

Independent Oversight Committee (IOC) Meeting Minutes

Monthly Meeting of District South (Sierra Vista)

Department of Economic Security
Division of Developmental Disabilities
2981 East Tacoma
Sierra Vista, Arizona 85365
Large Conference Room
November 8, 2018
9:00am– 12:30pm.

Call to Order	Meeting called by District South Sierra Vista Independent Oversight Committee (IOC) Acting Chairperson, Mary Haynes .
Start Time	9:17 AM
Facilitator	Mary Haynes
Note Taker & Liaison	Eric Houghtalin (DDD IOC Liaison)
Attendees	<p>IOC Members Present: Margarita Fate, Amy Schroeder (by phone), Jerry Regan (by phone), and Mary Haynes</p> <p>IOC Members Absent: None</p> <p>Division of Developmental Disabilities (DDD) Staff: Eric Houghtalin and Efrain (Mike) Valdez</p> <p>Remote Participants: Chris Kleminich (ADOA), Jerry Regan, and Amy Schroeder</p> <p>Number of Public in Attendance: 1</p>
Agenda Topics	Call to Order; Welcome and Introductions; Approval of Minutes; Arizona Department of Administration (ADOA) Update; IOC Liaison Updates; Discussion, Review, and Possible Action on Committee Membership; Discussion and Review of Incident Reports and Behavioral Plans; and Call to Public.

Call to Order

Mary Haynes

Discussion	<p>Mary Haynes called the meeting to order at 9:17 A.M on November 8, 2018.</p> <p>The Independent Oversight Committee (IOC) members introduced themselves in person. DDD staff members introduce himself. ADOA introduced himself. Guest introduced herself.</p>
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Discussion, Review, and Possible Action on Committee Membership Committee

Discussion

Mary Haynes: Advised the committee that Kim Burkes has finished the state background process and is ready to be considered for a vote by the committee. She asked Kim to tell the committee about herself.

Kim Burkes: Introduced herself to the committee.

Margarita Fate: Asked about her professional affiliation with her current and former employers.

Jerry Regan: Asked Kim who she had as references on her membership application.

Mary Haynes: Called for a motion to vote on Kim.

Jerry Regan: Motioned.

Margarita Fate: Seconded.

Kim was accepted by committee with a unanimous vote.

Eric Houghtalin: Advised that Rachel Gray was also approved and ready to be voted on by the committee.

Mary Haynes: Advised the committee of that Rachel Gray (not in attendance at meeting) has finished the state background process and is ready to be considered for a vote by the committee. She advised the committee against the acceptance of Rachel due to an ongoing investigation into her actions as a representative of the Habitat for Humanity organization. She advised that Rachel's actions could be responsible for the community losing Habitat for Humanity permanently. She advised that the closure of the Habitat for Humanity thrift store was likely due to the actions of Rachel.

Amy Schroeder: Asked what poor decision making has to do with the duties of the IOC Committee Members.

Eric Houghtalin: Advised that it is the committee members good decision-making skills that make them so important to the members of the Division of Developmental Disabilities.

Jerry Regan: Motioned for a vote to table membership until such time that investigations are complete (tabling the issue until at least until the January 2019 IOC meeting).

Margarita Fate: Seconded the motion.

The committee voted unanimously to table the vote to accept **Rachel Gray** until January (the committee will determine if the investigations are complete at that time and act accordingly).

Mary Haynes: Advised the committee that she has located a possible member that wants to investigate the committee. She told the committee that she was unable to attend this meeting.

Jerry Regan: Asked if her investigator was someone that she recruited and if she was interested in serving on the committee.

Mary Haynes: Advised that she (her potential recruit) wanted to investigate the committee more and that this all happened within the last 10 days.

Eric Houghtalin: Reminded the committee that he sent an email to the committee saying that **Mary's** investigator was going to be a visitor today, but she was unable to attend at the last minute.

Mary Haynes: Stated that she was not sure why she hadn't shown up. She assumed that it was an issue with not knowing her way around the Sierra Vista area.

Eric Houghtalin: Informed the committee that Donna Marie Terranova, the District South Volunteer Coordinator, has reached out to **Mary's** recruit already. He also encouraged the committee members to reach out to family, friends, and acquaintances that they feel would be good committee members to help recruit people that they would be comfortable working with in the future.

Mary Haynes: Reminded the committee that there are requirements for certain vocations on the committee (as noted in statute).

Eric Houghtalin: Noted that it is not necessary to have a professional certification to be considered one of the professions. He reminded the

Minutes Approval

Committee

Discussion	Margarita Fate made a motion to approve both the public and executive meeting minutes August 2018. Jerry Regan seconded the motion. Vote was taken, and three was in favor and one abstained. The member abstaining, Amy Schroeder , advised that she didn't find the minutes emailed to the committee members. The motion carried.
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**ADOA Update
Kleminich**

Chris

Discussion	Chris Kleminich: Advised the committee that the ADOA will be testing audio minutes next month (December 2018). He said that the written portion will be a more stream-lined version of the traditional minutes. Jerry Regan: Stated his support of the idea. Chris Kleminich: Advised the committee that he will begin sitting in on the executive sessions beginning next month. He is currently in the process of finishing the HIPAA training as required by DDD.
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**IOC liaison Update
Houghtalin**

Eric

Discussion	<p>Eric Houghtalin: Advised the committee that the Liaisons are recommending that all committees issue a set of guidelines. Advised the committee that he will send out copies of District Central and District East guidelines to use for a guide. He also advised that the topic will be added to the December agenda for discussion and possible vote. He clarified that the committee may communicate about the guidelines if they don't discuss the way that they plan to vote and asked Chris Klemminich if this was okay.</p> <p>Chris Klemminich: Stated that this was his view.</p> <p>Mary Haynes: Asked that copies of the samples be sent to the entire committee.</p> <p>Eric Houghtalin: Advised that he would email copies out as soon as he is back to the office.</p> <p>Mary Haynes: Stated that she would be more comfortable if everyone was able to start working on this together.</p> <p>Chris Klemminich: Added that guidelines cannot violate any laws.</p> <p>Mary Haynes: Asked about training new members.</p> <p>Chris Klemminich: Asked how that was done in the past.</p> <p>Eric Houghtalin: Advised that he would reach out to the training department in Tucson to try to set up committee wide training for them as soon as the newly approved member received her letter from ADOA. He asked Mary Haynes if she would mind mentoring the new member until training can be finished (before and after meetings for a few minutes) once she receives her letter.</p> <p>Mary Haynes: Stated that she would assist the new member.</p> <p>Eric Houghtalin: Asked if the committee members had access to TraCorp (the state employee and vendor training site).</p> <p>Margarita Fate: Advised that they had access.</p> <p>Eric Houghtalin: Advised the committee that Mary Haynes agreed to mentor the new members until training can be made available.</p> <p>Mary Haynes: Advised that morale/motivation may be increased when the training happens.</p> <p>Efrain (Mike) Valdez: Stated that he could provide a training about the incident reporting process.</p> <p>Eric Houghtalin: Asked if Mike would be able to do that next meeting.</p> <p>Chris Klemminich: Excused himself from the meeting.</p>
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Discussion and Review of Incident Reports and Behavioral Plans Committee

Discussion	<p>Mary Haynes made a motion to adjourn to executive session. Margarita Fate seconded the motion. The committee voted unanimously, and the committee adjourned to the executive session. "Committee moves into executive session at 10:20 A.M. pursuant to A.R.S. 41-1959 and A.R.S. 38-431.03(A)(1)(2) to discuss incident reports and behavioral health plans concerning members of the Division of Developmental Disabilities of the Arizona Department of Economic Security."</p> <p>The committee reviewed 11 incident reports (9 closed and 3 open). The closed incident report categories were: (1) death, (2) emergency measures, (3) human rights, (2) neglect, and (1) other. The closed incident report categories were: (1) death, (1) other, and (1) suicide.</p> <p>Mary Haynes took home 6 behavioral treatment plans for review and approval.</p>
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**Adjournment
Committee**

Conclusion	<p>Mary Haynes moved to adjourn the meeting. Margarita Fate seconded the motion. Next meeting will be held on December 13, 2018 at 9:00AM at the Sierra Vista location. Meeting adjourned by Mary Haynes at 10:52 AM.</p>
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