



**Indiana Protection and Advocacy Services
4701 N. Keystone Ave., Suite 222
Indianapolis, IN 46205
IPAS Commission Public Meeting
Saturday, February 6, 2016
10:00am**

Minutes

Commissioners Present: L. Barber, L. Driggs, D. Goepfner, M. Hunnicutt, K. Lloyd, M. Motsinger, K. Niemeier, J. Ogden, S. Smith, R. Walson, L. Wells, T. Willard

Commissioners Absent: M. Haw, Sen. J. Leising, Rep. D. DeVon

IPAS Staff Present: D. Adams, D. Deuth, M. Keyes, M. Wickham (for J. Trimble)

Guests: Kristin Baxter (Well Done Marketing), Edward Neff

D. Goepfner called the meeting to order at 10:00am. He stated that the proposed settlement to the Department of Correction lawsuit is posted online. M. Keyes will provide everyone a link to the site.

1. **Introductions:** D. Goepfner welcomed and introduced Leisa Barber, the new MIAC Chairperson. He also gave appreciation for the increased communication between members and him. He cautioned members that if they have topics to be included on the agenda, the information needs to be sent to him at least 30 days before the meeting. Attendees introduced themselves.
2. **Approval of Minutes from 11/14/15:** Motion made by K. Lloyd to approve the minutes from 11/14/15 meeting, as written. R. Walson seconded the motion. Motion carried by unanimous voice vote to approve the 11/14/15 minutes.
3. **Old Business:**
 - a. Subcommittee #1: R. Walson reviewed Attachment A with members and gave an overview of findings to-date. Work continues by the subcommittee and he stated they will be able to provide more information at the May meeting. L. Barber will be provided a copy of the Laralyn report.
 - b. AIDD Corrective Action Plan: D. Adams reported that AIDD is pleased with the progress IPAS is making. She reviewed the charts in Attachments 1 thru 4. Of note, D. Adams stated that AIDD is pleased with progress on Investigations Training and Protocol. We met compliance on Monitoring Training, but more work is needed on Monitoring Protocol. D. Adams also stated that IPAS has given the building landlord a Letter of Intent in regards to the expansion of IPAS' office space. Updates are due to AIDD on March 1, 2016. Additionally, there will be an



intensive, 4-day Diversity training course in Santa Fe, NM which is being funded through AIDD. D. Adams has submitted her application for this training and should know by 2/15/16 if chosen to receive the funding. In the meantime, IPAS remains on “High Risk” status. D. Adams also stated that she plans to attend the NDRN Conference in April 2016.

4. **Proposed Revisions to the “Vacancies, Nominations and Appointments to the Commission” Section of the Operating Procedures:** D. Goepner and M. Keyes reviewed and discussed the revised Commission Operating Procedures. D. Goepner stated that a person must be an Indiana resident to serve on the Commission. Members discussed concerns they had with the procedures, in particular, section V.B. D. Goepner asked that suggestions on “wording” to indicate “proactive candidate search” be sent to him. D. Goepner stated that a “Diversity Statement” will be included in the Operating Procedures, to be inserted under section V.A. L. Wells volunteered to develop a matrix types of disabilities that the Commission can use for the recruiting/reference process. D. Goepner stated any suggestions to changes to the Operating Procedures are due to him in two weeks (2/22/16). Expectation is to vote on the revised Operating Procedures at the May 14, 2016 meeting.

Tentatively agreed-upon changes include:

- Section V., B., 2., a), (1) – “Respond, within (10) business days,”; (2) Insert language that states an eligible candidate should “contact/correspond with the Commission on an annual basis”.
 - Section V., B., 4. – “The IPAS Executive Director....., within 60 calendar days.”
 - Add clarification regarding Gubernatorial Appointments.
5. **Meet the Staff:** Michelle Wickham, IPAS Communication Specialist, gave an overview of her background and her role at IPAS. She responded to several questions from Commission members.
6. **Review of Commission Terms:** Commission will review the renewal of K. Lloyd’s Commission term at the May meeting. D. Goepner suggested Senator Leising be contacted in regard to State Rep. Dale DeVon’s non-participation on the IPAS Commission. He stated that the Commission is aware of someone in the Legislature who is interested in serving on the Commission.
7. **Upcoming Officer Elections (May 2016):** D. Goepner expressed interest in continuing as IPAS Commission Chairperson for another term. K. Lloyd (Vice Chair) and L. Driggs’ (Secretary) officer terms are also up for renewal on 5/31/16. Commission reviewed a draft of a Chairperson job description prepared by D. Goepner. D. Goepner also stated that if anyone had a Board Chairperson job description, it will be helpful in this process. He will review with M. Keyes in more detail to identify any issues. D. Goepner asked that L. Driggs be contacted by 5/1/16 if anyone is interested in an officer position. Officer candidates/recommendations will be presented and voted on at the May Commission meeting.



8. **IPAS Rebranding:** D. Adams discussed the efforts taking place on exploring a name change and branding recommendations. Commission reviewed the recommended name change of “Indiana Disability Rights”. She stated that Well Done Marketing is working with IPAS in this regard. D. Adams also discussed the issues involved with doing a “formal” versus an “informal” name change. D. Goepfner asked D. Adams for a recommendation regarding the name change. D. Adams suggested that we move forward with an “informal” name change and begin using “Indiana Disability Rights”, but to defer decision whether to begin a “formal” name change to a later date. Further discussion on this topic is expected to take place at the August 2016 Commission meeting. K. Lloyd motioned to move forward with an “informal” name change and begin using “Indiana Disability Rights”, and defer voting on beginning a “formal” name change to a later date. T. Willard seconded the motion. Motion carried by unanimous voice vote.
9. **Break**
10. **April 9, 2016 Commission Training:** D. Adams stated she has identified two people to come in on Saturday, April 9, 2016 to facilitate a Commission training session. One training topic would focus on the financial aspect of a profit vs. non-profit agency. The other topic would be an overview of what a non-profit does. D. Adams asked for a suggested timeframe for this training. It was suggested that the training session be held from 9:30a – 12:30p.
11. **Discussion of the Process for the Next Cycle of P&O’s:** D. Adams reviewed the document which detailed the policy for development of annual State goals. D. Adams asked commission members to let her know if there were any groups they wanted her to contact/visit for the survey. This issue will be discussed further at the May 2016 Commission meeting.
12. **Fiscal Report:** D. Deuth gave an overview of the Fiscal Report. D. Goepfner stated that R. Walson would like to expand the Fiscal Report; in particular, he wants an explanation of what is included in the “Non-Federal” category. R. Walson suggested an audit to assure no misappropriation of funds. Both D. Deuth and D. Adams stated that anyone is welcome to come in and review fiscal documentation. D. Goepfner asked whether we can expand the “Non-Federal” category.
13. **Quarterly Report:** Commission members reviewed the report. D. Goepfner asked for a motion to accept the Quarterly Report as written. K. Lloyd motioned that the Quarterly Report be accepted as written. R. Walson seconded the motion. Motion to accept Quarterly Report as written carried by unanimous voice vote.
14. **MIAC Report:** L. Barber gave a report from the MIAC meeting held on February 1, 2016 and requested the Commission accept the MIAC recommendation to appoint Elizabeth Goldman to MIAC. K. Lloyd made the motion to accept the MIAC recommendation to appoint Elizabeth Goldman to MIAC. L. Driggs seconded the motion. Motion carried by unanimous voice vote the appointment of Elizabeth Goldman to MIAC.
15. **Other:** T. Willard asked whether IPAS has any involvement with Adult Protective Services (APS). D. Adams and M. Keyes’ response was that there are numerous obstacles, since the APS offices are run individually by county. The suggestion was made that IPAS become involved in making systemic change by, perhaps, targeting one county APS office and the way it is being operated. D.



Adams stated that IPAS is working on a White Paper to address APS issues. T. Willard asked whether it is feasible to identify/contact other agencies that are working to address the APS issues and form a partnership. D. Goepfner asked D. Adams “scope out” the APS problem and bring findings to the May 14, 2016 Commission meeting. D. Goepfner also suggested making “big issues on the horizon” an agenda item, or part of the Quarterly Report.

D. Adams stated she will contact interested Commission candidates to determine if they are interested in serving.

K. Lloyd suggested another Commission subcommittee be formed that will identify/address Veteran issues.

16. T. Willard motioned that the meeting be adjourned. K. Niemeier seconded the motion. Motion carried by unanimous voice vote to adjourn the meeting at 1:10pm.

ACTION ITEMS FROM TODAY’S MEETING:

- Provide suggested agenda items to D. Goepfner at least 30 days before meeting.
- Provide copy of Laralyn Report to L. Barber.
- Suggestions/changes to Operating Procedures due to D. Goepfner by 2/22/16.
- Contact Senator J. Leising regarding State Rep. Dale DeVon’s attendance.
- Contact L. Driggs by 5/1/16 if interested in an officer position.
- Contact D. Adams if there are groups you want contacted/visited in preparation of 2017 P&O’s.
- Expansion of detail in “Non-Federal” category of the Fiscal Report.
- D. Adams to provide more detail on the scope of Adult Protective Services (APS) issues.
- D. Adams to contact Commission candidates to determine interest in serving.
- Decide on establishing a subcommittee that will identify/address Veteran issues.

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