, Review and possible action on committee membership

Lynda Stites

Discussion	Committee: Discussed in Executive Session
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Discussion and review of Incident Reports and Behavior Plans.

Lynda Stites

Discussion	Committee: Discussed in Executive Session
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Vote on committee membership

Lynda Stites

Discussion	Lynda Stites: Asked for motion to vote on new members after discussion in Executive Session for Bonner Raskob and Bianca Pimentel. <ul style="list-style-type: none">• Move to vote: Genevieve Valenzuela• Seconded the motion: Cynthia Fielding• All Approved "Aye" with No "Nay" votes• Motion passes and the committee agreed to Bonner Raskob and Bianca Pimentel to become members.
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Adjournment

Lynda Stites

Conclusion	Lynda Stites motioned to adjourn the meeting at 3:50pm . All the committee agreed to adjournment. Meeting was adjourned. Next meeting will take place at the Tucson DES location on Feb 27th, 2019.
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