



Department of Economic Security
Division of Developmental Disabilities
District West Independent Oversight Committee (IOC)
Public Meeting Minutes
8990 W Peoria Ave, Peoria AZ 85345
1st floor Southwest Conference room
January 22nd, 2019
5:30 pm – 7:30 pm

Call to Order	De Freedman
Start Time	5:40pm
Facilitator	De Freedman
Liaison & Note taker	Jeffrey Yamamoto
Attendees	<p>IOC Members Present: Diedra (De) Freedman, Pat Thundercloud, Brad Doyle, Bernadine Henderson</p> <p>IOC Members Absent: Michelle Lagas, Jennifer McNeill</p> <p>Division of Developmental Disabilities (DDD) Staff: Jeffrey Yamamoto (DDD IOC Liaison)</p> <p>Arizona Department of Administration (ADOA): None</p> <p>On the phone: Geri Ortiz (DDD Statewide client funds manager)</p> <p>Public: Andrew Thundercloud (DDD member)</p>
Agenda Topics	Call to Order, Welcome and Introductions, Approval of minutes, Call to Public, Discussion and writing of IOC guidelines, Presentation by Geri Ortiz, Statewide meeting update, Discussion on guidelines, IOC/ADOA update, Review and possible action on membership, Discussion and review of Incident Reports (IRs) and Behavior Plans (BPs).

Call to Order

De Freedman

Discussion	De Freedman: Called meeting to order at 5:40pm
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Welcome and Introductions

Committee

Discussion	<p>The Independent Oversight Committee (IOC) members introduced themselves.</p> <p>De Freedman- Chair, Pat Thundercloud –Vice Chair, Brad Doyle-member, Bernadine Henderson- member</p> <p>Jeffrey Yamamoto introduced himself as Division of Developmental Disabilities (DDD) IOC liaison,</p> <p>Geri Ortiz introduced herself as the statewide client funds manager</p> <p>Arizona Department of Administration (ADOA) -None</p> <p>Public- Andrew Thundercloud (DDD member)</p>
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Call to Public

De Freedman

Discussion	<p>De Freedman: Made call to public. Andrew Thundercloud did not have anything to comment on.</p>
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Approval of minutes

De Freedman

Discussion	<p>De Freedman: Asked for motion to approve last meeting minutes.</p> <ul style="list-style-type: none">• Motion from Brad Doyle• Seconded by Bernadine Henderson• Vote was unanimous with 4 "Ayes" zero "Nays"• Motion carries
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Geri Ortiz Presentation

Geri Ortiz

Discussion	<p>De Freedman: Introduced Geri Ortiz for her presentation.</p> <p>Geri Ortiz: She reintroduced herself and started by clarifying that what she is presenting is when DDD is the designated Representative Payee (Repayee) for the member.</p> <p>Dual Roles of the client funds process. Support Coordination is the case management for the member. Submit requests to Client Funds department. They are reviewed and retained for audit purposes.</p> <p>She explained the review process of daily ledger and the monthly ledger,</p>
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	<p>De Freedman: Asked that if the Client Funds department is only interacting with the vendors and Support Coordination, besides the Support coordinator, no other DDD person interacts with the Member on their funds?</p> <p>Geri Ortiz: The Support Coordinator is the members contact person for their funds. Support Coordination is making requests.</p> <p>Bernadine Henderson: Asked clarifying question, that are all receipts are required for all purchases for the member?</p> <p>Geri Ortiz: Answered that it depends on the individual member.</p> <p>De Freedman: Posed a question concerning finances, Member collects Social Security (SSI) payments and lives in a Group home. How much money is left for the member?</p> <p>Geri Ortiz: Answered that it is 30% of their total income from SSI or any other income. The members "room and board" cannot exceed 70% of their income.</p> <p>Brad Doyle: Commented that "exceptions" can be asked for in their billing. Support Coordination can audit the agency for the receipts and monies that the member received. The direct fiduciary responsibility lies with the Support Coordinator and residential agency. Asked what about if the member account balance is excessive?</p> <p>Geri Ortiz: The Support Coordinators receive balance warning for members who exceed their monthly savings of \$2000. They can help member do spend down or deposit in Special Needs Trust or ABLE accounts.</p> <p>De Freedman: Asked if there is a manual that the Support Coordinator gets to follow what they can do for their member, if DDD is the repayee.</p> <p>Geri Ortiz: No there isn't, but they can contact her department and not every Support Coordinator has a member that has DDD as repayee. "Allegation of Misuse" report can be filed to Social Security Office for anyone if they feel the member isn't receiving their due monies. Social Security has online guidelines on responsible parties.</p> <p>Pat Thundercloud: Asked What happens if a burial plan is bought and the payments has exceeded the actual price. Where does the difference of monies go?</p> <p>Geri Ortiz: Depends on how the contact was written.</p> <p>De Freedman: Asked Jeffrey to invite the District Program Manager (DPM) to the next meeting to help answer questions on the Support Coordination responsibility</p> <p>Jeffrey Yamamoto: Agreed to invite the DPM to the next meeting.</p>
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Statewide Meeting update

Pat Thundercloud

Discussion	<p>Jeffrey Yamamoto: Commented that Pat attended, and she can recap it for the committee. He handed out the bulleted minutes for the statewide meeting.</p>
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	<p>Pat Thundercloud: She began with the ADOA is putting out a statewide manual for all of the IOCs. She didn't like the fact that they didn't consult the IOC on the manual.</p> <p>Brad Doyle and De Freedman: Stated that it's easier to give feedback now that something is written.</p> <p>Committee Members: Read over the bulleted minutes to themselves.</p> <p>Pat Thundercloud: Stated that some members wanted to visit some group homes.</p> <p>De Freedman: The Center for Disability Law has the jurisdiction to visit any home they want. State run Intermediate Care Facilities (ICFs) are subject to IOC oversight from a federal level and can be visited.</p> <p>Brad Doyle: Explained the IOC duties of being only oversight of IRs and BPs is correct and many of the discussed topics are outside the committee's responsibilities.</p> <p>De Freedman: Asked to find out who may have the big picture for the members and flow chart.</p>
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Discussion on guardianship

Pat Thundercloud

Discussion	<p>Pat Thundercloud: Commented that many members who are cognitively limited do not have adequate protection in their financial and legal decisions.</p> <p>De Freedman: Asked to have County Public Fiduciary (Pub Fid) come out to explain how the triage of members is done.</p> <p>Jeffrey Yamamoto: Will try to get Pub Fid</p>
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Discussion on IOC guidelines

Committee

Discussion	<p>De Freedman: Agreed to table this discussion until the District West committee receives the finalized Guidelines from the other finished Districts.</p> <p>Committee: All agreed to table the discussion of the IOC guidelines until next meeting.</p> <p>Jeffrey Yamamoto: Agreed to send out finalized guidelines from other Districts.</p>
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IOC/ADOA Update

Jeffrey Yamamoto

Discussion	<p>Jeffrey Yamamoto:</p> <ul style="list-style-type: none">• Hand out 6 months of printed Human Rights Incident Reports to De Freedman, total of 40,
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- Explain Sex Education program for members we serve is looking to be rolled out soon. Training and support through DDD and Raising Special Kids.
- Explain the First Responder Sticker program for the members we serve
- Inform James Smith is no longer with DDD and Quality Assurance
- Inform and take pictures for ADOA new volunteer ID's
- Explain new time sheets for DDD volunteers
- Present PRC and IOC meeting results and hand out validation of BPs being followed up. District West only IOC receiving communications from PRC on updates.
- Hand out Metadata for the month of December 2018

Discussion, review of Incident Reports and Behavior Plans

De Freedman

Discussion	<p>Jeffrey Yamamoto: Divided out IRs.</p> <p>IRs Total <u> 504 </u> Closed <u> 432 </u> Open <u> 72 </u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Type</th> <th style="text-align: center;">Open</th> <th style="text-align: center;">Closed</th> </tr> </thead> <tbody> <tr><td>Accidental Injury</td><td style="text-align: center;">12</td><td style="text-align: center;">123</td></tr> <tr><td>Deaths</td><td style="text-align: center;">1</td><td style="text-align: center;">3</td></tr> <tr><td>Emergency Measures</td><td style="text-align: center;">3</td><td style="text-align: center;">25</td></tr> <tr><td>Human Rights</td><td style="text-align: center;">5</td><td style="text-align: center;">4</td></tr> <tr><td>Legal</td><td style="text-align: center;">6</td><td style="text-align: center;">3</td></tr> <tr><td>Medication Errors</td><td style="text-align: center;">3</td><td style="text-align: center;">46</td></tr> <tr><td>Missing</td><td style="text-align: center;">4</td><td style="text-align: center;">12</td></tr> <tr><td>Neglect – Potential & Imminent</td><td style="text-align: center;">4</td><td style="text-align: center;">11</td></tr> <tr><td>Other Abuse – Sexual, Verbal, and Emotional</td><td style="text-align: center;">2</td><td style="text-align: center;">4</td></tr> <tr><td>Other – Behavior</td><td style="text-align: center;">18</td><td style="text-align: center;">187</td></tr> <tr><td>Other Injury Unknown – Hospitalization</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>Physical Abuse</td><td style="text-align: center;">10</td><td style="text-align: center;">2</td></tr> <tr><td>Property Damage</td><td style="text-align: center;">3</td><td style="text-align: center;">5</td></tr> <tr><td>Suicide</td><td style="text-align: center;">1</td><td style="text-align: center;">7</td></tr> <tr><td>TOTALS</td><td style="text-align: center;">72</td><td style="text-align: center;">432</td></tr> </tbody> </table> <p>Only "Open IRs" were equally divided and distributed. Total-72 Number of Questions for QAM: 9 from Pat Thundercloud Number of Behavior Plans turned in by IOC Members: 67 signed disposition sheets, 54 no action, 12 w/comments ,1 violates "Germaine" Number of New Behavior Plans received by PRC: 48</p>	Type	Open	Closed	Accidental Injury	12	123	Deaths	1	3	Emergency Measures	3	25	Human Rights	5	4	Legal	6	3	Medication Errors	3	46	Missing	4	12	Neglect – Potential & Imminent	4	11	Other Abuse – Sexual, Verbal, and Emotional	2	4	Other – Behavior	18	187	Other Injury Unknown – Hospitalization	0	0	Physical Abuse	10	2	Property Damage	3	5	Suicide	1	7	TOTALS	72	432
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Adjournment of meeting

De Freedman

Conclusion	De Freedman adjourned meeting at 7:30 pm, the next meeting will be held on February 26 nd , 2019 at 5:30pm at the Peoria Office location.
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