



**Division of Developmental Disabilities (DDD)  
District Central Independent Oversight Committee (IOC)  
Public Meeting Minutes Summary  
Monday, April 25, 2022 – 10:00 AM to 12:00 PM**

**Call to Order**

Meeting called to order by Committee Chairperson, **Linda Mecham**. The date is April 25, 2022, at 10:04 am. **The meeting took place Virtually due to COVID-19**. Physical location when meetings resume in person will be at 4400 N Central Ave, Ste (to be determined) Phoenix, AZ 85012.

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**Welcome and Introductions**

Attendance Virtually:

- **Linda Mecham**
- **Sherry Wilhelmi**
- **Eva Hamant**
- **Carol McNulty**
- **Carolyn Willmer**
- **Eduarda Yates**
- **Marlene Riggs**

Attendance by Phone:

- **Debbie Stapley**
- **Lisa Ehlenberger**

Absent:

- **Andrea Potosky**
- **Tina Buettner**
- **Mandy Herman**

Public in Attendance:

- **Chris Garcia (potential member)**

Health Plan Liaisons:

- **Karen Kramer (UnitedHealthcare)**
- **Vera Kramarchuk (Mercy Care)**

ADOA:

- **Larry Allen**



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DDD:

- **Jeffrey Yamamoto** (IOC Liaison)
- **Patricia Sandino** (District Central PRC Chairperson)
- **Marilyn Gonzales** (DDD project coordinator)
- **James Maio** (District Central Quality Improvement Manager)
- **Leah Gibbs** (DDD OIFA Administrator)
- **Joan McQuade** (DDD Chief Advocate)

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**Call to Public**

**Linda Mecham** made a call to the public. There was no public on the call.

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**Introduction of possible New Membership**

**Linda Mecham** asked for Chris Garcia to introduce himself and tell the committee why he would like to join this IOC. He is the director of training at Training Practical Solutions. Helping his community and feeling he could make a change. He has been involved with the DD community for many years.

**Linda Mecham** asked **Chris Garcia** if his company receives monies from DDD. He replied “No”.

**Sherry Wilhelmi** asked if he has a fingerprint clearance card. He replied he did. She asked if the company Chris works for is funded through DDD, again he replied that he works for a private company who does trainings for agencies. This includes Article 9 and Prevention and support. The owner is Tyler Burke of Practical Training Solution.

**Eduarda Yates** asked what type of training he does. He replied that they do in-person training, such as Prevention and Support. There is a blended training such as First Aid and CPR where much of it is on-line but still gets hands on and computerized training.

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**Report from Statewide IOC Meeting**

**Linda Mecham** reported about the statewide meeting. She started by including the IR formatting is changed from years before. She was part about a small committee in the past that had developed a new form and when it would be used. **Leah Gibbs** confirmed that there is a change up to the IR reporting and it would eventually be changed over to the AHCCCS portal, and the form will be used on that platform. No Date determined yet.



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**Linda Mecham** asked about meeting with **Jeffrey Yamamoto** and **Tina Buettner** for training on the IR platform. She asked **Carolyn Willmer** also if she wanted some help. She said that she would.

**Linda Mecham** informed the IOC that they discussed the objection to the member training portion to the Abuse and Neglect training happening statewide. She informed the committee that DDD ask for “Public Comment” of the training at the anniversary of the training for any reevaluations. This will happen in July.

**Linda Mecham** informed the IOC on the revisions to Article 9 going out for “Public Comment” made by the DDD Assistant Director was clarified the day after that the revision had to be filed with the Arizona Secretary of State and that they will put it up for public comment once they review it. When the Arizona Secretary of State post it for Public Comment, DDD will do at the same time. Below is the letter sent to the IOC chairs.

“Dear IOC Chairs,

As a follow up to our conversation at the Statewide IOC Chair meeting on Wednesday, we wanted to provide an update with timelines for the posting of Article 9 for public comment. Article 9 has completed the approval process through DES and the Governor’s Office and, as of Thursday April 21, 2022, is with the Secretary of State’s office. The Secretary of State generally posts documents for public comment approximately three weeks after they receive them. What this means is that the public can anticipate the posting of Article 9 for public comment by mid-May 2022. DDD will also be posting for public comment policies that were recently revised that are associated with Article 9. These will be posted on the same date that the Secretary of State posts Article 9 for public comment ...”

**Eva Hamant** asked in the statewide meeting about the Behavioral Group Homes bill and DDD members in the Arizona State Hospital (ASH). She wanted to know what is going on with the 3 DDD members currently in ASH.

**Sherry Wilhelmi** explained why members are in ASH. She said that they must be a danger to themselves or others and most likely both. These individuals are not being actively treated for their mental illness or behavior but treated like a psychiatric hospital for the incarcerated.

**Linda Mecham** asked to write up a letter for a motion to ask DDD to pull the charts for the three DDD members in ASH to see if they would do better in the community.

- **Sherry Wilhelmi** made a motion to ask DDD to pull the charts for the three DDD members in ASH to see if they would do better in the community.
- **Eva Hamant** seconded the motion.
- Discussion was made about the possible restrictions on the information of the three individuals in ASH. **James Maio** also included information about the three individuals and that they have been in the community within the past 5 years and that they have been in and out of the ASH due to their own behaviors. **Marlene Riggs** also included that the



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Transitional Program alternatives to bringing members out of ASH. They have been successful with this Transitional Program in the past but currently they are full.

- **A modification/amended to the motion was made.**
- **Sherry Wilhelmi** motioned that DDD review the members in ASH and ensure that they are needed to be in that institution and update the IOC on a quarterly basis.
- **Carol McNulty** seconded the motion
- There was no more discussion
- A vote was taken and all present (see Welcome and Introductions attendance) voted “Aye”, there were no “Nay” votes. Motion was passed.
- **Linda Mecham** will write a letter and send it to the liaisons for DDD and ADOA.

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**Old/Archived records of members**

**Sherry Wilhelmi** stated that she will be having a meeting with her daughters Support Coordinator (SC) and that there still are missing files concerning her daughter’s qualification going through Vocational Rehabilitation for work. She states that she only has records through to 2015. There is a large barrier for DDD members if record retention and location is as bad as it is for her daughter. This would be any relevant records prior to 2015. Many of the IOC members commented that they would be concerned if this were proven to be widespread in the loss of records for members.

**Linda Mecham** asked to be kept informed of the matter.

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**Abuse and Neglect update**

**Linda Mecham as in the Statewide update** informed the IOC that they discussed the objection to the member training portion to the Abuse and Neglect training happening statewide. She informed the committee that DDD ask for “Public Comment” of the training at the anniversary of the training for any reevaluations. This will happen in July.

**Linda Mecham** stated that with the passage of the bill which gives the IOC preview rights to policies 30 days in advance. The committee should be able to see the information for the Abuse and Neglect results before it goes out for “Public Comment”

**Leah Gibbs** stated that the new law goes into effect 90 days from the end of the legislative session. The Abuse and Neglect may or may not be available to preview before the 30 days due to this timing.

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**Trauma Care**



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**Eva Hamant** stated that she attended a webinar about Trauma Informed Care for Crisis Intervention. DDD focus is not on the trauma that the school-aged children had during the COVID-19 restrictions. That people with Intellectual Delays (ID) and DDD members should have a post-trauma crisis session to learn about their own triggers and plans to address mitigating them.

**Linda Mecham** asked Eva if there were conclusions/recommendations to those who may have to deal with trauma.

**Eva Hamant** stated that if DDD and BH had an interdisciplinary team to deal with the trauma of the members and training to recognize the signs in the individuals, maybe there would not be so many behaviors.

**Leah Gibbs and Linda Mecham** agreed that there are strides being made by DDD to help rectify the problem with both Health Care Plans and DDD working collaboratively to care for the wellbeing of the members. **Leah Gibbs** stated that there are Trauma Informed Care training required for all DDD SC to be done before taking on members.

**Chris Garcia** mentioned that his experience working with DDD and helping with training, he knows that Charity Bishop is working on the trauma portion in the Prevention and Support training to go out to staff.

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**Article 9 review /Public comment period**

**Linda Mecham** stated that this was discussed in the statewide update She did ask for volunteers to be on the sub-committee for when the public comment is posted.

**Sherry Wilhelmi, Carol McNulty, Linda Mecham, Lisa Ehlenberger and possibly Chris Garcia** will be on the sub-committee to discuss the revised Article 9 when it is posted.

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**Report of sub-committee on IR investigation**

**Linda Mecham** asked Eva to elaborate.

**Eva Hamant** stated that certain cases for abuse and neglect are not being investigated because they do not fit the criteria for investigation

**Eva Hamant** read the proposal for a letter to be sent to DDD about increasing the scope for investigations for DDD Quality to investigate these abuse and neglect cases which do not meet criteria.

- **Eva Hamant** motioned that The District Central IOC is seeking to gain additional information that was not available by the initial investigation team and would like to get additional



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information from the SC follow up investigation. We would like these questions to be added to the scope of the incident process. Did member with the IR in abuse neglect or exploitation participate in the required Abuse and Neglect training, if yes when was the training? Did they complete the entire course, if not why? Has the member had any increase changes in behaviors after the Abuse and Neglect training? **(This is a close summary of the statement as there were edits from Linda on the motion from Eva. The official letter will be forwarded to the liaisons)**

- Lisa Ehlenberger seconded the motion
- There was no more discussion
- A vote was taken and all present (see Welcome and Introductions attendance) voted “Aye”, there were no “Nay” votes. Motion was passed.

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**Discussion on Annual Reports**

**Linda Mecham** called on the committee to go through their notes and bring up the topics which were important through the year from July 1<sup>st</sup>, 2021, to June 30<sup>th</sup>, 2022, and send them to her.

**Sherry Wilhelmi** asked why there is a difference from the past being a calendar year ending in December.

**Linda Mecham** said it was since ADOA took over as oversight to the IOCs. Larry Allen confirmed the dates and stated he needs them to present to the Governor and Legislature by November 1<sup>st</sup>, 2022.

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**DDD Policy for Client Funds and Spend down**

**Linda Mecham** commented about the client funds for members that she believes that for members fund when it reaches \$1000 the client funds notify the members team of the \$1000 threshold. At \$1500, they are planning the spend down before they get to \$2000 where the member could lose benefits. The reason for bringing this up is she has been working with some members who Support Coordinators are not informing the member to spend down their monies. It would be a right’s violation for the members to lose service through no fault of their own if the funds are above the \$2000 limit. This is especially important since many members received the government checks from COVID-19. She believes it is a training issue for the SCs.

**Marlene Riggs** informed the client funds are sending out more notifications to the SC and families about those reaching limits. SC are fully aware of the members funds status.

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**DDD statement regarding in-person visits vs. virtual visit**



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**Linda Mecham** asked to clarify the policy.

**Leah Gibbs** stated that the member and family have the option of either in-person meetings or virtual meetings for their 90-day reviews. The public health emergency did extend to mid-July and AHCCCS is allowing for both meetings currently. DDD is giving option is given to families and members for both. Some members and families are requesting in-person, and some are asking for a modified meeting with only a select number in-person and the rest of the team virtual. Eventually AHCCCS will require in-person meetings for DDD like they have in the past.

**Linda Mecham** informed Leah that she knows of a couple of families with the same SC who is refusing to do in-person visits with the members.

**Leah Gibbs** responded by asking Linda to send her the SC information off-line so she can have the supervisor investigate the situation.

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**DDD Staff updates**

**There were no DDD Staff updates when announced by Linda Mecham**

**Patricia Sandino** in another part of the meeting did announce that she has PRC schedule out and there still is room in her April 24<sup>th</sup> and 26<sup>th</sup> sessions. Linda agreed to check her schedule later to see if she can make those.

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**Updates from Integrated Health Plans (HP)**

**Karen Kramer (United Healthcare)** stated that she did some research for Sherry Wilhelmi question from last meeting. She informed the IOC that the Healthy Food cards for Dual Complete members are sent to the mailing address on record for the client. That could be the group home or family member whichever is listed. Clarification that this benefit card is only given to those members who are enrolled in the Dual Complete system of Medicare and Medicaid with United Health Care. Other options and health plans do not have this benefit.

**Linda Mecham** suggestion was to send out more information for those members who are receiving the card. Maybe DPM and Support Coordinators be informed. Linda says she will craft a letter to the District Program Managers (DPM) ask them to be aware of those members in the dual complete program that there are additional benefits for the members through United Health Care. This letter will be shared with both Larry and Jeffrey.

**Vera Kramarchuk (Mercy Care)** stated that she did not have any updates



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**Updates from Arizona Department of Administration**

**Larry Allen** did not have any updates.

**Linda Mecham** asked if the ADOA IOC Liaison/manager role serves with the Governor or the Legislature. Will the outgoing Governor affect his involvement with the IOC.

**Jeffrey Yamamoto** informed by Arizona statutes that ADOA oversees the IOC and that it should not change with the new Governor. **Larry Allen** agreed with that statement.

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**Roundtable Reports from Members**

**Sherry Wilhelmi** asked for update SB 1162 -Pain bill

**Linda Mecham** asked for Article 9 update and the Behavior Group Homes bill

**Carol McNulty** Why does the Gompers organization have so many IR in accidental injuries? And why was there a high community level IRs in January. **James Maio** answered the second question because all the COVID exposures were in that category and that was an extremely high month for exposures. Now exposures are no longer being tracked but just positive cases the IR will go down for community. Gompers will be added to the agenda.

**Eva Hamant** asked for update on HB 2161 parent's rights

**Eduarda Yates** would like to discuss the lack of funding for education. It is a problem which needs attention

**Linda Mecham** asked **Leah Gibbs** if she knew if the DDD minors coming of age to adult did not have to pass the Vocational Habilitation to go to a day treatment program. She says that a determination process is 18 months and Leah had not heard of that and would investigate it.

The rest of the committee did not have any comments and topics.

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**Discussion and Review of Incident Reports and Behavioral Plans**

For February IRs, the Committee members have been given 488 for February incident reports in the Shared Drive. This included 15 for open and 473 closed reports.

Type	Open	Closed
Accidental Injury	0	89
Consumer missing	1	17
Deaths	1	5





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Emergency Measures	0	24
Human Rights	2	10
Legal	1	2
Medication Errors	0	23
Neglect	3	27
Other Abuse	3	29
Other-Behavior	0	147
Other -Injury unknown	0	65
Physical Abuse	3	21
Property Damage	1	2
Suicide	0	12
<b>TOTALS</b>	<b>15</b>	<b>473</b>

The desired IRs will be divided by the chair and equally distributed amongst the members.

Questions for QIM: Members of the committee will send the incident reports questions to the DDD Liaison **Jeffrey Yamamoto** to be forwarded to Quality for responses.

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### **Adjournment**

**Linda Mecham asked for motion to adjourn the meeting**

- **Sherry Wilhelmi** motioned to adjourn the meeting
- **Debbie Stapley** seconded the motion
- The IOC voted to adjourn the meeting adjourned the public meeting at 12:38 pm

The next District Central IOC meeting will be held on May 23<sup>rd</sup>, 2022, at 10:00 am.

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