



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
April 24th, 2019
2:00 PM – 4:00 PM

Call to Order	Lynda Stites
Start Time	2:05 PM
Facilitator	Lynda Stites
Note Taker & Liaison	Jeffrey Yamamoto
Attendees	<p>IOC Members Present: Lynda Stites, Jessica Richards (By phone), Bliss Gifford, Bianca Pimentel, Bonner Raskob, Bill Burnett, Shereen Shoulders, Rachel Allen, Tyler DeMers</p> <p>IOC Members Absent: Genevieve Valenzuela, Lynne Tomasa, Christine Small, Beth Elliott, Darrell Juan, Jennifer Premer</p> <p>Division of Developmental Disabilities (DDD) Staff: Jeffrey Yamamoto (DDD Liaisons) Barbara Carty (DDD Program Review Committee (PRC) Chair)</p> <p>Arizona Department of Administration (ADOA) Staff: None</p> <p>Public in Attendance: none</p>
Agenda Topics	Call to Order, Welcome and Introductions, Call to Public, Discussion of writing guidelines, Recap Statewide meeting, 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 2:05 pm
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Welcome and Introduction

Committee

Discussion	<p>Lynda Stites introduced herself and the Independent Oversight Committee (IOC) members introduced themselves. The DDD Staff was Jeffrey Yamamoto Lynda Stites: Introduced the Chairperson of the Program Review Committee (PRC) and gave some information about the role of IOC with PRC. Barbara Carty: Introduced herself as the Program Review Committee (PRC) Chairperson. She explained the role of the PRC to review Behavior Plans (BPs) for the members. They review from 12-20 BPs per week. She gave the monthly schedule for the PRC. Thursdays and Tuesday. Lynda Stites: Asked Jeffrey to make a sign-up sheet for the committee members.</p>
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Call to Public

Lynda Stites

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

Lynda Stites

Discussion	<p>Lynda Stites: Began by stating that the guidelines should be all updated. She opened the session for any discussion before the vote. Bill Burnett: Asked what the current language for the people that the DDD serve is called "Clients" or "Members" Jeffrey Yamamoto: Replied that "members" is the currently acceptable language used by DDD. Bill Burnett: Informed the committee that there were places in Guidelines where the word "client" is still used. Lynda Stites: Asked that the Guidelines be consistent with the changing of any "clients" to "members" wording. Asked Jeffrey to make those changes. Bill Burnett: Asked about "unexcused absences" and lack of term limits. Lynda Stites: Suggested to eliminate the word "unexcused". No term limit will stay for now. Co-chairs allows for easy transitions. Tyler DeMers: Questioned the overall large amount of information in Article IV, Section 1. Asked if breaking up this would be easier to understand. Committee: Agreed to where the break up sounds best. Lynda Stites: Asked to accept the Guidelines with the discussed changes to be voted and adopted.</p>
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	<ul style="list-style-type: none">• Bill Burnett: Motioned to Accept the Guidelines with the changes to “members” wording, eliminate “unexcused” and section break up of Article IV for easier understanding.• Bonner Raskob: Seconded the motion• Committee: All agreed (9 in attendance) with no “Nay” votes to accept the Guidelines with the discussed changes.• Guidelines are passed and adopted with discussed changes.
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Recap of Statewide meeting

Lynda Stites

Discussion	<p>Lynda Stites: Informed the committee about the prior week’s meeting.</p> <p>Lynda Stites: Stated that a new representative Matt Hanson from the Arizona Department of Administration (ADOA) was in attendance. Matt informed the Chairs about the new support for the IOCs. These will be contacted personnel.</p> <p>Jeffrey Yamamoto: Explained the different IOCs which ADOA manages by law as well as the possible leadership overseeing the committees.</p> <p>Lynda Stites: Informed the committee that the Chairs decided to ask that the IOCs under ADOA to be able to establish communications with each other to help all members not to have their human rights infringed on.</p> <p>Lynda Stites: Also informed that committee on the planned changes to Behavior Plans in the non-medicated portion of the plan.</p> <p>Lynda Stites: Informed the committee that Richard Kautz is the Chief Advocate for DDD. He can be used when the IOC doesn’t feel the members rights are being looked after.</p> <p>Lynda Stites: Reports that Richard has talked with Adult Protective Service (APS) about their poor substantiation rate. She informed them that the Chairs will write a white paper on the fact that DDD needs an investigative unit to deal with the incidents that don’t rise to criminal investigations.</p> <p>Lynda Stites: Quality Assurance (QA) is going to remain with DDD and not be parsed out to a 3rd party company.</p> <p>Jeffrey Yamamoto: Explained that there has been an increase of reporting and that the committee will be getting more IRs in total.</p> <p>Lynda Stites: New IOC volunteer postcards are being distributed by the Support Coordination for the other committees to solicit for new members.</p> <p>Lynda Stites: Stated that the PRC should be getting the BPs to the IOC before the review and before they are approved by PRC.</p>
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IOC/ADOA Liaison update

Jeffrey Yamamoto

Discussion	Jeffrey Yamamoto: Wanted to go over a quick thing. New IOC cellphone number as 480-349-1637
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Vote to go into Executive Session

Lynda Stites

Discussion	Vote for going into Executive Session at 3:24 pm <ul style="list-style-type: none">• Move to vote: Lynda Stites• Seconded the motion: Bliss Gifford• All Approved "Aye" with No "Nay" votes• Motion passes and the committee goes into executive session to discuss behavior plans and IRs.
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Discussion, Review and possible action on committee membership

Lynda Stites

Discussion	Committee: Nothing 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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Adjournment

Lynda Stites

Conclusion	Lynda Stites motioned to adjourn the meeting at 4:04pm . All the committee agreed to adjournment. Meeting was adjourned. Next meeting will take place at the Tucson DES location on May 22 nd , 2019.
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