



**Division of Developmental Disabilities
District South Independent Oversight Committee
Meeting Minutes & Action Items
Monday, November 13, 2023 – 1:00 PM to 3:00 PM**

Call to Order

Meeting called to order by Committee Chair, **Keith Jansen** The date is November 13, 2023, at 1:04pm.

Meeting was held virtually via Google Meets

IOC Members:

- **Keith Jansen**
- **Octavia Lamb**
- **Mario Gutierrez**
- **Rachel Kundrat**
- **Ashia Taylor**
- **Amy Heise**

Absent Members:

- **None**

Public in Attendance: **Private Caller (Name Unknown)**

Health Plan Liaisons:

- **Ian Wilson** (United Healthcare)

ADOA: **Larry Allen** (ADOA State IOC Liaison)

AHCCCS: **Fredreaka Graham** (AHCCCS IOC Liaison)

DDD:

- **Joseph Tracewell- Joe** (District South Quality Improvement Manager)
- **Joan McQuade** (Office of Individual and Family Affairs Manager)
- **Michelle Rademacher** (Independent Oversight Committee Liaison)
- **Morgan O'Hara** (Independent Oversight Committee Liaison)



**Division of Developmental Disabilities
District South Independent Oversight Committee
Meeting Minutes & Action Items
Monday, November 13, 2023 – 1:00 PM to 3:00 PM**

Updated: DDD District South IOC-Conference Call (2023-11-13 13:03 GMT-7) - Transcript

Attendees

Amy Heise, Ashia Taylor, Fredreaka Graham, Mario Gutierrez, Ian Wilson UHC, Joan McQuade, Joseph Tracewell, Keith Jansen, Lawrence Allen, Michelle Rademacher, Morgan O'Hara, Octavia Lamb, Rachel Kundrat

Transcript

This editable transcript was computer generated and might contain errors. People can also change the text after it was created. The IOC Liaison has edited some of the transcript for accuracy and ease of reading. [Any blue italics transcription was missed by the transcriber.](#)

Michelle Rademacher: I just wanted to let all attendees know that this meeting is being recorded. The audio is posted to the ADOA website. The Google transcription of the meeting is used for written meeting minutes. Keith you're good to go.

Call to Order

Keith Jansen: Okay, today is November 13th, 2023 still and I declare the meeting of the District South meeting of the IOC in session.

Conflict of Interest Disclosure

Keith Jansen: Okay, do we have any conflict of interest disclosures?

Keith Jansen: For Amy and Ashia. Just in case you didn't know if we were gonna vote on anything, that you might have an interest in that would make you biased one way or another this is your chance to say. Yeah, and then there's a form you can print out and send it in. So far as I know, we're not gonna be voting on anything today but this is a statement I'm required to make at the beginning of each meeting. So, you know what's going on. Didn't want you to get lost.

Welcome and Introductions

Keith Jansen: So after that we're going to have a welcome everybody that made it here and introductions. We'll start off alphabetically with the IOC committee Amy. Would you please introduce yourself?



**Division of Developmental Disabilities
District South Independent Oversight Committee
Meeting Minutes & Action Items
Monday, November 13, 2023 – 1:00 PM to 3:00 PM**

Amy Heise: My name is Amy Hesie. I am an IOC Committee member.

Keith Jansen: Ashia

Ashia Taylor: Good afternoon. I'm Ashia Taylor.

Keith Jansen: I'm sorry. I said that wrong.

Ashia Taylor: That's okay.

Keith Jansen: For those of you here who don't know. Those are our two newest members. Mario

Keith Jansen: Mario you're on mute.

Keith Jansen: Maybe he had to step away there. He wanted to introduce yourself Mario?

Mario Gutierrez: *(unintelligible)*

Keith Jansen: You're breaking up Mario.

Keith Jansen: I'll let you know that's Mario Gutierrez. He's the vice chair.

Keith Jansen: Then we have Octavia Lamb.

Octavia Lamb: Hello, I'm Octavia Lamb and I'm an IOC member.

Keith Jansen: and Rachel

Rachel Kundrat: Hey Rachel Kundrat. I'm a IOC members, parent provider, and previous paraprofessional

Keith Jansen: Okay, Michelle, would you go with the others?

Michelle Rademacher: Sure, no problem. We've got Ian.

Ian Wilson: Hello everyone, Ian Wilson member advocate with United Health Cares Community Plan

Michelle Rademacher: and Larry

Lawrence Allen: Good afternoon, Larry Allen with the Arizona Department of Administration.

Michelle Rademacher: and Fredreka

Fredreka Graham: Hello, this is Fredreka Graham with AHCCCS.

Michelle Rademacher: Joe

Joseph Tracewell: Yeah Joe tracewell DDD District South QA manager



**Division of Developmental Disabilities
District South Independent Oversight Committee
Meeting Minutes & Action Items
Monday, November 13, 2023 – 1:00 PM to 3:00 PM**

Michelle Rademacher: Joan

Joan McQuade: Joan McQuade OIFA manager

Michelle Rademacher: Morgan

Morgan O'Hara: Morgan the new DDD IOC liaison.

Michelle Rademacher: and my name is Michelle Rademacher. I'm also a DDD IOC liaison. Did I miss anybody?

Keith Jansen: Just for clarification, Morgan is shadowing you today.

Keith Jansen: Just wanted to make sure that she wasn't taken over or whatever.

Michelle Rademacher: She's still in the training process.

Michelle Rademacher: We haven't made any determinations yet on districts or when she's gonna be free to run meetings.

00:05:00

Keith Jansen: I just wanted to make that very clear.

Michelle Rademacher: Sure.

Keith Jansen: Larry.

Lawrence Allen: yes sir

Keith Jansen: Could you show your face again, please? This is just to make sure that Ashia or oh God, I'm gonna mispronounce that name so many times and Amy knows your face and this is Larry is the person in our direct chain of command. As the IOC falls under the Arizona Department of Administration. So if you see the face you get to know the name. It'll come in handy. Just trying to keep everybody up to date.

Amy Heise: Thank you

Lawrence Allen: thanks for having me.

Keith Jansen: That's no problem.

Call to Public

Keith Jansen: I didn't see anybody else in here from the General Public. If there is anybody else please speak up now.



**Division of Developmental Disabilities
District South Independent Oversight Committee
Meeting Minutes & Action Items
Monday, November 13, 2023 – 1:00 PM to 3:00 PM**

Keith Jansen: Hearing nothing. I was pretty sure we didn't.

Update on the District South IOC Annual Report

Keith Jansen: Update on the district, South IOC annual report. Okay, this is for anybody who didn't know in the IOC. It is required of the district to file a report of the district's activities and the people in it. Just to make sure that we got enough people that were making our meeting, you know anything big and eventful going on. Amy and Ashia, your names were not mentioned in the report because the state year ends on June 30th. So your name wasn't put on there as a member. Because of that reason although please don't get me wrong really do appreciate you you will be mentioned in next year's report. I checked with Larry this morning. He has received our report. So we are Legal Eagles. I'm gonna go through a couple of things. We have to tell them about each year just by title. We have to have a title sheet. We have to have a membership list. We have to tell them how many meetings we conducted during the year. I have to put the data, which means all the IRs and just to let know last year we did 7,670 incident reports. Mario re-signed up okay. The number of site visits is erroneous because we're not allowed to make site visits. But it asks for it anyway. Larry is there any way they could eliminate that from the form?

Lawrence Allen: I'm sorry Keith. Can you say it again you cut out on me, eliminate what from the form?

Keith Jansen: number five it asks for a number of site visits. It's one of the requirements.

Lawrence Allen: Yeah. Yeah, that pertains to the AHCCCS and ASH IOCs. So it really does not pertain to the DDD IOCs. so.

Keith Jansen: Okay, *but anyway we weren't allowed to do that so it's an N/A*. So it's an exchange of awareness and activities. That's letting him know that the state has IOC meetings we go to those and if we've gone to any other meetings in our communities or had any other dealings with the public that would help spread the good word. we let them know. That's what that's for; members attending training. So if you decide to take your Article 9, BTP training, Arizona Open Meeting Law training any of those. Please let Michelle know it will get documented and recorded with her and that way it will be available for the next report. As far as I knew the information I could gather, I was the only one that went through some training. I went through about eight trainings last year. The major ones being; Arizona Open Meeting Law, the BTP writing class, and Article 9 training.

00:10:00

Keith Jansen: we didn't ask for any consultant services. Because I don't know who'd want to consult with us besides Michelle anyway and Larry.

Keith Jansen: If you guys ever have any policy recommendations on how they should run, things that aren't being done or need to be changed, you can always bring those up to myself, Mario, or Michelle. so she can let me know about them. There were some I did recommend that they make amendments training or differences to whether it's taken up, that's not for me to say, but I suggested that in the District South report that instead of calling us Volunteers they called us volunteer employees. I have worked with



**Division of Developmental Disabilities
District South Independent Oversight Committee
Meeting Minutes & Action Items
Monday, November 13, 2023 – 1:00 PM to 3:00 PM**

the State Corrections Department, the State Parks Department before and both times they referred to us as volunteer employees. Because an employee has some authority and number two, it keeps you in mind that an employee has responsibilities; such as keeping HIPPA in mind or any other responsibilities that you have.

Keith Jansen: I also asked that they change the expert in whatever field to have a good working knowledge of because last year I had a nurse and a law Clerk. And they were gonna join and they saw the word expert and the nurse said no, that's a doctor. The law clerk said no, that's a lawyer. That's an expert. They both have very good working knowledge of the system. And their fields but they didn't consider themselves quote unquote experts, so they just left and they didn't join. And I think if they were to put, "good working knowledge", they would have definitely joined. So we would have had even more IOC members and that is kind of scary. I've known many people that read that and the word expert. What do you think? *I'm gonna ask your opinion, for the people of the IOC committee, Amy*

Amy Heise: Yes, sir.

Keith Jansen: What do you think, expert or good working knowledge of

Amy Heise: Good working knowledge of

Keith Jansen: And this is just me trying to get my committees' take on things, Mario.

Amy Heise: understood

Keith Jansen: What about you?

Mario Gutierrez: *I agree. We should try to remove the word. Expert seems intimidating and good working knowledge of*

Keith Jansen: okay, Ashia

Ashia Taylor: Yeah, the correct pronunciation is Ashia.

Keith Jansen: Ashia I'm sorry, I am sorry. It will take me a while to get there.

Ashia Taylor: It's okay, it's alright I just tell people to think of the continent Asia. That'll help.

Keith Jansen: Okay, I'm sorry.

Ashia Taylor: *I agree with* what the last two members have stated. I think "good working knowledge" would be better terminology for that.

Keith Jansen: Okay, Let me see we got Octavia.



**Division of Developmental Disabilities
District South Independent Oversight Committee
Meeting Minutes & Action Items
Monday, November 13, 2023 – 1:00 PM to 3:00 PM**

Octavia Lamb: Yes, I agree as well that we have a good working knowledge, because he definitely wants to encourage more members to be involved in our community, our committee and having that word expert, will kind of deter others from wanting to join.

Keith Jansen: What do you think Rachel?

Rachel Kundrat: I think I don't have a license in anything right now, but I think especially when you look at people that are licensed, certified for things, I think that could potentially become a lawsuit for them. I'm not sure that's what I would imagine. So I think good working knowledge would be best.

00:15:00

Keith Jansen: Okay, so we're all in agreement there. I did make that as a recommendation also. And then there were objections to specific problems or rights violations not mentioned in the IRs. We didn't have anything we had about the IRs. We took care of it. And any other relevant activities? So what I'm trying to promote this year is under the relevant activities would be. For instance, I believe Mario went to a public community outing in Yuma this past year and let people know about the IOC. Was that correct Mario?

Mario Gutierrez: Yes, there was a job fair for vendors who contract with DDD and my company had a booth out there and at the same time I promoted. I got with you and Michelle and handed out some literature regarding the IOC, different things like that.

Keith Jansen: I went to several here in Sierra Vista. And since then I've had at least a dozen organizations ask me to come speak to their group. I haven't been able to due to time constraints and cost restraints. Have already done more of that this year, so also for the other IOC members just so if you attend anything like that and are promoting the IOC while you're there? Please let Rachel know because that counts. toward what our committee is doing. Basically we're not just sitting there bumps on a log. It's not a requirement, but the advantage we have in our district is we will get to know the communities. We know what's going on in the communities. And we might attend those events and people get to see our faces. And that's why other groups have been asking me here in Sierra Vista to attend/speak. I've actually been able to go to two of them informally. But we have that advantage that people in Phoenix do not have. Do you know what I'm speaking of? Ashia

Ashia Taylor: Sorry, I was a mute. Yes.

Keith Jansen: Amy

Amy Heise: I am not sure which advantage you're referring to

Keith Jansen: if people see a face versus a name, call this person in Phoenix. versus your name, your location it makes it more human.

Amy Heise: Oh yes, agree.



**Division of Developmental Disabilities
District South Independent Oversight Committee
Meeting Minutes & Action Items
Monday, November 13, 2023 – 1:00 PM to 3:00 PM**

Keith Jansen: So that's why we try to do these types of things. Octavia knows all about them. She's worked for the state before but it's not a requirement that you go to any but if you do beforehand talk to Rachel or Larry and get some literature at least and hand that out. *We had a private caller join. Could you please identify yourself?*

Fredreaka Graham: Keith, It's a co-worker from AHCCCS. Yeah.

Keith Jansen: Okay, Can you give us a name?

00:20:00

Lawrence Allen: Keith, This is Larry they're attending as a guest as a meeting so you can go ahead and proceed.

Keith Jansen: Okay I thought we should have a name for attendance reasons but anyway if we just let Rachel, myself or Mario about this stuff and we can pass and one of the things we like to do is communicate. And like I said it does make the difference in when the state gets the report they will say hey these guys are doing things, they are making things happen and that is the best kind of district to have. Okay so I thought I would let you know a little bit about the state report and what has to go in it. It gets sent to Larry because he is our direct chain of command person. Then it gets disseminated to state legislators, all kinds of people. We are a legislative mandated organization to exist so just like the Department of Education has to file a report with the government, DOD has to file reports with the government. We have to do the same thing. General idea, is it pretty much understood? By the rest of the IOC committee. Speak up please. Go ahead Rachel.

Rachel Kundrat: Sorry about that but do you mean Michelle or is there another Rachel.

Keith Jansen: No, I mean Rachel, you raised your hand.

Rachel Kundrat: No, I mean when you were saying tell Rachel.

Keith Jansen: I meant to say Michelle. I'm sorry.

Rachel Kundrat: *That's okay* I figured and I was gonna make a joke because I'm in Phoenix now, but haha *bad mom joke.*

Keith Jansen: That's all right. I'm sorry. I apologize.

Keith Jansen: But no Michelle, myself, or Mario because we'll communicate with each other anyway. Because it's good for all of us to know what the committee is doing and what's going on because that way if we can support it and we will do anything we can to support it. Understand Amy, basically what the report is.

Amy Heise: Understood



**Division of Developmental Disabilities
District South Independent Oversight Committee
Meeting Minutes & Action Items
Monday, November 13, 2023 – 1:00 PM to 3:00 PM**

Keith Jansen: Ashia

Ashia Taylor: Yes, I understand.

Keith Jansen: Okay, Mario understands because he's been a part of it.

Mario Gutierrez: Yes, sir.

Keith Jansen: Octavia understands because she knows all I'm sorry. You just knows all about it. I'm just gonna say it that way.

Keith Jansen: And Rachel said she understands. So that is everybody. I'm glad you guys understand. I wanted to keep you in the loop. One of the reasons is last year our chair had to depart for personal reasons I took over. And nobody had ever said these things to me. I knew there was an annual report. I didn't know what it had in it, when I didn't know when it was due by and all of this stuff all the sudden. It was by the way, Keith here.

Keith Jansen: So at least you guys have an idea. What's in it and why we have to do it. And that way if anything were to happen. You guys understand what's going on. And I like to communicate with the committee as much as possible.

Division of Developmental Disabilities Staff Updates

Keith Jansen: Okay, Division of Developmental Disabilities staff updates

Mario Gutierrez: Thank you Keith. We appreciate the open lines of communication

Keith Jansen: You're welcome or did any of the other IOC members have anything to say first?

Keith Jansen: seeing no hands raised. Go ahead. Joe, please.

00:25:00

Joseph Tracewell: no updates from District South QA.

Keith Jansen: That's quality assurance for Amy and Ashia

Joseph Tracewell: I'm sorry. Yes, quality assurance.

Keith Jansen: Ashia. I'm sorry. We got two new members. I want to make sure they get it without confusion .

Joseph Tracewell: Yes, quality assurance.

Keith Jansen: Division of Developmental Disabilities staff updates



**Division of Developmental Disabilities
District South Independent Oversight Committee
Meeting Minutes & Action Items
Monday, November 13, 2023 – 1:00 PM to 3:00 PM**

Updates from Arizona Department of Administration

Keith Jansen: That's what we just did updates from Arizona Department of Administration Larry.

Lawrence Allen: Hey Keith, good afternoon. Yes, I received your annual report. Thank you very much for your efforts on that. I do not have any updates for the committee. Any questions or concerns I might be able to answer for you.

Keith Jansen: Not for me, sir.

Lawrence Allen: Okay.

Keith Jansen: Just wanted to make sure. And the more they see your face the better off we are because it makes it more human.

Updates from Integrated Health Plans

Keith Jansen: Updates from Integrated Health Plans

Ian Wilson UHC: Sorry about that everyone struggling to get it off mute. No new updates from United Healthcare at this time.

Keith Jansen: *Okay* And so far as I know, there are no other health plans on the system right now.

Keith Jansen: Am I correct, Michelle?

Michelle Rademacher: *Correct.* There is no one on the call today from Mercy Care.

Updates from DDD IOCLiaison

Keith Jansen: Okay, updates from the DDD ioc liaison.

Michelle Rademacher: Well Hi. I just wanted to provide a short update today. I did want to let you know or the committee know that Ashia's received training last week and Amy is scheduled to receive training this week for their orientation to DDD redacted incident reports and the shared Drive. Also on November 6th, the committee received an email providing responses from The District South quality team about IR questions, a copy of that spreadsheet is available in the spread drive, a shared drive for review. If you care to do a search to look up the specifics on the incident for follow-up. Then I had mentioned previously and I wanted to mention again because we have new membership to this committee. Um, but anytime a topic comes up or comes to mind by an IOC member that you would like to be touched on during the meeting. Please send an email to your chairperson and myself. And that way that input can be added to the meeting agenda. These meetings are held to open meeting law. So, if you'd like to speak about something it has to be on the agenda before we meet. And the agenda is set out and uploaded for the public to review 24 hours before the meeting. So if you have something you want to speak about something you



**Division of Developmental Disabilities
District South Independent Oversight Committee
Meeting Minutes & Action Items
Monday, November 13, 2023 – 1:00 PM to 3:00 PM**

read in an incident report or something in general. I just read in a policy update whatever you want to speak about during the meeting. That is welcome. So long as we can get it on the agenda prior to the meeting. That's it for my update today.

Keith Jansen: Along with what? She just said. Sorry, Rachel just gonna add a few things. The agenda can always be, if there's 14 items on the agenda. You can always cut out two items from the agenda, people don't show up or something like that. You can take items off you but you can't add items on once the agenda has been posted. That's against the Arizona Open Meeting Law. This is why we're saying, if you have something. Let us know it gets on the agenda. And then if you change your mind, you don't want to talk about it. Okay that's fine. And we can also. also swap the order in which things get done. Except for the first two items those have to be done in order, but after that that's why last month we were able to move the voting of the members from near last to the very beginning. So long as everything on the agenda is covered. We are good to go according to the law. Correct Larry?

00:30:00

Lawrence Allen: It is sure you don't have to go over every agenda item. If you have 14 agenda items and you get the 12, that's fine. So you don't have to cover every agenda item. That's up to the committee business to decide and you guys go decide but there's open meeting law that does not require you to cover every agenda item.

Keith Jansen: Yeah. Larry, for your information Larry teaches the Arizona open meeting Law class, took it from him and it was very informative. And appreciate it keeps us out of trouble.

Lawrence Allen: Just for the record. I don't teach the class. I just scheduled the class.

Keith Jansen: Okay.

Lawrence Allen: So just No confusion there but yes.

Keith Jansen: I'm sorry, anyway he can arrange for the class to be taught again, And just so you realize how important it is that we do things right, the state Attorney General just subpoenaed our County Board of Supervisors board chair because they didn't follow the Arizona Open Meeting Law. So when they say it they mean it. It doesn't apply just to us and yeah, it's I say that so, nobody's going, that's the IOC, we got to pick on them. No, it don't work that way.

Discussion, Review, and Possible Action on Committee Membership

Keith Jansen: Okay, Is there any discussion about possible membership items? Does anybody have anything to say? Michelle?

Michelle Rademacher: No new applications have been received at this time. And I do welcome our two new members. We're growing slowly, but surely.



**Division of Developmental Disabilities
District South Independent Oversight Committee
Meeting Minutes & Action Items
Monday, November 13, 2023 – 1:00 PM to 3:00 PM**

Keith Jansen: We're trying and we're doing our best also, Michelle, are we going to get and is there any word about a volunteer coordinator again?

Michelle Rademacher: Yes, DDD has expanded the volunteer coordinator position. There are two volunteer coordinator positions, one has been filled. The other one is pending on a candidate has been selected just has not started yet.

Keith Jansen: Okay, if you could could you please send us that number?

Michelle Rademacher: Sure, I certainly will.

Keith Jansen: It's always best to keep up to date rather than find out later on. Just to let the committee know we had a volunteer coordinator before and what they're supposed to do is if their person you can contact if you need help in a recruiting Drive, if you're wondering how to get certain things done with volunteers, Etc, that's a person you can call they can answer all kinds of volunteer questions and they are specifically assigned to the division of developmental disabilities. The state had one and they covered every volunteer in the state and they were getting overworked so they assigned us one for the Division of Developmental Disabilities. She retired though. So they had been looking for somebody. And they can come in handy. They can be another place for information. You know what Michelle's in training, Larry's and training or whatever you can't reach them. It's always better to have more places to reach out to then less. So that's why I wanted to make sure that all members got this information, not trying to be mean Michelle.

Michelle Rademacher: Oh no worries.

Keith Jansen: Okay, I didn't want you to. Okay, Miss McQuade.

00:35:00

Joan McQuade: The only announcement I have is present. We do have a second IOC liaison and as Michelle stated it hasn't been determined yet who will be? That'll be a determination that will be made once Morgan has been fully trained.

Keith Jansen: May I make a comment mam?

Joan McQuade: You can make all the comments you want Keith.

Keith Jansen: Well it has to do with that.

Keith Jansen: After working with Michelle for so long we have an extremely good working relationship. I would request that south District retain Michelle as our, you know, once they divide up the districts as our district liaison.

Joan McQuade: And I will add District South to *District West*, District East, and District Central and I'm sure that when we have the District North meeting, they're gonna make the same request so I'll put them



**Division of Developmental Disabilities
District South Independent Oversight Committee
Meeting Minutes & Action Items
Monday, November 13, 2023 – 1:00 PM to 3:00 PM**

all together. So we'll decide how we want to break that out. I don't want to say yes or no, but I don't want anybody to be surprised.

Keith Jansen: Okay if we have to work with a new person, you know, Michelle was yes.

Joan McQuade: yeah, Michelle was a new person when Octavia left.

Keith Jansen: Yep. She was new, when she took the post please don't Morgan. please don't think that, I'm not trying to be mean to you. Please don't take it that way and Joan I realized It was just a request what the government does with the requests. That's not my purview. I don't get to assign personnel. Rachel

Joan McQuade: I've just been letting everybody know that so that nobody's disappointed we're not gonna.

Keith Jansen: yeah.

Joan McQuade: and one other thing that I do want to mention. Is that we have been short a redactor for the last month and a half. And there's been some challenges getting a new one. So I just want you to know that we're kind of running back and forth when it comes to. Getting incidents redacted and sent out. So we may be a little bit behind. but we're hoping to get ourselves caught up once we get a new redactor because that makes a big difference.

Keith Jansen: I noticed that we're pretty much caught up. So

Joan McQuade: Okay.

Keith Jansen: It's not like we're months and months behind, as have been sometimes. Rachel, did you have something to say?

Keith Jansen: Rachel, Ms. Kundrat. Could you chat her, Michelle, please? I'm wondering if she can even hear because her hands are raised. I don't want her to think we didn't notice or something.

Michelle Rademacher: Okay, will do.

Keith Jansen: Because other than that if Rachel doesn't have anything else to say I think we've covered everything in the meeting. I am sorry for holding everybody you up, but I want to give every of the IOC members every opportunity to speak if they have something to say. Because that's the primary reason for this meeting.

Rachel Kundrat: *Hey. Can you hear me?*

Keith Jansen: Yes, ma'am.



**Division of Developmental Disabilities
District South Independent Oversight Committee
Meeting Minutes & Action Items
Monday, November 13, 2023 – 1:00 PM to 3:00 PM**

Rachel Kundrat: Sorry I was in that bad reception. I just wanted to Echo that it's lovely working with Michelle. She does an amazing job, and I know that she works very hard and I think we would love to have her and I trust the process and I just wanted to recognize Michelle for her amazing work. That's all thanks.

00:40:00

Keith Jansen: Yes, if anybody in, Miss McQuade.

Joan McQuade: Yes.

Keith Jansen: Because the way I understand it you are her supervisor.

Joan McQuade: Yes, sir.

Keith Jansen: Okay, just to let you know on an official basis. Michelle has done an outstanding job this year, especially under the circumstances, where you only had one liaison, for the entire state and the amount of work, *because we keep growing and growing and growing. So she's done an outstanding job and she's going above and beyond the call of duty.*

Joan McQuade: I'll make sure to make note of that as something else to add to our outstanding appraisal when that comes due.

Keith Jansen: Yes, ma'am. I just want to make it official during the meeting. If anybody has any objections with that on the committee, let me know.

Michelle Rademacher: Thank you guys. That's very kind of you. I Appreciate it.

Keith Jansen: Kind and it's also accurate. I wouldn't say it if it wasn't the truth.

Discussion and Review of Incident Reports and Behavior Plans

Keith Jansen: So we have reached the end. We don't have any IRs to discuss.

Adjournment

Keith Jansen: So I need a motion from an IOC member to adjourn the meeting unless you have something else to say.

Amy Heise: I motion to adjourn.

Keith Jansen: Okay, we have a motion to adjourn. Do we have a second?

Mario Gutierrez: I second that.



**Division of Developmental Disabilities
District South Independent Oversight Committee
Meeting Minutes & Action Items
Monday, November 13, 2023 – 1:00 PM to 3:00 PM**

Keith Jansen: We have a motion and a second. Is there any discussion?

Keith Jansen: Hearing no discussion, we're going to vote. Amy. How do you vote?

Amy Heise: adjourn

Keith Jansen: Okay. Ashia. Sorry.

Ashia Taylor: That's okay. You're getting close though.

Keith Jansen: I'm just gonna call you this Mrs. Taylor so I don't insult you.

Ashia Taylor: You're getting close. Okay, or like my kids in class, my homeschool class. They call me Miss A.

Keith Jansen: How do you vote?

Ashia Taylor: I moved, *I agree with the motion to adjourn.*

Keith Jansen: How do you vote?

Ashia Taylor: I agree with the motion to it here.

Keith Jansen: Mario

Mario Gutierrez: I

Keith Jansen: Miss Kundrat

Rachel Kundrat: thank you everybody for your service today, and I adjourn, I

Keith Jansen: You vote to adjourn.

Rachel Kundrat: I, sir

Keith Jansen: Okay, and Octavia.

Octavia Lamb: I agree *to adjourn*

Keith Jansen: I agree to adjourn also and the vote being unanimous. As of 1:46 pm on the 13th of November 2023 this meeting is officially adjourned. Thank you all for coming.

Michelle Rademacher: The next meeting is December 11th at 1 pm?

Keith Jansen: Did everybody hear that? And she will make sure to send you out an email and please do answer her in a very timely manner. It helps us know if we're gonna have a quorum ahead of time,



**Division of Developmental Disabilities
District South Independent Oversight Committee
Meeting Minutes & Action Items
Monday, November 13, 2023 – 1:00 PM to 3:00 PM**

especially in December being holiday time people take trips, stuff like that. Thank you very much for all being here. I really appreciate it. Have a good day.

Octavia Lamb: Have a great everybody.

Michelle Rademacher: Thank you. Bye.

Meeting ended after 00:44:35 🙌

The next regularly scheduled District South IOC meeting is on December 11, 2023 at 1pm.

For all of **October** 2023 IRs, the Committee members have been given **372** incident reports in the Shared Drive. This included **25** open and **347** for closed reports.

Type	Open	Closed
Accidental Injury	2	67
Consumer missing	2	2
Deaths	0	3
Emergency Measures	0	0
Human Rights	3	3
Legal	0	1
Medication Errors	0	49
Neglect	6	20
Other Abuse	4	15
Other-Behavior	1	94
Other -Injury unknown	4	81
Physical Abuse	3	12
Property Damage	0	0
Suicide	0	0
TOTALS	25	347

Number of Questions for Quality Improvement Manager - **22 total** : Members of the committee will send the incident reports questions to the DDD Liaison, **Michelle Rademacher and Morgan O'Hara**.