



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  
March 27<sup>th</sup>, 2019  
2:00 PM – 4:00 PM

<b>Call to Order</b>	Lynda Stites
<b>Start Time</b>	2:02 PM
<b>Facilitator</b>	Lynda Stites
<b>Note Taker &amp; Liaison</b>	Jeffrey Yamamoto
<b>Attendees</b>	<p><b>IOC Members Present:</b> Lynda Stites, Genevieve Valenzuela, Jessica Richards (By phone), Bliss Gifford, Lynne Tomasa, Christine Small, Beth Elliott, Bianca Pimentel, Bonner Raskob, Bill Burnett, Darrell Juan, Shereen Shoulders, Jennifer Premer</p> <p><b>IOC Members Absent:</b> Rachel Allen, Tyler DeMers</p> <p><b>Division of Developmental Disabilities (DDD) Staff:</b> Jeffrey Yamamoto (DDD Liaisons)</p> <p><b>Arizona Department of Administration (ADOA) Staff:</b> None</p> <p><b>Public in Attendance:</b> none</p>
<b>Agenda Topics</b>	Call to Order, Welcome and Introductions, Call to Public, 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**

<b>Discussion</b>	<b>Lynda Stites:</b> Called the meeting to order at 2:02 pm
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**Welcome and Introduction**

**Committee**

<b>Discussion</b>	<b>Lynda Stites</b> introduced herself and the <b>Independent Oversight Committee (IOC) members</b> introduced themselves. The <b>DDD Staff</b> was Jeffrey Yamamoto The <b>Arizona Department of Administration (ADOA) Staff:</b> None <b>Public:</b> none
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**Call to Public**

**Lynda Stites**

<b>Discussion</b>	<b>Lynda Stites:</b> There were no members of the public in attendance.
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**Discussion and voting on guidelines**

**Lynda Stites**

<b>Discussion</b>	<p><b>Lynda Stites:</b> Began by stating that the guidelines have been being kicked down the road for some time. Now that there is a complete committee, she would like an agreement from all the members.</p> <p><b>Lynda Stites:</b> Opened up the floor for any discussions for the guidelines.</p> <p><b>Genevieve Valenzuela:</b> Asked if the guidelines get pushed another month will that interfere with Summer break of the committee.</p> <p><b>Jeffrey Yamamoto:</b> Informed the committee that District East guidelines are done, and District West has one close to District East. The West will vote on theirs in April. District West is taking summer break in June.</p> <p><b>Lynda Stites:</b> Suggested that she sends out the last drafted copy of the guidelines to all of he committee members so that everyone has a chance to look at it before it is adopted, and they go on summer break.</p> <ul style="list-style-type: none"><li>• <b>Lynda Stites:</b> Motioned to table the vote until next month and everyone has a copy of the lasted drafted guidelines.</li><li>• <b>Bill Burnett:</b> Seconded the motion</li><li>• <b>Committee:</b> All agreed with no "Nay" votes to wait and vote on guidelines in April.</li></ul>
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**IOC/ADOA Liaison update**

**Jeffrey Yamamoto**

<b>Discussion</b>	<p><b>Jeffrey Yamamoto:</b> Wanted to go over a few quick things. The old written minutes will be the way to post the monthly meeting minutes.</p> <p><b>Lynda Stites:</b> Asked Jeffrey to go over the history of the minutes debate.</p>
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	<p><b>Jeffrey Yamamoto:</b> He did go over this history up to present and that the written minutes are posted to the website as the minutes.</p> <p><b>Bianca Pimentel:</b> Asked about optical character recognition PDFs.</p> <p><b>Jeffrey Yamamoto:</b> Said he would investigate it. Possibly send to her by Word.</p> <p><b>Jeffrey Yamamoto:</b> The IOC liaisons now have a new cell number to be given to the public to inform the committee of guests for the after-business hours meetings. The number is 480-349-1637.</p> <p><b>Jeffrey Yamamoto:</b> Stated that the IOC's have a dedicated website for themselves. The website is IOC.AZ.GOV and that the agendas and written minutes will be found there. If there are any problem with minutes tell the liaison.</p> <p><b>Jeffrey Yamamoto:</b> Stated that the ADOA will be taking more of a back seat to the DDD IOCs. The DDD liaisons will now post the agendas and minutes to the IOC website.</p> <p><b>Jeffrey Yamamoto:</b> Asked if the committee had any desire to take a summer break. Some of the other committees are going on break in June</p> <ul style="list-style-type: none"><li>• <b>Lynda Stites:</b> Asked for a motion to go on Summer break in June.</li><li>• <b>Bonner Raskob:</b> Made motion to go on break in June and not have a meeting</li><li>• <b>Bliss Gifford:</b> Seconded the motion</li><li>• <b>Committee:</b> All agreed with no "Nay" votes to not have meeting in June</li></ul> <p><b>Jeffrey Yamamoto:</b> Reminded of a Quarterly Statewide meeting is on April 17<sup>th</sup>, 2019</p> <p><b>Lynda Stites:</b> Asked Jeffrey about Quality Assurance unit, as this was brought up as an update last meeting.</p> <p><b>Jeffrey Yamamoto:</b> Informed they are still working until June and that there is no 3<sup>rd</sup> party agency looking to take over yet. He gave history of the Quality Assurance Unit and what they do for the Incident Reports (IRs) that the committee reviews.</p>
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**Vote to go into Executive Session**

**Lynda Stites**

<b>Discussion</b>	<p><b>Vote for going into Executive Session at 3:16 pm</b></p> <ul style="list-style-type: none"><li>• Move to vote: <b>Lynda Stites</b></li><li>• Seconded the motion: <b>Bonner Raskob</b></li><li>• <b>All</b> Approved "Aye" with <b>No</b> "Nay" votes</li><li>• Motion passes and the committee goes into executive session to discuss new membership and IRs.</li></ul>
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**Discussion, Review and possible  
action on committee membership**

**Lynda Stites**

<b>Discussion</b>	<b>Committee:</b> Discussed in Executive Session
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**Discussion and review of Incident  
Reports and Behavior Plans.**

**Lynda Stites**

<b>Discussion</b>	<b>Committee:</b> Discussed in Executive Session
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**Vote on committee membership**

**Lynda Stites**

<b>Discussion</b>	<p><b>Lynda Stites:</b> Asked for motion to vote on new members after discussion in Executive Session for Jennifer Premer</p> <ul style="list-style-type: none"><li>• Move to vote: <b>Lynda Stites</b></li><li>• Seconded the motion: <b>Bill Burnett</b></li><li>• <b>All</b> Approved "Aye" with <b>No</b> "Nay" votes</li><li>• Motion passes and the committee agreed to officially vote in as a new member Jennifer Premer.</li></ul>
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**Adjournment**

**Lynda Stites**

<b>Conclusion</b>	<p><b>Lynda Stites</b> motioned to adjourn the meeting at <b>4:01pm</b>. All the committee agreed to adjournment. Meeting was adjourned. Next meeting will take place at the Tucson DES location on April 24<sup>th</sup>, 2019.</p>
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