

**Independent Oversight Committee (IOC)
District West
Open Meeting Minutes**

Department of Economic Security
Division of Developmental Disabilities (DDD)
8990 W Peoria Ave, Peoria AZ 85345
1st floor Southwest Conference room
October 23rd, 2018
5:30 pm – 7:30 pm

Call to Order	De Freedman
Start Time	5:50pm
Facilitator	De Freedman
Liaison & Note taker	Jeffrey Yamamoto & Eric Houghtalin
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 and Eric Houghtalin (DDD IOC Liaisons).</p> <p>Arizona Department of Administration (ADOA): Chris Kleminich</p> <p>On the phone: None</p> <p>Public: Andrew Thundercloud</p>
Agenda Topics	Call to Order, Welcome and Introductions, Approval of Minutes, Vote on new membership, ADOA update, Statewide IOC update, IOC Liaison Update, Call to public, Adjournment to Executive Session

Call to Order

De Freedman

Discussion	De Freedman called meeting to order at 5:50pm
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Welcome and Introductions

Committee

Discussion	<p>The Independent Oversight Committee (IOC) members introduced themselves.</p> <p>Brad Doyle-member, Bernadine Henderson- member, De Freedman- Chair, Pat Thundercloud –Vice Chair</p> <p>Jeffrey Yamamoto and Eric Houghtalin introduced themselves as Division of Developmental Disabilities (DDD) IOC liaison</p> <p>Arizona Department of Administration (ADOA) Chris Klemnich introduced himself as the ADOA Representative.</p> <p>Pat Thundercloud introduced her son Andrew to the committee</p>
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Approval of Minutes

De Freedman

Discussion	<p>Pat Thundercloud Motioned to approve minutes as written and Brad Doyle seconded the motion. The committee voted and passed the approval of the September minutes as written unanimously.</p>
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Vote on new membership

De Freedman

Discussion	<p>Bernadine Henderson motioned to approve Kim Humphrey as a new member. De Freedman seconded the motion. The committee voted and passed the approval of Kim Humphrey unanimously.</p>
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ADOA Update

Chris Klemnich

Discussion	<p>Chris Klemnich: Explained that the ADOA was in observation mode before and now ADOA is looking for feedback on what can be done for the committee.</p> <p>De Freedman: Asked Chris to see about having a committee member who may not have ability to attend unless they bring their DDD family member to the meeting, be allowed to stay for the executive portion.</p> <p>Chris Klemnich: Responded that he would have to review the rules in the open meeting laws and see.</p> <p>Bernadine Henderson: Asked Chris to explore the use of electronics to share the Incident Reports (IRs) and Behavior Plans (BPs) with the committee rather than printing all the afore mentioned items.</p> <p>Chris Klemnich: Responded with that ADOA leadership is looking to standardized policies across all the committee including the use of electronic communications of documents. But there is resistance in some committees to go that direction. He informed the committee that he will ask the ADOA leadership if the electronic documents can be done on a committee by committee basis. Also asked the committee to add it to the next agenda so it can be explored more.</p> <p>De Freedman: Asked Jeffrey to have it added to the next meeting agenda. The use of electronics to receive incident reports.</p>
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	<p>Jeffrey Yamamoto: Agreed to do so.</p> <p>Chris Klemnich: Added that during statewide that the members present wanted to have responses to the questions and concerns that they gave to both Quality Assurance (QA) and the Program Review Committee (PRC) IRs and BPs. He also said he would begin to attend the Executive Sessions of the meeting after he finished his HIPAA training.</p> <p>Chris Klemnich: Addressed De Freedman’s question posed before about having more coordination between all the ADOA IOCs. He informed the committee that the Maricopa IOC for healthcare will be asked if they would like to have coordination of the two IOC for their joint members.</p> <p>De Freedman: Asked if the Department of Child Safety (DCS) IOC has been established.</p> <p>Chris Klemnich: Said he has a meeting later in the week to discuss the what the IOC with DCS looks like.</p> <p>Pat Thundercloud: Asked who the District Program Manager (DPM) is at Peoria</p> <p>Jeffrey Yamamoto: Answered that it is still Barbara Crawford.</p> <p>Pat Thundercloud and De Freedman: Asked for number of members in District West. Including break down of ages and types served.</p> <p>Jeffrey Yamamoto: Answered he would try to find out.</p> <p>Pat Thundercloud: Asked about who is setting meeting agenda.</p> <p>De Freeman: Answered that she coordinates with the liaison to set the agenda items for the meeting.</p>
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Statewide Update

De Freedman

Discussion	<p>De Freedman: Summarized the items discussed at the statewide meeting. Recorded minutes were discussed and that some committees want to still have summarized written minutes versus the recorded minutes for the record. Asked the committee if the current minutes are reflective of what the committee wants. The rest of the committee agreed that they were adequate.</p> <p>Chris Klemnich: Added that the direction that ADOA would like to go is to record the meeting and make this recording the official record of the meeting but also give the committees an actionable items list of the motions, voting and attendance for recall of meeting requests and actions.</p> <p>Jeffrey Yamamoto: Handed out reports and forms that were given out to the statewide committee chairs. He briefly went over the contacts list for the Children’s Rehabilitative Services change. The Criminal Justice liaison (Barbi Rouen) handout and report of incarcerations as of Tuesday October 16th. He also handed out a draft of the District Central Bylaws which the IOC can use to create their own version.</p> <p>De Freedman: Reported that the presentation was great that Barbi Rouen did and answered a lot of the questions that the committee had asked about incarcerations of our members.</p> <p>Jeffrey Yamamoto: Will add the discussion and writing of the new Guidelines for District West IOC to the next agenda.</p> <p>De Freedman: Asked Jeffrey to send out copies of guidelines to members to review at home and then come to meeting prepared to get it done. She commented that the guidelines can be written to fit the needs of the District West committee and does not necessarily need to be the same as</p>
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	<p>the District Centrals Guidelines. She asked Chris Klemminich that after the guidelines are voted and passed that the ADOA must also approve the Guidelines.</p> <p>Chris Klemminich: Agreed that the ADOA will need to approve the voted-on guidelines, but if it is consistent with the laws of the Arizona Revised Statutes (ARS) it should be passed.</p>
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IOC liaison update

Jeffrey Yamamoto

Discussion	<p>Jeffrey Yamamoto: Informed the committee that Eric will be taking the North, Central and Sierra Vista committees and Jeffrey will continue with West, East and South: Tucson Committees. He also added that he has the metadata for the month and will pass them out for Executive session.</p> <p>Chris Klemminich: Added that the agenda for next meeting will show a change that will allow the committee to go out of executive session to vote.</p>
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Call to Public

De Freedman

Discussion	<p>De: Announced the Call to the Public. There was not any comment from the public</p>
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Adjournment to Executive Session

De Freedman

Conclusion	<p>De Freedman: Asked for a motion to go into Executive session.</p> <p>Pat Thundercloud: Motioned to go to Executive Session at 6:30PM</p> <p>Bernadine Henderson Seconded the motion. All said "Aye" Committee goes into Executive Session.</p> <p>The next meeting will be held on November 27th, 2018 at 5:30pm at the Peoria Office location. Meeting adjourned by De Freedman at 7:45pm.</p>
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