



**Division of Developmental Disabilities
District South Independent Oversight Committee
Meeting Minutes & Action Items
Monday, February 14th, 2021 – 1:00 PM to 3:00 PM**

Call to Order

Meeting called to order by Committee member, **Chere Solorzano**. The date is February 14, 2022, at 1:04 pm. **The meeting took place Virtually due to COVID-19**. Physical location when meetings resume in person will be at 2981 E Tacoma St, Sierra Vista, AZ 85635.

Welcome and Introductions

Attendance Virtually:

- **Keith Jansen**
- **Genevieve Valenzuela**
- **Mario Gutierrez**
- **Chere Solorzano**

Absent:

- **None**

Public in Attendance:

- **None**

Health Plan Liaisons:

- **Vera Kramarchuk** (Mercy Care)
- **Karen Kramer** (UnitedHealthcare)

ADOA:

- **Larry Allen**

DDD:

- **Octavia Lamb** (IOC Liaison)
- **Jeffrey Yamamoto** (IOC Liaison)
- **Fredreaka Graham** (Community Affairs Liaison)
- **Joseph Tracewell** (District South QI Manger)
- **Andrew Miller** (District South Quality Improvement Supervisor)
- **Joseph Jensen** (District South Quality Improvement Supervisor)
- **Joan McQuade** (DDD Chief Advocate)



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- **Barbara Carty** (District South PRC Chair)

Call to Public

No one from the public was in attendance for this meeting

Discussion and vote for Co-Chair or Vice-Chair

Octavia Lamb explained that before the consolidation back in May 2021 Sierra Vista had Chair and Vice-Chair and Tucson had co-Chairs and the only difference between the two were titles and sharing responsibilities.

Keith Jansen explained that the difference between co-chairs is they share the same responsibilities with chair and vice-chair, Chair has all the responsibility and the vice-chair steps in whenever the chair is not available to act on the responsibilities to represent the committee.

Chere Solorzano stated that she was okay with having co-chairs unless the committee wants a vice-chair then she was okay with that too.

Genevieve Valenzuela stated she is also okay with either co-chairs or vice-chair, but she would not be able to step in as vice-chair or co-chair at this time.

Keith Jansen stated that he prefers if the committee had a chair and vice-chair so that the committee can follow the chain of command.

Mario Gutierrez stated that he also would prefer if there was a Chair and vice-Chair.

A vote was set in place to vote in a Vice-Chair or co-chairs for the District South committee

Keith Jansen motioned to have a Vice-chair in place for the District South committee

Genevieve Valenzuela - Seconded the motion.

All present members agreed by “aye” and no “nays”

A vote was then put in place on whom from the committee would take the position as Vice-Chair for the committee.

Mario Gutierrez respectfully declined on taking the position because of his short term on the committee so far

Keith Jansen stated that he would be okay with being the committee’s Vice-Chair.



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Chere Solorzano motioned to have Keith Jansen as Vice-chair for the District South committee
Genevieve Valenzuela - Seconded the motion.

All present members agreed by “aye” and no “nays”

Jeffrey Yamamoto asked since the consolidation of Sierra Vista and Tucson, did the committee decide on which district guidelines that will they take to represent the South committee? He suggested that since the committee voted on having a Vice-chair and since Sierra Vista had a Chair and Vice-Chair representation it may be better to adopt Sierra Vista’s guidelines and put it to a vote which guidelines would be adopted in.

A vote was put in place to adopt the guidelines from either Sierra Vista or Tucson for District South IOC

Keith Jansen motioned to have the guidelines from Sierra Vista adopted in for the District South IOC

Chere Solorzano - Seconded the motion.

All present members agreed by “aye” and no “nays”

Jeffrey Yamamoto stated that he will email the guidelines out for the committee to have for their records.

Updates from Statewide Meeting

Octavia Lamb provided an update on what was discussed at the first IOC Statewide meeting of 2022 on Jan 19, 2022. Topics that were discussed at the statewide meeting were updates on COVID-19 and vaccines amongst the DDD population and how the division will assist in providing vaccination in under populated areas in February and March, the current2Future initiatives presented by the assistant director of DDD, he also discussed the Abuse & Neglect Training and were it currently stands and addressing the concerns from District Central, the Direct Care Worker wages and the plan is to increase their wages and when that will take effect. Mary DeClaro spoke on the new BTP template and introduced the new Behavioral Health Analysis and administrators. Lastly Jen Myler did a presentation on the Person-Centered Service Plan and why the division made the change to this document.

DDD Staff Updates

Octavia Lamb informed the committee that she will no longer be their IOC Liaison and that Jeffrey Yamamoto will be taking over all meetings until the new IOC Liaison position is filled. It was a



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pleasure working with this committee and they all will be missed. She also introduced to the committee the new DDD Chief Advocate/supervisor over the IOC Liaisons (Jeffrey and Octavia), Joan McQuade.

Joan McQuade introduced herself and gave a summary about herself and experience in DDD since 2013 as a support coordinator and with quality improvement with district East. She will be attending the next few meetings for all the IOC districts to make herself available to the IOC members and to be a support as much as possible.

Jeffrey Yamamoto introduced himself to the committee as the stand in IOC Liaison and will be available to support the IOC's as well as help in recruitment.

Joseph Tracewell introduced the new Quality Improvement supervisor for district South, Andrew Miller he will be the one who will answering the committee's questions and comments as well as attending the IOC meetings. He will also be the representative for district South at the district and state meetings.

Barbara Carty asked a question if anyone on the team has any information on allowing DDD members to smoke marijuana in group homes and what does policy say about this? And has this been discussed amongst IOC members.

Joseph Tracewell stated that even though it is legal in Arizona it is still federally illegal and because DDD programs are funded by Medicare issues have risen about this issue. Direct staff cannot have any involvement in storing or administering marijuana or bi-products and would be happy to send out the policy on this.

Updates from Arizona Department of Administration

Larry Allen provided an update on the IOC website and now it is user friendly. The minutes, annual reports, committee guidelines will now be available in one area on the website. He informed the committee that he is working hard to get every committee member their badges mailed out to them and if anyone from the committee has not received their badge to email him and send an updated picture of themselves.

Health Care Liaisons Update

Vera Kramarchuk (Mercy Care) No updates from Mercy care

Karen Kramer (UnitedHealthcare) No updates from United Healthcare



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DDD IOC Liaison

Octavia Lamb provided an update on IRs and that the IRs are currently being uploaded to the shared drive weekly. The incident reports for Jan 31-Feb 5 will be uploaded no later than Tuesday 2/15/2022.

Discussion, Review, and Possible Action on Committee Membership

No update was provided at this meeting

Discussion and Review of Incident Reports and Behavioral Plans

For January IRs, the Committee members have been given 602 for January incident reports in the Shared Drive. This included **22** open and **580** for closed reports.

Type	Open	Closed
Accidental Injury	1	114
Deaths	4	9
Emergency Measures	0	4
Human Rights	3	9
Legal	0	6
Medication Errors	2	74
Missing	0	12
Neglect	5	25
Other Abuse	3	16
Other-Behavior	0	168
Other -Injury unknown	1	138
Physical Abuse	3	12
Property Damage	0	1
Suicide	0	1
TOTALS	22	580

The desired IRs will be divided by the chair and equally distributed amongst the members.

Number of Questions for QIM: **8**. members of the committee will send the incident reports questions to the DDD Liaison **Octavia Lamb**.



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Adjournment

A motioned was put to vote to adjourn the meeting by **Chere Solorzano** at 1:43 pm.

Keith Jansen - Seconded the motion.

All present members agreed by “aye” and no “nays”

The next District South IOC meeting will be held on March 14, 2022, at 1:00 pm.
