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

**Commission Meeting Minutes**  
**May 16, 2015**

**Commission Members Present:** D. Goepner, M. Motsinger, K. Lloyd, L. Driggs, M. Hunnicutt, T. Willard, L. Wells, R. Walson, M. Haw, Dr. W. Riggs, J. Ogden, Sen. J. Leising

**Commission Members Absent:** S. Smith, N. Slater, Rep. D. DeVon

**IPAS Staff Members Present:** D. Adams, M. Keyes, D. Deuth, D. Boes, D. Morris

**Guests:** B. Hamilton, K. Niemeier, E. Goldman, B. Carr

1. D. Goepner called the meeting to order at approximately 9:40am. Commissioner, IPAS Staff, and guests introduced themselves.
2. After review of the minutes from the 3/21/15 meeting, M. Haw made the motion to approve the minutes from 3/21/15 meeting. K. Lloyd seconded. Motion carried by unanimous voice vote.
3. Old Business: Minor changes will be made to the NDRN recommendations. D. Goepner asked for volunteers for two subcommittees. #1 – Review of Laralyn Report on whether results met expectations: (M. Haw – Chair, B. Walson, J. Ogden. #2 – Development of MIAC/Commission Questionnaire: (M. Motsinger, T. Willard, K. Lloyd). M. Motsinger reported that work is in progress and targeting August for completion.

**IPAS As Named Party:** M. Keyes asked commission if there were any questions regarding the memo included in folders. Issue: What is the involvement of the Commission when IPAS involved in litigation? Issue: Is Commission and/or individuals liable to be sued from other organizations?

**Associational Cases – Commission wants to approve prior to litigation. Motion that Commission have a general vote. Associational-standing-only – by simple majority vote. D. Goepner stated all litigation will continue as is until the commission revisits this issue. Dr. Riggs motioned to revisit this issue. K. Lloyd seconded. A subcommittee will be formed in August for work on Associational-standing issue.**

4. **Update on the AIDD Review:** D. Adams discussed preliminary results from the AIDD Review. AIDD was on-site from May 12 – May 15. Review team consisted of C. Barnett, E. Serrano, and T. Neelas (a self-advocate). The complete report will be available in late July or August. AIDD met with state agencies, self-advocate, staff, clients, etc. D. Adams gave some of the results from the AIDD exit interview. Areas of concern follow:

**Non-compliance:** Lack of Visibility; Systemic Advocacy; Individual Legal Advocacy (total restructure); Abuse & Neglect needs to be a priority; Need Conflict of Interest Policy; Lack of Diversity.

**Positive Feedback:** Energy/outreach; Strong new hires.

**Next Steps:** IPAS will remain on “High Risk” Status until we become compliant. AIDD stated they will work hand-in-hand with IPAS to develop a Corrective Action Plan. No timeline was given to correct non-compliance issues. D. Adams stated we will begin the process of looking for new office space so that attorneys and advocates (within certain distances) can be brought back into the office. She will contact SOI to begin the process immediately. By October 1, 2015, IPAS will have a new way of doing business. Sen. J. Leising offered to distribute IPAS informational flyers to the legislation to help increase awareness of IPAS. D. Adams stated she would like to meet individually with each board member. D. Adams stated she will e-mail the final AIDD report to Commission members. M. Motsinger requested that she be sent a paper copy.

5. **Meet the Staff –** No IPAS staff members were in attendance.
6. **Review of Commission Terms:** Commission reviewed application of Karen Neimeier in consideration of appointment to the Commission. Dr. Riggs made a motion that Karen Neimeier be appointed to the Commission. L. Driggs and M. Hunnicutt seconded the motion. Motion carried by a unanimous voice vote. K. Neimeier will serve out the remainder of Dr. Riggs term on the Commission. Question was raised on the length of gubernatorial appointments. Consensus was that those appointments are lifetime appointments. D. Goepfner presented Dr. Riggs with retirement gifts from the Commission.
7. **Planning for the ED’S 2015 Performance Evaluation:** D. Goepfner stated that in preparation he plans to gather staff input. He also requested a subcommittee be formed to create the forms for the performance evaluation. M. Keyes was asked to head the subcommittee and asked that two additional people volunteer to work

on this effort. D. Goepner asked that the subcommittee have a draft of the forms at the August meeting.

8. Training for Commission will not be on the August agenda. Regarding the NDRN Conference on 6/1 - 6/5/2015, a hospitality suite will be available for use. D. Boes will be sending out additional parking information. Parking at the JW is \$37/day. Additionally, D. Boes will send the hotel confirmation #'s to those attendees.
9. Break
10. Approval of next year's proposed draft P & O's for public comment. After review of the draft by the Commission, D. Goepner asked for comments. Dr. Riggs motioned to approve the draft; M. Haw seconded the motion. Motion carried with a unanimous voice vote.
11. Fiscal Report: D. Adams reviewed the report with the Commission. She stated that our goal is to have no more than a 20% carryover into the second year of a grant. D. Adams will look into developing a detailed annual report. Suggestion was made that in future reports, if we would define the acronym "FFY".
12. Quarterly Report: After review of new reporting format, D. Goepner asked for comments. Comments included: charts/graphs should be visible, easy to read; include more detail in charts (explanation). T. Willard motioned for approval of the new report format. K. Lloyd seconded the motion. Motion carried with a unanimous voice vote.
13. Mental Illness Advisory Council Report: Commission reviewed three applications that MIAC members recommended for appointment to MIAC. M. Motsinger made the motion to accept the recommendation of MIAC to appoint Brian Carr, Dana Renay, and Lael Hill to MIAC. M. Haw seconded the motion. Motion carried with a unanimous voice vote. The aforementioned three individuals are now appointed to MIAC.
14. Other: D. Goepner stated that he is working on a job description of his job as Commission Chair. He anticipates having a document for review at either the August or November commission meeting. One guest, Elizabeth Goldman had two questions for the Commission.
15. Adjournment: The meeting was adjourned at approximately 12:25pm. M. Motsinger made the motion to adjourn; L. Driggs seconded the motion. Motion carried with unanimous voice vote.

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