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**Indiana Protection and Advocacy Services
Commission
Public Meeting
9:30A.M. EST
Saturday, March 21, 2015
4701 N. Keystone Ave., Suite 222
Indianapolis, Indiana 46205**

Minutes

Commission Members Present: D. Goepfner, M. Motsinger, K. Lloyd, L. Driggs, T. Willard, L. Wells, M. Haw, Dr. W. Riggs, Dr. N. Slater, J. Ogden

Commission Members Absent: M. Hunnicutt, S. Smith, R. Walson, Sen. J. Leising, Rep. D. Devon

Staff Present: D. Adams, M. Keyes, D. Deuth, D. Boes, D. Ward, D. Morris

Guests: Sally Wolf

- 1. The Commission Chair, Doug Goepfner, called the meeting to order at 9:30a.m. and welcomed attendees. Doug Goepfner announced that Diane Morris, Admin. Assistant became a full-time employee of the State of Indiana/IPAS effective 1/26/15. He also introduced Derek Deuth, who is the new IPAS Chief Financial Officer, whom he asked to later share his background information with the Commission. Meeting attendees introduced themselves.**
- 2. Commission reviewed minutes from the 11/15/14 meeting. D. Goepfner asked for a motion to approve prior meeting minutes. Dr. Riggs moved for approval of minutes; M. Motsinger seconded motion. Motion carried by unanimous voice vote.**
- 3. Old Business: D. Goepfner discussed review of NDRN updates. This is an ongoing process but he doesn't expect there will be significant updates for the May meeting. D. Goepfner stated he has received D. Adams performance evaluation that was prepared by her previous supervisor. He will sign-off on the evaluation and forward to SOI HR office. D. Goepfner asked for a motion to accept D. Adams' performance evaluation as complete. K. Lloyd moved to accept as complete; M. Haw seconded motion. Motion carried by unanimous voice vote.**

- 4. Update on contacts from AIDD: D. Adams stated that the written response to AIDD was sent on time, 2/4/15. D. Adams shared that the “Indiana P&A State of the State” webinar will take place on Tuesday, March 31, 2015 from 2:00 – 4:00pm EST. D. Adams stated that the AIDD will be at IPAS the week of May 11, 2015 for their on-site review. The agenda has not yet been finalized. D. Adams will keep Commission apprised of developments. AIDD has been invited to attend the May 16, 2015 Commission meeting, but D. Adams doesn’t know whether they will attend. D. Goepfner asked D. Adams to send Commission copies of the Webinar slides.**
- 5. Laralyn Report: D. Goepfner proposed that the Commission begin thinking about how we will decide on whether to become a non-profit agency. It was proposed that a subcommittee be formed to identify what information we need to make that decision. D. Goepfner stated that the subcommittee will work through August 2015 and have a minimum of four people. D. Adams will send out an email detailing the charge of the subcommittee as well as requesting volunteers to serve on the subcommittee. D. Goepfner stated the sub-committee will make a report of their findings to the Commission at the August 8, 2015 meeting. One Commissioner stated they were disappointed in the results of the Laralyn report. The suggestion was made that IPAS reach out to various agencies to discuss ways IPAS can partner with them in the work they do.**
- 6. ED’S Strategic Plan for IPAS: D. Adams discussed the Strategic Planning documents she prepared and the steps that can be taken to make IPAS the leader in disability rights. She suggested one way to begin accomplishing this is going out and speaking to other organizations about what we do at IPAS. D. Adams stated it is imperative to IPAS that we fill the Director of Communications position.**
- 7. Proposed revisions to the “Vacancies, Nominations and Appointments to the Commission” section of the Operating Procedures: D. Goepfner opened the discussion on whether D. Adams has the authority to make hiring and position creation decisions for IPAS. D. Goepfner decided to call for a roll-call vote on two issues:**

#1: Motion: Does Commission want authority to approve the creation of new IPAS positions? Dr. Riggs moved that Commission vote on the motion; seconded by M. Haw. See results below.

Commissioner:	Yes	No
D. Goepner		X
M. Motsinger	X	
K. Lloyd	X	
L. Driggs	X	
T. Willard	X	
M. Haw	X	
W. Riggs	X	
N. Slater	X	
J. Ogden		X
Totals:	7	2

Motion carried with a vote of 7-Yes/2-No for the Commission to have authority to approve the creation of new IPAS positions.

#2: Motion: Does Commission want authority to only approve hiring for new IPAS Executive Level positions? M. Haw moved that Commission vote on the motion; seconded by K. Lloyd. See results below.

Commissioner:	Yes	No
D. Goepner	X	
M. Motsinger	X	
K. Lloyd		X
L. Driggs	X	
T. Willard		X
M. Haw	X	
W. Riggs		X
N. Slater		X
J. Ogden	X	
Totals:	5	4

Motion carried with a vote of 5-Yes/4-No for the Commission to have authority to approve hiring for new IPAS Executive Level positions. D. Adams will retain authority to create non-executive level positions.

Dr. Riggs moved that the Commission approve the IPAS Director of Communications position, seconded by M. Haw. Motion carried with a unanimous voice vote.

After some discussion, it was decided that a subcommittee be established to develop a Commission questionnaire. M. Motsinger volunteered for the subcommittee. Once questionnaire is developed, it should be submitted to Legal prior to sharing with the Commission. D. Adams will send out an e-mail for additional volunteers. Findings from the subcommittee will be due in August.

8. **Meet the staff: Derek Deuth, IPAS CFO, shared with the Commission his previous work experience and background.**
9. **Review of Commission Terms: No discussion.**
10. **Training for Commission/MIAC: NDRN Annual Conference – D. Adams shared with the Commission that the conference is June 1 – 4, 2015 in Indianapolis. She asked Commissioners to complete the form in their packets if they plan to attend and return ASAP, but no later than May 1. NDRN will do a PO for the conference to register everyone at the same time, at a discounted rate. The suggestion was made that it would be beneficial to Commissioners to attend the Governor’s Institute on Monday, which will include training for Boards. Additionally, NDRN will have a workshop on “How to do Abuse & Neglect Litigations” at the conference. This conference will be useful to Commissioners in the areas of skill-building on advocacy and legal issues. D. Adams stated that IPAS will put together information from the conference to share with Commissioners. Commissioners were reminded that the maximum hotel room rate for State reimbursement is \$89.00/day +tax, for those eligible for expense reimbursement.**

D. Goepfner discussed possible training at Commission meetings. A public access counselor has offered to come in to do training. D. Goepfner and D. Adams will discuss future training. D. Goepfner stated that any training would probably last approx. 60-90 minutes. Additionally, he stated that NDRN has training on their website.

11. **Break**
12. **Status of development of proposed P&O: D. Goepfner stated the 2015 P&O are on target.**
13. **Legal Director’s report on status of NDRN Recommendations in the “Legal Advocacy, Investigations & Advocacy” Category: M. Keyes stated that there are now five IPAS staff attorneys, the most recent being Emily Munson, who started 1/26/15. M. Keyes discussed that IPAS will engage in more litigation and discussed the process for the Commission. Litigation will be done under the name of the Commission. M. Keyes distributed a memo detailing issues needing to be addressed.**

A Commissioner asked for clarification on lobbying rules. M. Keyes stated she will modify a lobbying memo she created and share with the Commission. M. Keyes recommended that Issue #49 be considered complete, but ongoing. T. Willard moved that Issue #49 be considered complete, but ongoing. M. Haw seconded. Motion carried, with a unanimous voice vote, that Issue #49 is considered complete, but ongoing.

14. Fiscal Report: D. Adams asked the Commission to review issues #14 & 14A - "Structuring information so that it is easily read and understood". D. Goepfner suggested D. Death layout information in the best way he feels will display information intelligibly.

15. Quarterly Report: D. Goepfner quickly reviewed the Quarterly Report with the Commission and asked if there were any changes/corrections: Identified changes were: Define all acronyms in Glossary, i.e., NDRN, PADD, AIDD; Page 7, 402 - include language "make available, if requested"; Logansport State Hospital - Advocate on leave of absence, include language stating : "cases being assigned to other advocates". M.Haw moved to accept Quarterly Report as written with identified changes/corrections. M. Motsinger seconded. Motion carried with a unanimous voice vote.

16. MIAC: N. Slater gave an update from the February 16, 2015 Council meeting. There were not enough members in attendance for a quorum, so any issues needing a vote were tabled. No progress on the development of Priorities. N. Slater shared with the Commission that one MIAC member has consistently not been in attendance. D. Goepfner suggested she refer to the Council guidelines for clarification on this issue.

17. Other: D. Adams and D. Goepfner discussed with the Commission the cost of creating the current Quarterly Report. Cost is \$12,000! D. Adams would like to provide a revised Quarterly Report at next Commission meeting. K. Lloyd moved that D. Adams share a revised Quarterly Report at next Commission meeting. T. Willard seconded. Motion carried by unanimous voice vote authorizing D. Adams to revise the format of the Quarterly Report for the May Commission meeting.

Dr. William Riggs is retiring from the Commission. Dr. Riggs suggested that a commissioner from the school system would be a valuable asset. Dr. Riggs vacancy needs to be filled within 60 days. Materials on eligible Commission candidates should be included in the May packet.

Sally Wolf, a guest, introduced herself. She is a college student who applied for an internship with IPAS through the Governor's Summer Internship Program.

- 18. T. Willard moved that the Commission meeting be adjourned. M. Haw seconded. Motion carried by unanimous voice vote. Meeting adjourned at 12:30pm.**

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