

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

Department of Economic Security (DES)  
Division of Developmental Disabilities (DDD)  
8990 W Peoria Ave, Peoria AZ 85345  
1<sup>st</sup> floor Southwest Conference room  
November 27th, 2018  
5:30 pm – 7:30 pm

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| <b>Call to Order</b>            | De Freedman   |
| <b>Start Time</b>               | 5:38pm  |
| <b>Facilitator</b>              | De Freedman   |
| <b>Liaison &amp; Note taker</b> | Jeffrey Yamamoto  |
| <b>Attendees</b>                | <p><b>IOC Members Present:</b> Diedra (De) Freedman, Pat Thundercloud, Brad Doyle, Bernadine Henderson,</p> <p><b>IOC Members Absent:</b> Michelle Lagas, Jennifer McNeill</p> <p><b>Division of Developmental Disabilities (DDD) Staff:</b> Jeffrey Yamamoto (DDD IOC Liaisons). Barbi Diehl Rouen (DDD Justice Liaison) James Smith (DDD Quality Assurance manager)</p> <p><b>Arizona Department of Administration (ADOA):</b> Chris Kleminich</p> <p><b>On the phone:</b> Chris Kleminich and James Smith</p> <p><b>Public:</b> Andrew Thundercloud (DDD member)</p> |
| <b>Agenda Topics</b>            | Call to Order, Welcome and Introductions, Call to Public, Approval of Minutes, Geri Ortiz Presentation, Barbi Rouen Presentation, Discussion on IR in electronic format, Discussion and writing of IOC guidelines, ADOA update, Statewide IOC update, IOC Liaison Update, Discussion, Review and possible action on membership, Discussion and review of Incident Reports (IRs) and Behavior Plans (BP).  |

**Call to Order**

**De Freedman**

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| <b>Discussion</b> | De Freedman called meeting to order at 5:38pm |
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## Welcome and Introductions

Committee

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| <b>Discussion</b> | <p>The <b>Independent Oversight Committee</b> (IOC) members introduced themselves.<br/>Brad Doyle-member, Bernadine Henderson- member, De Freedman- Chair, Pat Thundercloud –Vice Chair</p> <p>Jeffrey Yamamoto introduced himself as Division of Developmental Disabilities (DDD) IOC liaison, Barbi Diehl Rouen introduced herself as the DDD Criminal Justice Liaison.</p> <p>Arizona Department of Administration (ADOA) Chris Klemnich introduced himself as the ADOA Representative by phone</p> <p>James Smith introduced himself as the DDD Quality Assurance manager on the phone calling in after 6:15pm</p> |
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## Approval of Minutes

De Freedman

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| <b>Discussion</b> | <p><b>Brad Doyle</b> Motioned to approve minutes as written and <b>Pat Thundercloud</b> seconded the motion. The committee voted and passed the approval of the October minutes as written unanimously.</p> |
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## Call to Public

De Freedman

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| <b>Discussion</b> | <p><b>De Freedman:</b> Made call to public. Andrew Thundercloud did not have anything to comment on.</p> |
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## Geri Ortiz Client Funds Presentation via phone

Geri Ortiz

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| <b>Discussion</b> | <p><b>This presenter did not call in and this presentation did not happen.</b> Jeffrey Yamamoto will re-invite this presenter for the next meeting in January.</p> |
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## ADOA Update

De Freedman

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| <b>Discussion</b> | <p><b>Chris Klemnich:</b> Informed the committee that he will be taking a smaller role with the IOCs. He will not be attending meetings and that Mike Beller will be the new point person for the committee. Any questions can be directed to Mike or the email of <a href="mailto:IOC@AZDOA.GOV">IOC@AZDOA.GOV</a>.</p> <p><b>De Freedman:</b> Informed Chris that Jeffrey is doing a great job and if they need any additional assistance that they will call or email ADOA.</p> <p><b>Chris Klemnich:</b> Recruitment is still first on the agenda for ADOA to gain enough members to fill the committees. He wanted to know if it's OK for ADOA to start to use other social media to get the word out for committee members recruitment.</p> |
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|  | <p><b>Committee:</b> All agreed it would be OK.</p> <p><b>De Freedman:</b> Asked if ADOA or DDD could contact the Arizona Partners in Leadership for possible membership opportunities.</p> <p><b>Chris Klemmich:</b> Looked up site and agreed that they would be a good possible resource for recruitment.</p> <p><b>Chris Klemmich:</b> Informed the committee that the use of recording of minutes will become standard practice soon. This would be the official record.</p> |
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**Barbie Diehl Rouen Criminal Justice Presentation**

**Barbi Diehl Rouen**

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| <b>Discussion</b> | <p><b>Barbi Diehl Rouen:</b> Introduced herself and started her PowerPoint presentation on the processing and identifying of incarcerated DDD members and the role of the DDD Criminal Justice Liaison. Barbi included the roles of the "Release Team" and "Rule 11" guidelines for the members involvement in the courts.</p> <p><b>Jeffrey Yamamoto:</b> After her presentation, he asked Barbi to comment on what she could on the Incident Report asked about at the last meeting concerning an incarcerated member brought up by Bernadine.</p> <p><b>Bernadine Henderson:</b> Asked some questions about the individual's specific charges and why he was in jail for so long.</p> <p><b>Barbi Diehl Rouen:</b> Said she was familiar with the case and she commented about what she could about the case. She explained where the member was in the court process. She included that he was being observed for a minimum of 15 months and would be evaluated during this time period. This member was already under the Rule 11 proceedings. His next court date is in December. This member has been identified as a "DDD member" to the jail from the beginning and has not been incarcerated with the "general population". He was arrested while as a minor but is being charged as an adult due to the nature of the crime. Barbi said that the Department of Child Safety (DCS) had this case and did not release information on the member to DDD until he was 18 and he legally became an adult. At that time, DDD then proceeded to help this member in the criminal process as best as they could.</p> <p><b>De Freedman:</b> Asked if the committee could do anything so that this couldn't happen again. What was the problem and why it took so long.</p> <p><b>Barbi Diehl Rouen (BDR):</b> Said that inner agency cooperation with DCS and DDD would have made this process faster for the member. And that since the member is currently under Rule 11 the judge will have to make the final decision on the members outcome.</p> <p><b>Bernadine Henderson:</b> Asked how a member is determined to be a "DDD member" when arrested.</p> <p><b>BDR:</b> Responded that 11 of the AZ counties have a interlink for information from Arizona Health Care Cost Containment System (AHCCCS) and the law enforcement agencies to flag the DDD members in their system when their information is run. The information is then reported to the jail to make sure the DDD member is identified and segregated from the rest of the "general population". If member is not an AHCCCS member, typically the family through the Support Coordinator would inform the DDD Criminal Justice Liaison. She also mentions that the</p> |
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|  | <p>Community Outreach program at DDD is working with First Responders to identify the members by their actions and with the Medallion program.</p> <p><b>De Freedman:</b> Asked how District West member families could register their DDD members homes and vehicles for First Responders to know there are DDD members inside. It would be great if 911 operations could also identify the DDD members to First Responders too. De is willing to write letters to the municipalities to ask the process if it's available. She only needs the contact information per city.</p> <p><b>Brad Doyle:</b> Commented it would probably take a state or federal law to be able to coordinate this information and the release for the cities to do this.</p> <p><b>BDR:</b> Said she will investigate this matter.</p> <p><b>De Freedman:</b> Will send a letter or inquiry to Jeffrey to begin the proper order of ascension to get this issue looked into and addressed.</p> <p><b>Jeffrey Yamamoto:</b> Asked if the committee had any questions for Barbi, because she also is familiar with Representative Payee and the Achieving a Better Life Experience (ABLE) account, since Geri Ortiz was unable to attend this meeting by phone. She gave a brief introduction of the ABLE account program.</p> <p><b>Brad Doyle:</b> Asked if the ABLE law changed the running of the Special Needs Trust accounts in any way.</p> <p><b>BDR:</b> Responded that ABLE did not change anything with the running of the Special Needs Trusts.</p> |
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**Discussion and possible vote on IRs being received via electronic means**

**Committee**

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| <b>Discussion</b> | <p><b>Jeffrey Yamamoto:</b> Informed the committee that the ADOA can upload and download the Incident Reports (IRs) to Google Drive according to Mike Beller. Jeffrey asked the committee if they were familiar with the program.</p> <p><b>Committee:</b> Commented that they were not too familiar with it.</p> <p><b>De Freedman:</b> Wanted to know if it works with Kindle.</p> <p><b>Jeffrey Yamamoto:</b> Wasn't sure if it did.</p> <p><b>Brad Doyle:</b> Wanted to know if can be accessed to different devices.</p> <p><b>Jeffrey Yamamoto:</b> Commented that it's a log in and password system so that it should be accessed from any digital device.</p> <p><b>Jeffrey Yamamoto:</b> Informed the committee that the Division still needs to approve through IT and leadership to see if this is a secure approved method to release this information. This is a definite possibility and that ADOA is moving this direction to paperless reporting.</p> |
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**Discussion, writing and possible vote on IOC guidelines**

**Committee**

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| <b>Discussion</b> | <p><b>Jeffrey Yamamoto:</b> Suggested, due the lateness of the meeting, to table the discussion until next meeting.</p> <p><b>De Freedman:</b> Agreed to table this discussion until the next meeting.</p> <p><b>Committee:</b> All agreed to table the discussion of the IOC guidelines until next meeting.</p> |
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| <b>Discussion</b> | <p><b>Jeffrey Yamamoto:</b> Informed the committee that the question posed the last meeting about "Does DDD share and is a part of the Electronic Health Exchange?" The answer is that currently DDD is not participating. DDD is looking into the possibility of joining this network.</p> <p><b>Jeffrey Yamamoto:</b> Informed the committee that the use of Electronic means for incident reports can be done. See above section (Discussion and possible vote on IRs being received by electronic means) for rest of this discussion.</p> <p><b>Jeffrey Yamamoto:</b> Showed the committee the excel spreadsheet with the questions from October's meeting that he had sent to James Smith earlier in the month. He reminded the committee that James had just sent the answers to him during the meeting.</p> <p><b>De Freedman:</b> Asked Jeffrey to inform James that the IOC would like to have the answers from the previous meetings questions responded to at least 3 working days before the scheduled next meeting. This is so they can review before the meeting.</p> |
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**Discussion, review and possible action of membership**

**De Freedman**

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| <b>Discussion</b> | <p><b>Bernadine Henderson:</b> Asked if Kim Humphrey was still interested in joining the IOC.</p> <p><b>Jeffrey Yamamoto:</b> Informed the committee that she had withdrew her name due to her new schedule would not allow the time.</p> |
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**Discussion, review of Incident Reports and Behavior Plans**

**De Freedman**

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| <b>Discussion</b> | <p><b>Bernadine Henderson:</b> Asked about a behavior plan which the member was possibly being fraudulently taken advantage of. The Guardian was reported by the member to not be given monies he's entitled to due to his working or as benefits. The question asked to James Smith was could he contact the Support Coordinator to inform the member that he has the right to talk with Adult Protective Service (APS) or the Arizona Center for Disability Law about this allegation.</p> <p><b>James Smith:</b> Answered that he could forward the concern to the Support Coordinator if given the information.</p> <p><b>Jeffrey Yamamoto:</b> Answered he would get James the information.</p> <p><b>Bernadine Henderson:</b> Asked James about IR 21123603 and if the member was given all choices for living arrangements. Specifically, if he was informed about Independent Living Arrangement (IDLA).</p> <p><b>James Smith:</b> Answered he would look into it.</p> <p><b>De Freedman:</b> Asked if James could investigate who could inform the IOC on the different living arrangement programs that the members can be in. What are the differences between Group Homes and Independent Living arrangements (IDLA) Intermediate Care Facilities (ICF) etc. What are their specific policies?</p> |
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|  | <p><b>Bernadine Henderson:</b> Asked if members are charged for damages inflicted at their residences because of behavior.</p> <p><b>James Smith:</b> Answered "no" they do not pay for those damages.</p> <p><b>De Freedman:</b> Asked for the Human Rights Violations reports for the last 6 months to be available to her for the next meeting in January.</p> <p><b>James and Jeffrey:</b> Agreed she would get them</p> <p><b>Bernadine Henderson:</b> Asked about the possible death of a member as it concerns an incident report with medication error.</p> <p><b>James Smith:</b> Confirmed the death of the member but it was unrelated to the medication error.</p> <p><b>Pat Thundercloud:</b> Brought up the fact that Tunland had had a lot of Medication Errors in the past but this past month they had significantly fewer. Could James explain why this might have occurred?</p> <p><b>James Smith:</b> Informed Pat that many of the targeted agencies have been getting retrained by the DDD Nurse to avoid having medication errors. This would have been trended as group home with high incident counts.</p> <p><b>Bernadine Henderson:</b> Had 5 behavior plans which did not have disposition cover sheets. Jeffrey gave Bernadine 5 blanks and she fill out and signed and turned into Jeffrey. She stated she had some more at home.</p> <p><b>Jeffrey Yamamoto:</b> Agreed to send out an electronic copy of the disposition sheet to Bernadine.</p> <p><b>De Freedman:</b> Suggested on reviewing only opened Incident Reports and certain closed reports.</p> <p><b>Jeffrey Yamamoto:</b> Informed the committee that in January there will be an "ask for" what the committee wants to review. This will be an annual confirmation for IRs requested.</p> <p><b>Jeffrey Yamamoto:</b> Passed out the 49 behavior plans and opened IRs. He received 5 signed behavior plans from previous meeting.</p> |
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**Adjournment of meeting**

**De Freedman**

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| <b>Conclusion</b> | <p><b>De Freedman</b> adjourned meeting <b>at 8:07</b> pm with a unanimous vote of "Aye". Meeting is adjourned.</p> <p>The next meeting will be held on January 22<sup>nd</sup>, 2019 at 5:30pm at the Peoria Office location. There will not be a meeting held in December as it would be scheduled on Christmas day.</p> |
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