



**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
February 27th, 2019
2:00 PM – 4:00 PM**

Call to Order	Lynda Stites
Start Time	2:03 PM
Facilitator	Lynda Stites
Note Taker & Liaison	Jeffrey Yamamoto
Attendees	<p>IOC Members Present: Lynda Stites, Genevieve Valenzuela, Jessica Richards, Bliss Gifford, Lynne Tomasa, Christine Small, Tyler DeMers, Beth Elliott, Bianca Pimentel, Bonner Raskob,</p> <p>IOC Members Absent: Bill Burnett, Cynthia Fielding, Rachel Allen</p> <p>Division of Developmental Disabilities (DDD) Staff: Jeffrey Yamamoto (DDD Liaisons)</p> <p>Arizona Department of Administration (ADOA) Staff: None</p> <p>Public in Attendance: Martin Bastidas, Shereen Shoulder, Darrell Juan, Jennifer Premer, (All potential volunteer members)</p>
Agenda Topics	Call to Order, Welcome and Introductions, Call to Public, Discussion and Vote on recorded minutes, Discussion of 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 2:03pm
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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</p> <p>The Arizona Department of Administration (ADOA) Staff: None</p> <p>Public: Martin Bastidas, Shereen Shoulder, Darrell Juan, Jennifer Premer, The group of potential volunteers all 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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Call to Public

Lynda Stites

Discussion	<p>Lynda Stites: Asked if the public had any questions for the committee.</p> <p>The Members of the Public: Did not have any questions for the committee.</p>
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Discussion and voting on guidelines

Lynda Stites

Discussion	<p>Lynda Stites: Began by asking if all the current members received the electronic form of the IOC guidelines.</p> <p>Committee: All agreed that they had.</p> <p>Lynda Stites: Asked if there were any changes or questions for the guidelines.</p> <p>Genevieve Valenzuela: Asked about the absences from meetings being three. She wanted to add it should three consecutive meetings missed can cause a member to be terminated.</p> <p>Lynda Stites: Commented also that there should be a way for a member to resign from the committee.</p> <p>Jessica Richards: Comment that the changes will be in Article 3, Section 5 about membership in the guidelines. Move to change "5 absences for a calendar year to 3 consecutive absences for termination".</p> <p>Lynda Stites: Asked for discussion and then called for a vote.</p> <p>Vote on amending 5 absences for a calendar year to 3 consecutive absences in a calendar year for termination.</p> <ul style="list-style-type: none"> • Move to vote: Bonner Raskob • Seconded the motion: Genevieve Valenzuela • All Approved "Aye" with No "Nay" votes • Motion passes and the change will be made to the guidelines
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	<p>Jessica Richards: Asked if "resignation" should be placed in section 6 in the guidelines.</p> <p>Lynne Tomasa: Also added if a member can ask for a "leave of absence".</p> <p>Lynda Stites: Asked how it should be written into the guidelines:</p> <p>Lynne Tomasa: "A committee member may request a leave of absence which will then be evaluated by the chair"</p> <p>Lynda Stites: Asked if there should be a limit for the Leave.</p> <p>Lynne Tomasa: "One leave of absence for a maximum length of 6 months"</p> <p>Lynda Stites: Asked if there is any more discussion for this matter.</p> <p>Committee member: Commented that it should be a broader scope not just for 6 months. Individual by member request.</p> <p>Lynda Stites: Added it may look like "A sitting member can request a leave of absence, as needed, to be determined by the committee or chair" also added that this be tabled until next meeting to finalize the wording.</p> <p>Lynda Stites: Asked the committee to table the resignation and Leave of absence and to discuss the best wording for the entry into the guidelines.</p> <p>The Committee: Agreed to this to be discussed and voted on next meeting.</p> <p>Genevieve Valenzuela: Asked about if the Individual Support Plan (ISP) needs to be added to the wording about Behavior Plans.</p> <p>Lynda Stites and Jeffrey Yamamoto: Both agreed that it is naturally a part of the behavior plan and doesn't need to be added to the guidelines.</p> <p>Jessica Richards: Asked if the "co-chair" has been finalized in the guideline. It will be written in the guideline.</p> <p>Lynda Stites: Asked if there was anything else which needed to be changed in the guidelines.</p> <p>The Committee: Did not bring up any more discussions for change.</p>
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Discussion on minutes.

Lynda Stites

Discussion	<p>Jeffrey Yamamoto: Explained that the Minutes for all the DDD IOCs will revert back to the more complete summary of the written minutes. The change has come from DDD in accordance to the Arizona Health Cost Containment Care System (AHCCCS) agreement. The new written minutes will reflect the same type of information like the previous minutes before ADOA had taken over the IOCs. This is a summary of the meeting and not a transcription of the meeting. DDD is unsure if ADOA will be interested or able to post both the audio and written minutes.</p> <p>Lynda Stites: Asked again for comment or questions.</p> <p>Shereen Shoulders: Commented that she had listened to the prior meeting minutes and like that you could get a better feeling for what was said, and that intonation and expression could come through and would not if it was only in written form.</p>
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	Committee: Had no comments about the minutes.
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IOC/ADOA Liaison update

Jeffrey Yamamoto

Discussion	<p>Jeffrey Yamamoto: He began by stating that the biggest announcement is that the meeting minutes were going to be going back to the way it was before. The liaisons have been asked to re-write the minutes for those only in audio format.</p> <p>Jeffrey Yamamoto: ADOA has a new IOC liaison. Teri Obrien. Gave her email address. Mike Beller is still overseeing the IOCs for ADOA. ADOA doesn't seem to see DDD IOCs as much of a problem so ADOA may not be calling in very often.</p> <p>Lynda Stites: Asked Jeffrey to go to over the IOC structure in statutes.</p> <p>Jeffrey Yamamoto: Gave the explanation for the IOC statutes to the public in session.</p> <p>Jeffrey Yamamoto: Stated that he needs head shot photos for the new volunteer badges. Pictures will be taken later during meeting.</p>
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Vote to go into Executive Session

Lynda Stites

Discussion	<p>Vote for going into Executive Session:</p> <ul style="list-style-type: none"> • Move to vote: Lynda Stites • Seconded the motion: Jessica Richards • 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	<p>Lynda Stites: Asked for motion to vote on new members after discussion in Executive Session for Shereen Shoulders and Darrel Juan.</p> <ul style="list-style-type: none">• Move to vote: Lynda Stites• Seconded the motion: Bonner Raskob• All Approved "Aye" with No "Nay" votes• Motion passes and the committee agreed to invite Shereen Shoulders and Darrel Juan to become members.
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Adjournment

Lynda Stites

Conclusion	<p>Lynda Stites motioned to adjourn the meeting at 4:00pm. All the committee agreed to adjournment. Meeting was adjourned. Next meeting will take place at the Tucson DES location on March 27th, 2019.</p>
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