

Arizona Department of Administration

Southern Arizona Independent Oversight Committee - Minutes (DRAFT)

Date: 8/28/18	Southern Arizona Independent Oversight Committee Meeting 400 W. Congress Street, Tucson, AZ
Committee Members Present: Dr. Ken Karrels (Chair), Barbara Carling (Vice Chair), Judy Kowalick, Joe Mucenski (on the phone - experienced technical difficulties), Dave Ruitenberg, Connie Stevenson, Jason Winsky (arrived at 11:32 am)	
Other Attendees: Melissa Brown, Paul Carlson, Chris Kleminich, Michelle Quiroz	
Committee Members Absent: Kaitlyn Clawson, Susan Moreno, Ellie Schorr, Dorothy Yanez	
Next Meeting: 9/25/18 at 10:30 am	

<i>Item</i>	<i>Discussion</i>	<i>Follow-Up</i>
Call to Order	Dr. Karrels called the meeting to order at 10:48 am.	
Introductions	Attendees introduced themselves.	
Review Minutes – July 2018	<ul style="list-style-type: none"> ● Dr. Karrels - unsure if July minutes had been circulated to the Committee. ● Chris - will circulate the minutes 	Chris will email copies of July minutes to the Committee.
Mission/Vision of AZIOC	<ul style="list-style-type: none"> ● Chris - described his role at the Arizona Department of Administration (ADOA) and discussed the statewide Independent Oversight Committee structure. ● Barbara - asked Chris what ADOA will be doing for the Committee and if the committee will have continued support. ● Chris - ADOA is responsible for all support. ADOA will be doing what was done previously except for drafting minutes, because of issues experienced by other committees. ADOA is providing two options to satisfy the Open Meeting Law. Audio recordings of the meetings will be 	

Arizona Department of Administration
Southern Arizona Independent Oversight Committee - Minutes (DRAFT)

	<p>posted on the ADOA website, or the Committee can appoint a Secretary and draft its own minutes.</p> <ul style="list-style-type: none">● Judy - asked if the Committee would be provided a copy of minutes typed from a recording.● Chris - there would be no text, just audio.● Dave - programs are available to convert audio to text.● Joe - asked how the Independent Oversight Committee replaces the Human Rights Committee.● Chris - this Committee does not replace the Human Rights Committee, the name has been changed.● Joe - expressed concern about a lack of clerical support for the Committee and about posting recording.● Chris - if the Committee wants to appoint a Secretary and do minutes, it may do so.● Joe - it is not the Committee's responsibility to appoint a Secretary, it is up to the State to provide a person.● Judy - expressed agreement with Joe.● Joe - a member of the Committee cannot give full attention and take notes.● Dave - expressed agreement with Joe.● Dr. Karrels - expressed concern about posting audio.● Joe - what happened to following the Arizona Revised Statutes for the Human Rights Committee?● Chris - the Human Rights Committee was renamed the Independent Oversight Committee and authority was transferred from AHCCCS to ADOA.	
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Arizona Department of Administration
Southern Arizona Independent Oversight Committee - Minutes (DRAFT)

	<ul style="list-style-type: none">● Joe - was that done through the Arizona Revised Statutes?● Chris - yes, Senate Bill 1450 took effect on August 3rd.● Joe - did it not include the information that was in the old bill?● Chris - the process of minutes is not covered by the Committee's statutes, it is governed by the Open Meeting Law. Open Meeting Law allows for the posting of either minutes or recordings. The position ADOA is taking on drafting minutes is because of difficulties faced by other committees in Maricopa County and threats of litigation have been made.● Dr. Karrels - litigation by whom?● Chris - doesn't want to get into specifics, but lawyers have been involved.● Chris - ADOA doesn't want to get into the bureaucracy, ADOA wants to support the work the Committee is doing. If the Committee would like him to take minutes for this meeting, he will do so, but that is not a sustainable option long-term.● Dr. Karrels - agreed with Chris' idea to do minutes for this meeting.● Barbara - described the Committee's format for minutes.● Chris - will do minutes for this meeting in the interest of moving forward, but a long-term solution will be needed.● Connie - asked if minutes are required.	
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Arizona Department of Administration Southern Arizona Independent Oversight Committee - Minutes (DRAFT)

	<ul style="list-style-type: none"> ● Chris - answered no, as long as you have a recording. ● Connie - expressed concern about posting audio. ● Judy - agreed with Connie's concern. ● Dr. Karrels - what are the other committees doing? ● Chris - most of the committees have agreed to post audio recordings. ● Dr. Karrels - encouraged the Committee to read Senate Bill 1450 and expressed a desire to work with Chris and ADOA on administrative issues. ● Chris - agreed to work with Dr. Karrels. ● Barbara - discussed the importance of being able to track follow-up actions and how that could be a workaround. ● Dr. Karrels - expressed agreement with Barbara. ● Joe - expressed concern with the quality of the audio over the phone. ● Chris - apologized for the issues. 	
<p>Member Recruitment</p>	<ul style="list-style-type: none"> ● Connie - described some difficulties facing the Committee in finding new members. ● Connie - asked how many members the Committee is supposed to have. ● Barbara - between 7 and 15. ● Dr. Karrels - Senate Bill 1450 covers that. 	<p>Chris will email copies of Senate Bill 1450 to the Committee.</p>
<p>Outreach</p>	<ul style="list-style-type: none"> ● Dave - described two transportation depot department meetings he attended because of complaints he had heard about transportation and drivers. Issues identified were insufficient information being given to drivers and the use of inefficient processes. 	<p>Melissa will follow up on issues identified by Dave.</p>

Arizona Department of Administration

Southern Arizona Independent Oversight Committee - Minutes (DRAFT)

	<ul style="list-style-type: none"> ● Dr. Karrels - expressed that Dave and Melissa should continue to be in communication. ● Melissa - expressed that she would follow up with the lead on transportation issues. ● Dave - described issues drivers face when vouchers are used instead of cash. ● Melissa - offered to have someone come in and present on transportation at next month's meeting. ● Dr. Karrels - agreed with that idea. 	
<p>Deaths/Incidents</p>	<ul style="list-style-type: none"> ● Dave - described the format of incident/accident reports. ● Dr. Karrels - clarified what the reports are for and expressed concern about how much information is redacted. ● Chris - ADOA is aware that committees have concerns and will work with AHCCCS with regard to the information given. ● Barbara - expressed concern that seclusion/restraint reports are no longer available. The Committee was tracking the use of chemical restraints and other issues. ● Judy - agreed with Barbara's concern. ● Dr. Karrels - described the Committee's role to ask AHCCCS for such information. ● Chris - expressed that statutes contemplate the Committee voting to make requests from AHCCCS. ● Dave - noted concern that a lot of agencies don't have deescalation processes in place. ● Melissa - will follow up 	<p>Chris will follow up with AHCCCS to describe the Committee's concerns.</p> <p>Melissa will follow up on concerns about deescalation</p>

Arizona Department of Administration Southern Arizona Independent Oversight Committee - Minutes (DRAFT)

	<ul style="list-style-type: none"> ● Michelle - at CODAC, all clinical staff receive deescalation training but there is no specific deescalation group. ● Dave - described more concerns 	
Law Enforcement/Legislative	<ul style="list-style-type: none"> ● Jason - asked about Open Meeting Law training and confidentiality forms ● Chris - will follow up to send the link to training and will have more details on confidentiality forms in a future meeting. ● Jason - described Tucson PD's findings at a group home at 301 W. Oklahoma in Tucson and concerns about accessibility to the kitchen. ● Melissa - will follow up to look up the address ● Dr. Karrels - will follow up with DES/DDD to look up the address. ● Jason - discussed plans for Title 36 and the 2019 legislative session, and an upcoming stakeholder meeting to discuss. He will circulate meeting details to the Committee once he has them. He discussed potential loopholes in Title 36 that can be addressed. ● Dr. Karrels - asked who would be heading up the meeting. ● Jason - Tucson PD and the Pima County Attorney, working together. 	<p>Chris will send link to Open Meeting Law training</p> <p>Melissa and Dr. Karrels: Follow up on 301 W. Oklahoma group home concerns</p>
Site Visits	<ul style="list-style-type: none"> ● Dr. Karrels - noted that he and Judy made a recent site visit. ● Judy - described the findings of their site visit to Portland House in Tucson. 	<p>Melissa will follow up on findings of both site visits.</p>

Arizona Department of Administration
Southern Arizona Independent Oversight Committee - Minutes (DRAFT)

	<ul style="list-style-type: none"> ● Connie - noted that she and Barbara also made a recent site visit to 8850 E. Rose Tree St. in Tucson and described their findings. ● Barbara - described other observations of the site visit. 	
Special Populations	No discussion	
Cenpatico Updates	<ul style="list-style-type: none"> ● Melissa - discussed answers to requests made by the Committee at past meetings. ● Dr. Karrels - asked for follow up on listing boarding home locations. 	Melissa will provide the completed list of Cenpatico boarding home locations (after September 5).
Report from the Public	No discussion	
Next Meeting	<ul style="list-style-type: none"> ● Dr. Karrels - asked the Committee about potentially moving the meetings to the 4th Wednesday of the month to accommodate Chris' schedule. ● Judy - expressed concern that she would be unable to attend meetings on Wednesdays. ● Chris - indicated that the meetings can remain on Tuesdays. 	
Adjournment	The meeting was adjourned at 12:14 pm.	

Minutes drafted by Chris Kleminich, Arizona Department of Administration
August 29, 2018