

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

**IPAS Commission Public Meeting**  
**November 14, 2015 – 10:15am**

**Minutes**

**Commission Members Present:** L. Driggs, D. Goepfner, M. Hunnicutt, K. Lloyd, M. Motsinger, K. Niemeier, N. Slater, S. Smith, R. Walson, L. Wells, T. Willard, Sen. J. Leising

**Commission Members Absent:** M. Haw, J. Ogden, State Rep. D. DeVon

**IPAS Staff Present:** D. Adams, D. Deuth, M. Keyes, J. Trimble

**Guests:** E. Goldman, C. Longcore

1. D. Goepfner called the meeting to order at 10:30am and asked all attendees to introduce themselves.
2. D. Goepfner asked for any questions/comments on the minutes from the August 8, 2015 meeting. M. Motsinger motioned that the minutes from the 8/8/15 meeting be approved as written. K. Lloyd seconded the motion. Motion carried by unanimous voice vote.
3. **Old Business:**
  - a. Subcommittee #1: R. Walson stated work continues on identifying gaps in Laralyn Report Evaluation. D. Adams stated a questionnaire has been submitted to all P&As. Once responses received, she will compile information for distribution.
  - b. Subcommittee #2: M. Keyes reviewed Attachment 1 (three versions of questionnaire for Commission member applicants. Question was raised whether a Braille version of the questionnaire would be available. M. Keyes stated that anyone having an issue with using the forms should contact IPAS for assistance. Motion made to adopt use of the form by K. Lloyd; seconded by R. Walson. Motion carried by unanimous voice vote to adopt the use of the form on the website. Additionally, D. Goepfner stated that a draft of new recruiting procedures will be developed and presented to the Commission at a later date.
  - c. 2015 ED Performance Evaluation: D. Goepfner stated that all questionnaires received for D. Adams evaluation have been reviewed. He stated that he and K. Lloyd will set-up a conference call with D. Adams her formal review. M. Motsinger motioned to accept setting up a conference call to give D. Adams her formal review; L. Driggs seconded. Motion carried by unanimous voice vote to set-up conference call.

- d. AIDD Corrective Action Plan: D. Adams discussed Attachments #2, 3, and 4. D. Adams stated that she has ongoing conference calls with AIDD to discuss and get AIDD's input on the plan. We are looking at partnering with an organization to perform Diversity Outreach Research. D. Goepfner asked if attendance at recent Town Hall Meetings will count as "outreach". D. Adams shared that IPAS offices will remain in this location. Negotiations are in progress for additional office space. Expectation is Spring 2016 to bring identified staff back in-house.
4. 2017 Priorities & Objectives: D. Adams suggested proposed Priorities & Goals be completed in May, with final goals due in August.
5. No additional IPAS staff was in attendance.
6. Review of Commission Terms: Commission reviewed members who were up for renewal. Motion was made by K. Lloyd to renew the term for K. Niemeier; M. Hunnicutt seconded. Motion carried by unanimous voice vote to renew the 3-year term of K. Niemeier. D. Goepfner shared with the Commission that J. Ogden may not be moving out of state. He asked that any decision be deferred until we know more. D. Goepfner raised the question on whether a Commission member can live out of state.
7. 2016 Commission Meeting Schedule:
  - a. Goepfner asked Commission to review the proposed 2016 meeting dates. After some discussion, it was decided to change the May 7 date to May 14, 2016. D. Goepfner asked for suggestions for a date for Commission training or a make-up meeting at which time April 9, 2016 was suggested. Motion made by M. Motsinger to accept the revised meeting dates of April 9, 2016 and May 14, 2016; K. Lloyd seconded. Motion carried by unanimous voice vote to accept new meeting dates of April 9, 2016 and May 14, 2016.
  - b. See above comments.
  - c. Commission Training Subcommittee: D. Goepfner appointed D. Adams to create a Commission training subcommittee. He requested members give D. Adams suggested training topics by the end of December. D. Adams will send a reminder to members requesting their topic suggestions.
8. BREAK
9. Fiscal Report: Commission reviewed the Fiscal Report and D. Adams asked if there were any questions. D. Goepfner asked for comments on memo from M. Keyes on Commission fiscal responsibility. Suggestion was made that Fiduciary Responsibility be the first topic for the April 2016 training. D. Adams stated she will explore resources to identify who would be able to do the training. Training session should last approximately 3-4 hrs. D. Goepfner asked if any members do any training/public speaking, and if so they are welcome to bring that training to the April training session.

10. Quarterly Report: Commission review the Quarterly Report and D. Goepfner asked for any questions/comments. Suggestion was made that the map on page 14 be larger as it is hard to read. Also, suggestion that more case studies are included in the report. D. Goepfner asked for a motion to approve Quarterly Report. Motion made by R. Walson; seconded by K. Lloyd. Motion carried to accept Quarterly Report by unanimous voice vote.

11. MIAC Report: N. Slater gave a report from the 11/9/15 MIAC meeting. Council voted to renew the terms of L. Barber, V. Copeland, and D. Switzer. M. Motsinger motioned that the Commission accept the term renewals of L. Barber, V. Copeland, D. Switzer; K. Lloyd seconded. Motion carried by unanimous voice vote.

N. Slater stated her term as MIAC Chair and L. Barber's term as Vice Chair end on 12/1/15. The Council nominated L. Barber as MIAC Chair and V. Copeland and L. Hill as MIAC Vice Chair. After Council vote, L. Barber and V. Copeland were voted in as Chair and Vice Chair, respectively. L. Driggs motioned that the Commission accept the MIAC nominations of L. Barber (Chair) and V. Copeland (Vice Chair); K. Lloyd seconded the motion. Motion carried by unanimous voice vote.

N. Slater stated that a motion was made and carried to remove R. Ames from MIAC, effective immediately, due to non-attendance at meetings. K. Lloyd motioned that the Commission accept the MIAC recommendation to remove R. Ames from the council; M. Hunnicutt seconded the motion. Motion carried by unanimous voice vote.

12. GCPD – December 2015: D. Adams stated she will find out whether parking arrangements in the State garage can be made for attendees of the conference next month.

13. Other: E. Goldman (guest) stated that she is actually interested in serving on the MIAC. There were several members who are staying after the meeting to complete their required Ethics Training.

14. Adjournment: T. Willard motioned that the meeting be adjourned; seconded by M. Motsinger. Motion carried by unanimous voice vote. Meeting was adjourned at 12:35pm.

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