

MICHAEL R PENCE
GOVERNOR

COMMISSION MEMBERS

DOUGLAS GOEPPNER
CHAIRPERSON
DUBOIS CO

KYLE LLOYD
VICE-CHAIRPERSON
GRANT CO

LINDA DRIGGS
SECRETARY
CLINTON CO

MARCI HAW
MARION CO

MARY HUNNICUTT
ALLEN CO

MELANIE MOTSINGER
ALLEN CO

JUSTIN OGDEN
BOONE CO

WILLIAM RIGGS PHD
HANCOCK CO

NANCY SLATER
HAMILTON CO

SUSAN SMITH
MIAMI CO

ROBERT WALSON
MARION CO

LISA WELLS
MARION CO

THERESA WILLARD
HAMILTON CO

ADVISORY MEMBERS

JEAN LEISING
SENATOR
FRANKLIN/RUSH/
SHELBY/HENRY CO

DALE DEVON
REPRESENTATIVE
ST JOSEPH CO

MENTAL ILLNESS
ADVISORY COUNCIL

NANCY SLATER
CHAIRPERSON
HAMILTON CO

LEISA BARBER
VICE-CHAIRPERSON
SPENCER CO

RONDA AMES
MARION CO

VICKI COPELAND
HAMILTON CO

LYNDA SNIDER
PORTER CO

DAYNA SWITZER
HENDRICKS CO

DEBRA SWITZER
VANDERBURGH CO



4701 N KEYSTONE AVE #222
INDIANAPOLIS IN 46205-1592
VOICE 317.722.5555
FAX 317.722.5564
TOLL FREE VOICE 800.822.4845
TOLL FREE TTY 800.838.1131
WWW.IN.GOV/IPAS

Indiana Protection and Advocacy Services Commission
4701 N. Keystone Ave., Suite 222
Indianapolis, IN 46205

Commission Public Meeting Minutes
August 8, 2015 – 9:30am

Commission Members Present:

L. Driggs, D. Goepfner, M. Haw, M. Hunnicutt,
K. Lloyd, M. Motsinger, K. Niemeier, J. Ogden,
N. Slater, S. Smith, R. Walson, Sen. J. Leising

Commission Members Absent:

L. Wells, T. Willard, Rep. D. DeVon

IPAS Staff Members Present:

D. Adams, D. Deuth, M. Keyes, D Morris, J. Trimble

Guests:

Eddie (No last name given), E. Goldman,
J. Chaudhary

1. D. Goepfner called the meeting to order at approximately 9:40am. He then asked that members, staff, and guests introduce themselves.
2. After introductions, D. Goepfner asked if there were any comments and/or questions regarding the minutes from the May 16, 2015 Commission meeting. M. Haw motioned that the minutes from the 5/16/15 be accepted, as written. R. Walson seconded the motion. Motion carried by unanimous voice vote.
3. **Old Business:**
 - a. D. Goepfner stated that there are no changes to the NDRN report.
 - b. M. Haw presented information from sub-committee #1 on "Gaps in Laralyn Report Evaluation". She provided members a list of questions for review. D. Goepfner asked whether there are any questions on the list that are easily answered. K. Niemeier needs to be provided a copy of the Laralyn Report. Following discussion of materials, D. Goepfner stated that this sub-committee had met their obligation and moved to dissolve the sub-committee. D. Goepfner stated that the next step moving forward is to begin collecting information. B. Walson, J. Ogden, and D. Adams expressed interest in serving on the new sub-committee. D. Adams will send out an e-mail to determine if anyone else is interested in being on the sub-committee.

- c. M. Motsinger and K. Lloyd presented information from sub-committee #2 on “Questionnaire Development for Commission Member Applicants”. They presented a draft questionnaire for review and discussion. Questions raised were: what information is the Commission required to have on the application and what information do we want on the application? Suggestions included adding a disclaimer on the forms, have Legal review, and make form available on-line. Several members stated that they like the information on page 3 of the questionnaire. M. Motsinger stated that a revised document will be available at the November meeting.
- d. D. Goepfner discussed the criteria for the performance evaluation of the IPAS ED. Evaluation forms will be sent to Commission members as well as IPAS staff. D. Goepfner stated he will send the forms to Melissa to have sent out. A stamped return envelope (to D. Goepfner’s P.O. Box), should be provided. It was noted that M. Motsinger’s forms should be mailed to her home. D. Goepfner stated he prefers to use paper evaluation forms w/return envelope to maintain confidentiality. Deadline for return of evaluations to D. Goepfner is October 9, 2015. M. Motsinger motioned to approve the ED performance evaluation criteria and process. K. Lloyd seconded. Motion carried by unanimous voice vote. D. Goepfner stated this sub-committee has accomplished their objective and is now dissolved.
- e. D. Adams discussed the “AIDD Survey update”. D. Adams stated that the final report is due to Clare Bennett on 9/11/15. Commission should be a part of the response to AIDD (final report). D. Adams will meet with the ED of North Dakota P&A to discuss their situation. D. Adams stated she is developing a “Corrective Action Plan”. Once the Corrective Action Plan has been developed, D. Adams will have the Commission review/compare NDRN report to the Plan to determine whether we can do without the NDRN report. D. Goepfner stated that the NDRN report will be dropped at some point, since the AIDD report is the working document. Also, D. Adams is identifying and scheduling training for the advocates in various areas.

Abuse & Neglect – NDRN staff will provide training in this area. Team leaders will receive more in-depth training. Training to take place September 17 & 18, 2015.

Independence of Agency – D. Adams stated she feels we will be able to fix all issues in this area and is working to address this. She will meet with Sen. J. Leising to discuss further. In the meantime, IPAS will remain on high-risk status.

Incorporation of public input – As of 8/3/15 we have received 235 responses to our survey; 54 counties, 59% responded.

Diversity & Government – D. Adams stated that she considers the government issue to be resolved. The IPAS Communication team will connect and partner with universities to develop a Diversity Plan.

D. Adams stated that IPAS is in the process of looking for new office space. To-date, five properties have been identified. D. Deuth and D. Adams will look at the properties next week.

The Self-Advocate Picnic was attended by the IPAS Communication team, which included our two interns.

4. **Meet the staff:**J. Trimble, IPAS Communication Director, gave an overview of her department activities. They are currently working on the review and analysis of the IPAS website. Re-branding efforts are underway to determine what IPAS means to the public. Her department is also developing partnerships with other organizations so that IPAS can be visible in the areas we serve.
5. **Review of Commission Terms:** D. Goepfner stated that the Commission will renew K. Neimeier's term at the November meeting.
6. **Public Comment Period for 2016 Priorities & Objectives:** D. Goepfner opened the public comment period of the meeting, which is from 10am – 11am. E. Goldman, a guest, asked whether there have been any discussion as to how the public can be involved in assisting in addressing our goals, i.e., Priorities & Goals 2 and 3.
7. Public meeting resumed at 11am.
8. **Preliminary discussion of 2016 Meeting Schedule:** D. Goepfner stated 2016 meetings will continue to be held on the 2nd Saturday of February, May, August, and November. The question was raised whether the Commission should meet more often. R. Walson and K. Lloyd suggested holding an extra meeting that possibly would include education/training. D. Goepfner reminded members an additional meeting should be held only to address a specific/important topic. Question was raised on the process to call an additional Commission meeting. M. Keyes stated that the Commission Chairperson or five (5) Commissioners can call a meeting. D. Goepfner stated that we will discuss when the extra meeting should be held at the November meeting. He also stated we should avoid the months of December, January, and February for an additional meeting. Discussions will be held on developing training topics, length of meeting, and type of event, i.e., retreat, etc. Also, we will enlist anyone who has interest in participating on the sub-committee.
9. **Fiscal Report:** D. Adams asked members whether IPAS is providing enough information in the report. R. Walson asked whether there is a profit/loss statement available. D. Adams responded that a profit/loss statement is in the year-end report. D. Goepfner asked whether the Commission is responsible for

Fiscal Report accuracy. He also suggested that the Fiscal Report could be a training topic. M. Keyes will look into what are the responsibilities of the Commission in regards to the Fiscal Report. D. Deuth clarified questions Sen. J. Leising had regarding the Fiscal Report.

10. **Quarterly Report:** D. Goepfner asked for questions on the report. R. Walson questioned an item on Page 13 of the report. D. Adams stated that the Quarterly Report will reflect information from each IPAS team. K. Lloyd motioned that the Quarterly Report be accepted as written. R. Walson seconded. Motion carried by unanimous voice vote.
11. **MIAC Report:** N. Slater reported on the MIAC meeting held on 8/3/15. MIAC had seven members present. Vote passed to have a maximum of 10 members on MIAC and to use paper ballots when voting on nominations to the MIAC. MIAC meetings for 2016 will continue to be held on the 1st Monday of February, May, August, and November. N. Slater asked that a motion be made to remove Dayna Switzer from MIAC for non-attendance as she has moved out-of-state. M. Motsinger made the motion; K. Lloyd seconded. Motion carried by unanimous voice vote.
12. **Vote to approve/modify Objectives in PAIMI 2015 Priorities & Objectives:** Regarding 2015 PAIMI Objectives, #205 objective not met, but expectation is that it will be met. We will need to adjust the objective if it's not going to be met before September 2015. D. Adams stated that we did not need to take any action on this.
13. **Vote to adopt 2016 Priorities & Objectives:** After review, M. Motsinger made the motion to accept 2016 Priorities & Objectives. K. Lloyd seconded. Motion carried to accept 2016 Priorities & Objectives by unanimous voice vote.
14. **Other:** D. Adams shared with members that Ethics training will roll-out on 8/9/15. Keith Butler is the IPAS Ethics Officer. Commission members will need to also complete this training. She stated we will work with anyone with computer issues to accomplish the training.

D. Adams will meet with the Indiana Bicentennial Committee to discuss IPAS' involvement.

D. Goepfner asked about the upcoming Governor's Council on People with Disabilities meeting. D. Adams stated once she receives more information on this, she will share with the Commission.

Both L. Driggs and S. Smith would like to have their Commission packets e-mailed to them.

J. Ogden suggested having a staff appreciation. D. Goepner suggested he contact D. Adams once he has determined what he would like to see happen in that regard.

15. **Adjournment:** K. Lloyd motioned that the meeting be adjourned. R. Walson seconded. Motion carried by unanimous voice vote. Meeting adjourned at 12:20pm.

#####