

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

<b>Date: 9/25/18</b>	Southern Arizona Independent Oversight Committee Meeting 400 W. Congress Street, Tucson, AZ
<b>Committee Members Present:</b> Dr. Ken Karrels (Chair), Barbara Carling (Vice Chair), Dave Ruitenber, Dorothy Yanez (phone), Susan Moreno (phone), Joe Mucenski (phone)	
<b>Other Attendees:</b> Melissa Brown, Michelle Quiroz, Sharon Faulkner-Gillespie, Adrian Dominguez, Chris Kleminich, Patrick Cook, Paul Carlson, Michael Beller (phone)	
<b>Committee Members Absent:</b> Connie Stevenson, Ellie Schorr, Judy Kowalick, Kaitlyn Clawson, Jason Winsky	
<b>Next Meeting:</b> 10/23/18 at 10:30 am	

<i>Item</i>	<i>Discussion</i>	<i>Follow-Up</i>
<b>Call to Order</b>	Dr. Karrels called the meeting to order at 10:40 am.	
<b>Introductions</b>	Attendees introduced themselves.	
<b>Review Minutes</b>	<ul style="list-style-type: none"> <li>● Barbara - asked for one typo to be corrected in the July 2018 meeting minutes.</li> <li>● Chris - agreed to make the correction</li> <li>● Barbara - motioned to approve the July 2018 meeting minutes as corrected. Dave seconded the motion.</li> </ul>	
<b>Mission/Vision of AZIOC</b>	<ul style="list-style-type: none"> <li>● Michael - introduced himself to the Committee and described his role within the Arizona Department of Administration (ADOA).</li> <li>● Joe - asked about the other Independent Oversight Committees in the state</li> <li>● Michael - described the 11 statewide committees</li> <li>● Dr. Karrels - noted that Senator Barto wrote the recent legislation to create a larger network of committees.</li> </ul>	<p>Chris will follow up on options for future Open Meeting Law training that is tailored to the committee's functions.</p> <p>Chris will work with AHCCCS to resolve concerns about the accessibility of records</p>

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	<ul style="list-style-type: none"><li>● Michael - further described ADOA's role administering the committee.</li><li>● Susan - asked what the other committees oversee</li><li>● Michael - described the structure of the committees under state statute</li><li>● Joe - expressed concern about no longer having hard copy minutes</li><li>● Chris - noted that the concern is understood and that ADOA is looking to procure transcription software as a written record. Hard copy minutes will be taken for the September meeting.</li><li>● Joe - asked what the duties and responsibilities are for the committee with this new setup.</li><li>● Michael - answered that ADOA's intent is to ensure the committee is successful and the agency is open to ideas from the committee.</li><li>● Chris - asked Joe if he had seen Senate Bill 1450</li><li>● Joe - answered yes, and expressed concern about the vagueness of the language</li><li>● Chris - agreed that the statutes are very vague and expressed the importance of working together with AHCCCS and the committee to define roles moving forward.</li><li>● Joe - noted that Dr. Karrels has a lot of knowledge about committee operations</li><li>● Dr. Karrels - noted that Joe also has a lot of knowledge about committee operations</li><li>● Sharon - asked about how someone may be added to the committee as a member</li></ul>	
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	<ul style="list-style-type: none"><li>● Chris - explained the process and noted that ADOA is finalizing a new application form and will circulate that to the committee once finalized.</li><li>● Dr. Karrels - noted that attending three meetings is a prerequisite.</li><li>● Chris - noted that there is a new information brochure that is based on the AHCCCS brochure and has up-to-date information.</li><li>● Chris - noted that other committees have similar concerns related to records provided by AHCCCS and the level of redaction and that ADOA intends to work collaboratively with AHCCCS to resolve those concerns.</li><li>● Dave - noted additional concerns with the accessibility of the reports.</li><li>● Chris - answered that he would follow up.</li><li>● Dr. Karrels - asked about Open Meeting Law training</li><li>● Chris - answered that Dave provided clarification</li><li>● Dave - explained that training had been provided but that a recording would be beneficial for members who missed the training.</li><li>● Barbara - noted that the training can be very long and asked if a shorter version could be provided.</li><li>● Chris - will follow up with AHCCCS and the Attorney General's office to see what had been provided and what can be provided in the future.</li><li>● Michael - explained that the process will require some patience.</li></ul>	
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	<ul style="list-style-type: none"> <li>● Dave - asked about ADOA guidance on issues other than the Open Meeting Law</li> <li>● Chris - answered that it will be important to have a good working relationship with AHCCCS for guidance to be provided</li> <li>● Dave - noted concerns about setting bylaws and related matters</li> <li>● Michael - noted that ADOA will work with the committee on those issues</li> </ul>	
<p><b>Transportation Problems</b></p>	<ul style="list-style-type: none"> <li>● Dr. Karrels - asked if Melissa followed up on issues identified by Dave at the last meeting.</li> <li>● Dave - will send information to Melissa and Michelle</li> <li>● Melissa - described transportation changes that will take place on October 1, including potentially providing bus passes to address concerns.</li> <li>● Susan - noted that for kids, bus passes will not work.</li> <li>● Melissa - asked Susan to send an email describing some of the barriers that families may experience.</li> <li>● Sharon - noted potential difficulties for foster parents.</li> <li>● Paul - expressed concern about access to monthly bus passes</li> <li>● Melissa - noted that each provider makes determinations about access to those passes.</li> <li>● Dave - expressed additional concerns</li> <li>● Michelle - spoke to Dave's concerns</li> <li>● Barbara - asked about what changes are taking place on October 1</li> </ul>	<p>Melissa will arrange a presentation on transportation for the November committee meeting.</p>

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	<ul style="list-style-type: none"> <li>● Dave - described concerns that he has heard about the changes from others</li> <li>● Paul - noted that many people are dependent on the availability of bus passes</li> </ul>	
<b>Law Enforcement/Legislative</b>	<ul style="list-style-type: none"> <li>● Dr. Karrels - described his follow-up efforts related to the 301 W. Oklahoma facility discussed at last month's meeting.</li> <li>● Melissa - noted that it is not a home in their system</li> <li>● Melissa - as a follow up to last month's meeting, asked for documentation on last month's site visits</li> </ul>	
<b>Member Recruitment</b>	<ul style="list-style-type: none"> <li>● Barbara - introduced Adrian to the committee</li> <li>● Adrian - provided background on himself and his business</li> </ul>	
<b>Transportation Problems</b>	<ul style="list-style-type: none"> <li>● Dave - described recent conversations he has had with providers and expressed concerns about computer and internet access for consumers.</li> <li>● Melissa - asked Dave for clarification about changes to divide up Advisory Councils that he mentioned.</li> <li>● Dave - provided additional information</li> <li>● Melissa - will follow up on dividing the Advisory Councils</li> </ul>	Melissa will follow up to gather more information about the Advisory Councils
<b>Deaths/Incidents</b>	<ul style="list-style-type: none"> <li>● Dave - expressed concern about the level of redaction in the reports.</li> <li>● Michael - asked for a copy of a redacted report and asked how the committee had been instructed to handle the reports.</li> <li>● Dr. Karrels - noted that the Committee needs to review documents together</li> </ul>	<p>Dave will forward a copy of a redacted report to ADOA</p> <p>Melissa will follow up with AHCCCS about the committee's access to aggregate reports.</p>

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	<ul style="list-style-type: none"><li>● Michael - noted that there is a lack of clarity as to the handling of the documents</li><li>● Joe - noted that there has been past litigation related to access to records in which the committee prevailed</li><li>● Dr. Karrels - expanded on Joe's point and further described past litigation</li><li>● Michael - described how ADOA will work on having AHCCCS set clear parameters on the information being released.</li><li>● Joe - noted that the statutes include language setting forth the information that the committee is entitled to.</li><li>● Barbara - noted that she has not seen a seclusion/restraint report for nearly a year.</li><li>● Michael - asked if the committee knew whether AHCCCS has a seclusion/restraint policy</li><li>● Dr. Karrels - answered yes</li><li>● Michael - recommended that the committee focus on bigger picture issues such as that</li><li>● Barbara - noted areas of concern that could be seen from seclusion/restraint reports</li><li>● Michael - recommended that the committee request AHCCCS' protocols on seclusion/restraint and use that information to judge AHCCCS' performance.</li><li>● Chris - noted that Michael is talking about long term issues and we will also focus on the shorter term concerns</li><li>● Michael - noted that information could be provided in the aggregate if PHI release is a concern.</li></ul>	
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	<ul style="list-style-type: none"> <li>● Joe - noted that the committee used to get quarterly aggregate reports</li> <li>● Barbara - expressed agreement with Joe</li> <li>● Melissa - will follow up with AHCCCS about the committee's access to such reports.</li> <li>● Joe - asked if the committee can use a follow-up file going forward to keep track of commitments.</li> <li>● Dr. Karrels - agreed with Joe's idea</li> </ul>	
<b>Site Visits</b>	<ul style="list-style-type: none"> <li>● Barbara - described the site visit that she and Connie went on at 407/409/415 E. 23rd Street.</li> </ul>	
<b>Special Populations</b>	No discussion	
<b>Follow up on Cope</b>	<ul style="list-style-type: none"> <li>● Dave - described issues that he was made aware of.</li> <li>● Melissa - responded to Dave</li> <li>● Sharon - noted other issues</li> </ul>	
<b>Report from the Public</b>	<ul style="list-style-type: none"> <li>● Patrick - described concerns about people being released from prison without their medication.</li> <li>● Melissa - will follow up and provide the committee with more information</li> <li>● Michelle - noted that there are specific timelines within which consumers must receive outreach after they are released.</li> <li>● Barbara - asked if dates and times of release are made available.</li> <li>● Michelle - noted that a person needs to be enrolled with an agency at the time of release for that information to be provided.</li> <li>● Melissa - noted that the Committee has received a presentation on the reach-in program.</li> <li>● Patrick - provided further information related to concerns with the transition out of custody.</li> </ul>	Melissa will follow up on the concerns with Arizona Complete Health's justice team

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	<ul style="list-style-type: none"> <li>● Melissa - will follow up with Arizona Complete Health's justice team</li> <li>● Dave - provided information on NAMI's outreach efforts.</li> <li>● Chris - ADOA is working on permanent pamphlets for the committee's outreach efforts</li> </ul>	
<b>Adjournment</b>	The meeting was adjourned at 12:04 pm.	

Minutes drafted by Chris Kleminich, Arizona Department of Administration  
September 27, 2018