



**Division of Developmental Disabilities
District Central Independent Oversight Committee
Meeting Minutes
Monday, August 26, 2019 – 10:00 AM to 1:00 PM**

Call to Order

The meeting called to order by Committee Chairperson, **Karen Van Epps** on August 26, 2019 at 10:15am. The meeting was located at 4400 N Central Ave, Ste 900, Phoenix, AZ 85012.

Welcome and Introductions

Attendance in Person: **Karen Van Epps, Carol McNulty, Andrea Potosky, Eva Hamant, Eduarda Yates, Heidi Reid-Champigny, and Lisa Witt.**

Attendance by Phone: **Linda Mecham.**

Absent: **Debbie Stapley, Mandy Harman, and Sherry Wilhelmi.**

Public in Attendance: **Sophie Legaspi** (United HealthCare Liaison)

ADOA: **Veronica Peralta and Larry Allen.**

DDD: **Eric Houghtalin** (IOC Liaison), **Marlene Riggs** (non-voting IOC committee member), and **Michelle Pollard** (National Core Indicator Coordinator)

ADOA and DDD Updates

Larry Allen: Incorporated HB 209 into the IOCs. The IOC manual has been sent to all the chairpersons in the committees. It is up for public comment. It will be posted as of 8/27/19 for 30-days for public comment. He gave the committee the IOC website to look this up.

Eric Houghtalin: ADOA is requiring the members of the committee to sign new copies of the confidentiality agreement. He advised that there will be copy in the member packets.

Discussion About the Quality Assurance Use of Unsubstantiated in Incident Reports

Linda Mecham: advised that the issue is that the IRs are being closed before the IOCs can review them. The concern is that they cannot be reopened.

Karen Van Epps: advised that she has testified before the legislature in the past about this. She cited an incident that showed unsubstantiated despite proof that there was an issue.

Michelle Pollard: advised that the record should show historical context so that the member can grow.



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Eva Hamant: advised that one of her personal issues has been that the Support Coordinator has not been contacted, but that this could be helpful.

Article 9 Discussion

Mary DeCarlo*: article 9 is on the last two pages and then should be set for a 30-day public comment beginning sometime next week. Some of the changes include definitions of qualified behavior health professionals, PRC roles, etc.

Eric Houghtalin: asked **Mary DeCarlo** if she was willing to attend the meeting next month.

Mary DeCarlo: advised that she would be willing to attend.

Please Note: **Mary DeCarlo is a Board-Certified Behavior Analyst and DDD employee that is on the committee that is reviewing and making suggestions for updating Article 9.*

Annual Report

Karen Van Epps: annual report needs to begin.

Eric Houghtalin: advised that he will send Karen Van Epps a copy of all the physical annual meeting minutes sent to her home.

Carol McNaulty: asked to have billing added to the report.

Karen Van Epps: advised that she would address the issue.

Call to the Public

Sophie Legaspi: introduced herself as the new Member Advocacy Administrator for United Healthcare.

Committee Member Report

No members had new business to bring up at the meeting.

Discussion, Review, & Possible Action on Committee Membership

There was no discussion, review, or action taken on committee membership at the meeting.



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Eric Houghtalin: advised that he would be happy to send out the letter that has been used to recruit in other IOCs for District Central. He asked members to send him lists of professionals with addresses to send out the letters to in order to help.

Andrea Potosky motioned to move into executive session.

Eva Hamant seconded the motion.

There was no discussion.

All available members voted yes to move into executive session. No members abstained or voted no.

The public session ended at 12:34pm.

(The public portion of the meeting ended at 12:34 pm)

Incident Reports and Behavior Plans

The incident reports included **963** closed and **172** open for a total of **1,135** total reports for the June meeting. An email was sent to the Acting Quality Area Manager to inquire about delivering the incident reports to the committee, but it was not replied to by the end of the meeting.

Type	Open	Closed
Accidental Injury	27	209
Deaths	2	0
Emergency Measures	2	64
Human Rights	11	1
Legal	4	3
Medication Errors	1	123
Missing	26	6
Neglect – Potential & Imminent	21	16
Other Abuse – Sexual, Verbal, and Emotional	24	520
Other	34	1
Physical Abuse	15	4
Property Damage	4	1
Suicide	1	15
TOTALS	172	963

IRs were equally divided among the members in attendance as they chose to take them. There was some discussion of individual incident reports among member and DDD staff in the executive session.



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Adjournment

Lisa Witt motioned to adjourn.

Eva Hamant seconded the motion.

There was no discussion.

All present members voted yes. No members abstained or voted no.

Karen Van Epps adjourned the meeting at 2:04 pm.

The next District Central IOC meeting will be held on September 23, 2019 at 10:00 am.