

**Independent Oversight Committee (IOC)
Statewide
Open Meeting Minutes**

Department of Economic Security (DES)
Division of Developmental Disabilities (DDD)
5328 E Washington Street Building C, Phoenix AZ 85004
January 16th, 2018
10:00 AM – 1:00 PM

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| Call to Order | Suzanne Hessman |
| Start Time | 10:08 AM |
| Facilitator | Suzanne Hessman |
| Notetaker & Liaison | Jeffrey Yamamoto |
| Attendees | <p>IOC Members Present: Suzanne Hessman, Jessica Richards, Pat Thundercloud, Mary Haynes (by phone)</p> <p>IOC Members Absent: Lynda Stites, Karen Van Epps, Diedra (De) Freedman, Cynthia McKinnon, Carol McNulty, Jennifer Horton, Amy Schroder</p> <p>Division of Developmental Disabilities (DDD) Staff: Leah Gibbs, Barb Picone, Richard Kautz, Jeffrey Yamamoto, Eric Houghtalin</p> <p>Arizona Department of Administration (ADOA): Mike Beller (phone)</p> <p>On the phone: Mary Haynes</p> <p>Public: None</p> |
| Agenda Topics | <ol style="list-style-type: none"> 1. Welcome and Introductions 2. District Updates 3. ADOA Updates 4. Article 9 Updates 5. Protocol to visit state funded homes 6. Notice to Cure regarding incidents 7. Program Support Services Update 8. Roundtable 9. Decision next meeting date/location 10. Adjourn |

Call to Order

Suzanne Hessman

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| Discussion | Suzanne Hessman: Called meeting to order at 10:08 AM . |
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Welcome and Introductions

Committee

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| Discussion | <p>The Independent Oversight Committee (IOC) chairs introduced themselves in person and on the phone.</p> <p>Suzanne Hessman as District East Chair, Jessica Richards as District South: Tucson Co-Chair, Pat Thundercloud as the District West Vice-Chair (Arrived @ 10:19am) Mary Haynes as District South: Sierra Vista Chair (on the phone @ 10:46am)</p> <p>Richard Kautz, Eric Houghtalin and Jeffrey Yamamoto introduced themselves as Division of Developmental Disabilities (DDD) IOC supervisor and liaisons.</p> <p>Mike Beller as ADOA Administrator for the IOCs (on phone at 10:43am) Leah Gibbs as the Division’s Community Outreach Manager. Barb Picone as the Unit Manager for the Housing, Engagement, Resources, Opportunities (HERO) Unit for DDD.</p> |
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District Updates

Committee

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| Discussion | <p>Suzanne Hessman for District East: Stated She didn’t have much to update. Two members resigned. 2 possible replacements in the wings. Looking to get some responses from Program Review Committee (PRC) on comments from Behavior plans. Finalized their IOC Guidelines.</p> <p>Jessica Richards for District South: Tucson: Working on their IOC Guidelines. Getting new members up to speed on reviewing Incident Reports (IRs) and Behavior Plans (BPs). District South has a new District Program Manager (DPM).</p> <p>Suzanne Hessman: Asked for updates from the liaisons for those Districts not in attendance of the meeting.</p> <p>Eric Houghtalin: Informed on District South: Sierra Vista has two more members awaiting appointment letters and two more in the wings. The committee will be at eight if everyone is appointed. The committee voted Mary as the Chairperson and Amy as the Vicechair. Working on finalizing their Guidelines. Informed on District North, Member is looking to retire from committee soon. Total of 5 members for this committee.</p> <p>District Central, No new updates to report.</p> <p>Jeffrey Yamamoto: District West Continues to hold at 6 members since last member left. There are some candidates from Indeed site looking to possibly join. He asked Pat Thundercloud when she came in if she had any District West updates for the meeting. She replied that she didn’t.</p> |
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ADOA Update

Mike Beller

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| Discussion | <p>Mike Beller: Originally was not on phone when introduce for his update. He joined the meeting later by phone at 10:46am. He began by informing the committee chairs that ADOA will be having their own IOC member volunteer badges. So, IOC member pictures will be needed to make the badges. Pictures will need to be taken of all members.</p> <p>Mike Beller: ADOA will have a statewide manual for all the IOC and will hopefully be available after this Friday (1/11/19). The manual will consist of 3 parts, IOC responsibilities/Agency responsibilities /Administration responsibilities. The manual will clearly define each role of the 3 parts. Feedback is welcome back to ADOA from all sides.</p> <p>Mike Beller: ADOA has created an IOC website. All IOCs will have their own website to put agendas, recorded minutes, action items. This should be up by the end of the month. Administrative templates will also be provided on the website.</p> |
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Article 9 Updates

Karen Van Epps

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| Discussion | <p>Suzanne Hessman: Asked Jeffrey if he knew what the question or comment that Karen wanted to bring up about the progress on the revised Article 9?</p> <p>Leah Gibbs: Stated that this has been under rule review by the Division and should be published for public comment on the Division website on Jan 23rd, 2019. This topic will be put on the next Quarterly Statewide meeting agenda.</p> |
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Protocol to visit state funded homes

Suzanne Hessman

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| Discussion | <p>Suzanne Hessman: Commented that a member had interest in visiting state funded group homes. Many of the committee members have never been in a group home and don't know how they function.</p> <p>Leah Gibbs: Statutes do not clearly define that the IOC to visit any facilities. DDD monitors every state funded facility as part of their contract. They are also monitored by Dept of Health Services for their licenses. The Arizona Training Program at Coolidge (ATPC) and statewide Intermediate Care Facilities (ICF) will be visited by the IOC as required by the Federal Government. DDD will ask if any agency will willingly volunteer a visit to one of their facilities by IOC member(s). This topic will be put on the next Quarterly Statewide meeting agenda.</p> |
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Notice to Cure**Suzanne Hessman**

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| Discussion | Suzanne Hessman: Since Karen Van Epps was not present to comment or ask questions about this topic. She suggested it be tabled until the next quarterly meeting. This topic will be put on the next Quarterly Statewide meeting agenda |
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Program Support Services Update**Richard Kautz**

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| Discussion | <p>Richard Kautz: Began by introducing Barb Picone as new Program Supervisor over the Program Support Services (previously HERO). He went over the District IOC Guideline approval process. After review and Vote, it goes to liaison to be looked at by DDD. Final approval by ADOA.</p> <p>Richard Kautz: Results of the IOC liaison/supervisor meeting with Chris Deere and PRC. Better communications and closure of the completed disposition sheet. More follow up to violations and recommendations. New disposition form. Reviewed the PRC "standard of work".</p> <p>Richard Kautz: Sex education for the DDD members and family is being looked at by DDD leadership to be rolled out throughout the state. There were two DDD staff that have been certified trainers from a Sex Education training in Denver late last year. DDD liaisons will keep the IOC updated.</p> <p>Jeffrey Yamamoto: Volunteer time sheets have been changed and they are asking for single month only to be recorded on the time sheet. Quarterly Metadata was passed out.</p> |
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Roundtable**Committee**

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| Discussion | <p>Pat Thundercloud: asked about guardianship and public fiduciaries (pub fid). Who is watching out for members incapable of giving "informed consent"?</p> <p>Leah Gibbs: The Support coordinator will put in a referral and the Pub fids will take the cases they deem most critical, but they are understaffed and cannot work all referrals. May want to add this issue to the annual report.</p> <p>Suzanne Hessman: Asked how many DDD members are in Hacienda's care.</p> <p>Leah Gibbs: The best estimate is about thirty-nine DDD members in that specific facility. Licensing and monitoring are through the Dept of Health Services.</p> |
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Adjournment and next meeting date**Suzanne Hessman**

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| Conclusion | Suzanne Hessman: Announced The next meeting is scheduled for April 17 th , 2019. Location to be determined but probably Phoenix. She adjourned the meeting at 11:23 AM . |
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