



**Division of Developmental Disabilities
District South Independent Oversight Committee
Meeting Minutes & Action Items
Monday, September 13th, 2021 – 1:00 PM to 3:00 PM**

Call to Order

Meeting called to order by Committee Chairperson, **Chere Solorzano**. The date is September 13, 2021 at 1:00 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**
- **Chere Solorzano**

Absent:

- **Gloria Brunell**

Public in Attendance: **Mario Gutierrez (potential member)**

Health Plan Liaisons:

- **Vera Kramarchuk (Mercy Care)**

ADOA:

- **Larry Allen**

DDD:

- **Octavia Lamb (IOC Liaison)**
- **Michelle Pollard (DDD NCI Coordinator)**
- **Richard Kautz (DDD Chief Advocate)**
- **Barbara Carty (Program Review Committee Chair)**
- **Christopher Hall (District South Quality Improvement Supervisor)**
- **Joseph Jensen (District South Quality Improvement Supervisor)**

Call to Public



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Chere Solorzano: Made a call to the public. Mario Gutierrez introduced himself to the committee and to DDD staff. He informed the group that he has a daughter who is a DDD member and being involved with DDD is close and dear to his heart and he currently serves on the PRC committee reviewing behavior treatment plans in Yuma, AZ and he also works for a non-profit organization working with members with disabilities and he oversees the grounds and custodial duties. He also Volunteers for other organizations that work closely with members with disabilities.

DDD Staff Updates

Richard Kautz gave an update on the current COVID-19 numbers amongst DDD members. DDD currently serves 46,066 members and since the beginning of the pandemic there has been a total of 76 member deaths related to COVID-19 as of last week, 32 are those that live in their own home or family home and 44 members who lived in a licensed residential setting. 41,039 DDD members live in their own home or family home, 5,027 members who live in licensed residential settings, a total of 1,983 that live in their own home or family home has tested positive and a total of 1,167 members who tested positive who lived in a licensed residential setting.

Richard Kautz also stated that the liaisons have been working very diligently on recruitment for all the districts and has been difficult since the start of the pandemic. Postings for recruitment have been posted in the division's monthly newsletters as well as direct emails to DDD staff.

Joseph Jensen informed the committee that they are looking to hire a new QI supervisor as well as one nurse position. The team is done two staff at this time. Also, any incidents that have a quality care concern for higher level review they are requiring a in home health and safety visit.

Barbara Carty informed the committee that PRC is working on a template for BTP's, and it is between clinical and non-clinical. The disposition form was redesigned, and the plan is to run it by the PRC team and will inform the committee when the new disposition form is ready to be used by committee members.

Discussion about the Annual Report

Chere Solorzano went over with the committee some key points that were discussed in the annual report. She went over current and previous membership, meetings are virtual and will remain virtual until otherwise agreed upon by the committee, went over the consolidation of the two South districts (Tucson and Sierra Vista), The incident reports are now accessible through online database and she thanked DDD staff for participation and recruitment for new members.



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ADOA Updates

Larry Allen informed the committee about committee badges being sent out to them by mail and needed follow up from the committee of who had received their badges and who had not.

Health Care Liaisons Update

Vera Kramarchuk (Mercy Care) stated that Mercy Care continues to process Aug. Comm. requests and there have been positive reviews from families and staff that requests are being processed timely. Also, DDD members that are eligible for in-home COVID-19 vaccinations, Mercy Care continues to work with contracted providers to administer this service.

No representation from United Healthcare

DDD IOC Liaison

Octavia Lamb provided an update on IRs and that the IRs are currently being uploaded to the shared drive weekly. The IRs that are uploaded are two weeks behind, but IRs from September 1-4 has been uploaded as of the start of this meeting. Also, the IOC liaisons continue work towards recruitment for new members and the most recent update was that the IoC liaisons are working with the volunteer service coordinator about getting a list of volunteers together and the liaisons will be going through that list and making direct calls and the hope is to have some more interested volunteers by the next meeting.

Discussion and vote out of possible member

Chere Solorzano informed the committee that a current member Gloria Brunnell has not been in attendance for the past year and according to the IOC guidelines if a member misses 3 or more unexcused absences the committee can choose to formally vote to terminate membership.

Chere then asked for a motion to vote for the termination of the membership of Gloria Brunnell.

Keith Jansen- Motioned to terminate the membership of Gloria Brunnell.

Genevieve Valenzuela – Seconded the Motion

Vote was taken and all members present (Chere, Keith Genevieve) said “Aye” and no “Nay” votes



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The motioned is passed to terminate the membership of Gloria Brunnell as a committee member of DDD District South IOC.

Discussion and vote on of possible member

Chere Solorzano asked if there were any other discussion or questions for Mario Gutierrez.

Chere then asked for a motion to vote Mario Gutierrez as a member of DDD District South IOC.

Keith Jansen- Motioned to vote Mario Gutierrez as a member to DDD District South Independent Oversight Committee.

Genevieve Valenzuela– Seconded the Motion

Vote was taken and all members present (Chere, Keith Genevieve) said “Aye” and no “Nay” votes

The motioned is passed with Mario Gutierrez being voted in as the newest member of DDD District South IOC.

Discussion, Review, and Possible Action on Committee Membership

Octavia Lamb stated that recruitment efforts remain top priority weekly. Emails and one on one calls have been made and the IOC liaison and Volunteer Service Coordinator have been working together to recruit more volunteers. There will be an update at the next meeting if any new members are interested.

Discussion and Review of Incident Reports and Behavioral Plans

For June IRs, the Committee members have been given 614 for August incident reports in the Shared Drive. This included 32 open and 582 for closed reports.

Type	Open	Closed
Accidental Injury	1	147
Deaths	2	13
Emergency Measures	0	0
Human Rights	0	2
Legal	0	7
Medication Errors	8	99



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Missing	3	6
Neglect	3	28
Other Abuse	4	7
Other-Behavior	2	158
Other -Injury unknown	4	103
Physical Abuse	5	11
Property Damage	0	1
Suicide	0	0
TOTALS	32	582

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

Number of Questions for QIM: **2**. members of the committee will send the incident reports questions to the DDD Liaison **Octavia Lamb**.

Adjournment

The meeting was motioned to be adjourned by Chere Solórzano. The public meeting ended at 1:30 pm.

The next District South IOC meeting will be held on October 11, 2021 at 1:00 pm.
