

**Independent Oversight Committee (IOC)
Public Meeting Minutes**

Monthly meeting of District North (Flagstaff)

Department of Economic Security
Division of Developmental Disabilities
1701 N. 4th St.
Conference Room #42
Flagstaff, Arizona 86004
August 16th, 2018
9:30 AM - 12:30PM.

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| Call to Order | Meeting called by Cynthia McKinnon |
| Start Time | 9:34 AM |
| Facilitator | Cynthia McKinnon |
| Note Taker & Liaison | Jeffrey Yamamoto (IOC Liaison) |
| Attendees | <p>IOC Members Present: Norm Wallen, Ted Garland, Cynthia McKinnon, Bridgette Wilson</p> <p>IOC Members Absent: Dora Harrison, Kyle White</p> <p>Division of Developmental Disabilities (DDD) Staff: Jeffrey Yamamoto, Michele Uhalde-Wood</p> <p>Arizona Department of Administration (ADOA): Chris Kleminich</p> <p>Remote Participants: None</p> <p>Number of Public in Attendance: None</p> |
| Agenda Topics | <ul style="list-style-type: none"> I. Call to Order II. Minutes Approval III. IOC Liaison updates IV. Adjourn to Executive session |

Call to Order**Committee**

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| Discussion | <p>The Independent Oversight Committee (IOC) members introduced themselves in person.</p> <p>Division of Developmental Disabilities (DDD) staff members introduce themselves.</p> <p>Arizona Department of Administration (ADOA) Chris Klemnich introduced himself and informed the committee on his background.</p> |
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Minutes Approval**Committee**

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| Discussion | <p>Jeffrey: Asked if the committee wanted to approve minutes?</p> <p>Cynthia: Replied that they didn't have any minutes to approve.</p> <p>Jeffrey: Later during meeting found a copy of the July minutes and presented it to the committee for approval.</p> <p>Cynthia: Motioned to approve the minutes as written. The committee voted and passed the approval of the July 2018 minutes as written.</p> |
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IOC Liaison update**Jeffrey Yamamoto**

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| Discussion | <p>Jeffrey: Introduced Chris Klemnich again as the Arizona Department of Administration (ADOA) representative.</p> <p>Chris: Explained the role of ADOA as the oversight to the open meeting laws, confidentiality and public records of the committee. ADOA is looking to streamline the meeting process of all the Independent Oversight Committee (IOCs) in the state.</p> <p>Chris: ADOA will have a process online to request any denied information from the Division if the committee believes they are not getting enough information needed to do their jobs.</p> <p>Chris: ADOA will also be posting agendas, minutes and public meeting notices for the IOC.</p> <p>Cynthia: Concerned that the amount of redaction on the incident reports from the Division is too much. The Committee used to receive more information of the members in the past. Death notices need to be sent as they are received and the basic information for the member and situation accompany the notification.</p> <p>Jeffrey: Clarified that since he's been the new liaison, he has been sending the requested information about death notifications timely and with the needed information.</p> <p>Cynthia: Agreed she has been only recently been receiving this information.</p> <p>Chris: Informed the Committee that they can still call themselves the Human Rights Committee if the IOC designation is not liked. For all official documentation they will be the Independent Oversight Committee. He gave his business information and cell phone information to the Committee.</p> |
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Committee moves into executive session

Committee

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| Conclusion | Committee moves into executive session at 9:57 A.M. pursuant to A.R.S. 41-1959 and A.R.S. 38-431.03(A)(2) to discuss incident reports and behavioral health plans concerning members of the Division of Developmental Disabilities of the Arizona Department of Economic Security." |
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Adjournment

Committee

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| Conclusion | Next meeting will be held on September 20th at 9:30 AM. at the Flagstaff location. Meeting adjournment motioned by Norm Wallen and seconded by Bridgette Wilson . Committee voted, and all were in favor to adjourn the meeting at 12:07 PM . |
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