



**Division of Developmental Disabilities (DDD)  
District East Independent Oversight Committee (IOC)  
Public Meeting Minutes  
Wednesday, October 14<sup>th</sup>, 2019 – 5:00 PM to 7:00 PM**

**Call to Order**

**This meeting is being held virtually due to the Coronavirus (COVID-19) concerns.**

Meeting called to order by Suzanne Hessman. The date was Oct 14<sup>th</sup>, 2020 at 5:08 pm. The address of the meeting was Virtual, no physical address.

---

**Welcome and Introductions**

- Attendance in Person: **None This meeting was virtual only due to COVID-19 concerns**
  - Attendance by Google Meets: **Sarah McGovern, Susan Kingsbury, Elizabeth Bird, Sheri Reed, Suzanne Hessman, Jennifer Horton**
  - Absent: **Kin Counts, Cathryn Whalen, Amanda Godek, Cynthia Elliott, Tonia Schultz**
  - Public in Attendance: **Karla Houghtalin (potential member)**
  - Arizona Department of Administration (ADOA): **Larry Allen, ADOA IOC Liaison (by Meets)**
  - United Healthcare Community Plan Liaison (UHCCP): **Sophie Stevenson, UHCCP Liaison (by Phone)**
  - DDD: **Jeffrey Yamamoto, DDD IOC Liaison (by Phone) Michelle Pollard (NCI by Meets)**
  - **The Committee, DDD, UHCCP, Mercy Care and ADOA Employees** introduced themselves.
- 

**Call to Public**

**Suzanne Hessman:** Called for public to announce themselves. **Karla Houghtalin** gave her background to the committee. She has a master's degree in early childhood education. She is a Program Manager for Southwest Human Development in their early childhood section. She has been a Case manager for DES/DDD and additional jobs and careers which bolster her credentials in working with the DDD members. Suzanne asked if anyone had anything to ask of Karla. No members did however **Jeffrey Yamamoto** asked since she had worked for DDD and is currently working for SWHD, if she would recuse herself from any reports dealing with members she may know? Karla replied since SWHD does not have a contract with DDD in her program she doubts any members will be the same. She did say she would recuse herself if she personally knew any member reported. **Jeffrey Yamamoto** asked Larry from ADOA if he had any concerns. He said he did not. Jeffrey informed the committee that they should hold the vote and any discussions for Karla until the portion of the agenda (#9) addresses new membership. Karla will be asked to leave the meeting and the committee can discuss and vote on her. They agreed.

---



**Division of Developmental Disabilities (DDD)  
District East Independent Oversight Committee (IOC)  
Public Meeting Minutes  
Wednesday, October 14<sup>th</sup>, 2019 – 5:00 PM to 7:00 PM**

**ADOA Update**

**Larry Allen:** He also stated that he and Jeffrey Yamamoto are still working on allowing the members to access the Incident Reports (IRs) via a computer link and dedicated server. He said Jeffrey would update with more information in his portion of the meeting. Larry commented that Annual report is due in the next 60 day and that he offered the committee can visit the IOC website to see the last annual report to help them. Larry had nothing else to update.

---

**Health Plans Updates**

**Sophie Stevenson** (United Healthcare Community Plan (UHCCP)) stated that she did not have any new updates since last meeting. They are still member outreach and working telehealth. The integrated health plans are taking over the Aug Comm device program on January 1<sup>st</sup>, 2021. They will be responsible for the acceptance and distribution of the devices.

**Michelle Pollard** with DDD National Core mentioned that she has forwarded some information from the AHCCCS website update to Jeffrey and he could forward that information to the committee. Jeffrey said he would forward after during the week.

---

**Chair Discussion and Vote**

**Suzanne Hessman** asked if **Sarah McGovern** if she is considering the position. She said that she would accept the nomination to being the Vice-Chair for the DDD District East IOC. Suzanne asked for a motion to have Sarah McGovern become the new Vice Chair for the committee.

**Jennifer Horton** motioned to have Sarah McGovern to become the Vice Chair.

**Sheri Reed** seconded the motion

All attending members voted to approve the motion. With no “nays”

The motion passed; **Sarah McGovern is now the Vice Chair for DDD District East IOC.**

---

**Discussion on schooling and flexibilities**

**Jeffrey Yamamoto** said that DDD has worked with AHCCCS and is now allowing Home Community Bases Services (HCBS) to bill for attendant care or nursing care for school age members during school hours. This is a temporary flexibility for the parents and primary caregivers during the COVID-19 pandemic crisis. This is seen as a necessity to keep the children focused and on task for their education during remote learning. Unfortunately, parents and primary caregivers are exempt



**Division of Developmental Disabilities (DDD)  
District East Independent Oversight Committee (IOC)  
Public Meeting Minutes  
Wednesday, October 14<sup>th</sup>, 2019 – 5:00 PM to 7:00 PM**

from this option. This was brought up for discussions before from Jennifer Horton and was resolved satisfactorily with this information.

---

**DDD IOC Liaison Updates**

**Jeffrey Yamamoto** informed the Committee that he is still trying to get DDD to create an all-digital format for reading Incident Reports and Behavior plans off their computers or electronic devices. The IT department of DDD is working to update a dedicated server for the IRs to be read on. The District East IOC will be the first IOC to test the platform when it is ready. Hopefully, it will be ready in the next month. He brought up the question whether the IOC wanted to have a meeting in November. November 11<sup>th</sup>, the next scheduled meeting, is a holiday and DDD will not be working. He asked the committee if they wanted to move the date or cancel the meeting. The committee opted to move the meeting to November 10<sup>th</sup> at the same time. He reminded the committee that there is a Statewide Quarterly meeting on Wednesday Oct 21<sup>st</sup> at 10:00 am. He asked if anyone wanted the invitation to the meeting, they just needed to email him. Suzanne informed the committee that due to needing time with her daughter, Cynthia Elliott needed to resign from the committee. She said that she would send Cynthia a “Thank you Letter” to her for her time on the committee.

**Action Items:** Jeffrey recapped what the actions which need to happen before the next meeting. He would send out the Statewide Quarterly invitation to Sarah McGovern. He would send out the AHCCCS link to the committee from Michelle Pollard. Jeffrey received some questions from Cynthia Elliot about IRs, and he will send out the questions to Quality Improvement for answers. He will send out the responses as soon as he receives them.

---

**Discussion and vote on membership**

**Suzanne Hessman** informed **Karla Houghtalin** to please leave the meeting as the committee will need to have time to discuss her and to have a vote over her possible appointment. After Karla left the meeting, Suzanne opened the floor to any comments on the candidate. Several members mentioned that she had all the qualifications and that they would vote favorably for her. Suzanne asked for a motion to approve Karla Houghtalin to join the District East IOC.

**Beth Bird** motioned to approve Karla Houghtalin to join the District East IOC.

**Sarah McGovern** seconded the motion

All members in attendance voted “Yea” and No votes “Nay”

The motion passed and the **committee approved Karla Houghtalin to join the District East IOC.**

---



**Division of Developmental Disabilities (DDD)  
District East Independent Oversight Committee (IOC)  
Public Meeting Minutes  
Wednesday, October 14<sup>th</sup>, 2019 – 5:00 PM to 7:00 PM**

**Discussion of Incident Reports (IR) & Behavior Plans (BP)**

For Sept IRs, the Committee members should be given 1101 incident reports. This included 209 open and 892 closed reports. ATPC had 57 totals with 15 open and 42 closed.

<b>Type</b>	<b>Open</b>	<b>Closed</b>
Accidental Injury	29	134
Consumer Missing	7	22
Deaths	2	17
Emergency Measures	2	30
Human Rights	8	43
Legal	5	11
Medication Errors	20	123
Neglect	18	96
Other Abuse	21	16
Other Behavior	21	167
Other Hospitalization, Unknown injury	53	183
Physical Abuse	14	35
Property Damage	4	14
Suicide	5	31
<b>TOTALS</b>	<b>209</b>	<b>892</b>

The desired IRs, when delivered, will be divided among the members, and sent to their homes.

Number of Questions for QAM: members of the committee will forward their incident reports question directly to the New Google Drive folders being set up by the Chair.

Number of Behavior Plans turned in by IOC Members:

The Program Review Committee (PRC): None.

---

**Adjournment**

**Suzanne Hessman** adjourned the meeting at 5:56 pm. The next District East IOC meeting will be held on Tuesday November 10<sup>th</sup>, 2020 at 5:00 pm. Will be virtual meeting should COVID-19 concerns still be in effect.