



**Division of Developmental Disabilities
District Central Independent Oversight Committee
Meeting Minutes
Monday, September 23, 2019 – 10:00 AM to 1:00 PM**

Call to Order

The meeting called to order by Committee Chairperson, **Karen Van Epps** on September 23, 2019 at 10:22am. The meeting was located at 4400 N Central Ave, Ste 900, Phoenix, AZ 85012.

Welcome and Introductions

Attendance in Person: **Andrea Potosky, Karen Van Epps, Debbie Stapley, Carol McNulty, Eva Hamant, Heidi Reid-Champigny, and Mandy Harman**

Attendance by Phone: none

Absent: **Sherry Wilhelmi, Linda Mecham, Eduarda Yates, and Lisa Witt**

Public in Attendance: none

ADOA: none

DDD: **Eric Houghtalin** (IOC Liaison), **Marlene Riggs** (DDD/non-voting IOC committee member), **Michelle Pollard** (DDD NCI Coordinator)

ADOA and DDD Updates

Eric Houghtalin: Advised that ADOA is still waiting for signatures on the new HIPAA forms. He advised that the updated forms will be in each member's packet and that he will need them signed and returned by the end of the meeting. He also advised that the IOC Operations Manual and Standard Work is out for public discussion. He asked the committee to let him know if they hadn't received a link or an emailed digital copy at this time. He advised that he would arrange to have that sent out. He also informed the committee that the other DDD IOC Liaison, **Jeffrey Yamamoto**, is currently working on being certified, by the DES Office of Professional Development, to teach Article 9. He advised that if any member of the District North IOC still needs to take the class, they should let either Jeffrey know as soon as possible, and he will book a class locally.

Eva Hamant: Advised that the committee just took the Article 9 training in May of this year.

Michelle Pollard: Advised that the changeover to the two-insurance coverage will happen on October 1, 2019. She advised what changes will be happening (increase documentation, changes to the planning document, etc.).

Karen Van Epps: Asked how the changes will affect support coordination.

Michelle Pollard: Answered that there would be more documentation. She advised that this means the Support Coordinators will have to get more in-depth with the questions that they ask. She also



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District Central Independent Oversight Committee
Meeting Minutes
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noted coordination of calendars with other members of the members' teams will be important as well.

Introducing United Health Care Liaison to DDD, Sophie Legaspi

Sophie Legaspi was not available for the meeting. This topic was skipped.

Article 9 Discussion

Karen Van Epps: advised that Article 9 is coming out in the next week or so. She believes there will be a list of medications that will require a behavior plan. She asked **Eric Houghtain** to send copies of the document to all District Central IOC members.

Marlene Riggs: Advised that (historically) any medication that was used to change behavior would require a behavior plan.

Karen Van Epps: Added that medication for sleep (e.g., melatonin) wouldn't require a behavior plan as it is re-written.

Marlene Riggs: Advised that giving sleeping medication to make members convenient is a quality of life issue.

IOC Operations Manual and Standard Work Discussion

This section of the meeting was skipped by the committee. The entire committee wanted a physical copy sent out to them.

Call to the Public

No members of the public attended the meeting. This topic was skipped.

Committee Member Report

Karen Van Epps: Would like to see vendor call process and needs discussion.



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District Central Independent Oversight Committee
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Discussion, Review, & Possible Action on Committee Membership

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

Carol McNulty motioned to move into executive session.

Andrea Potosky 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 12:33pm.

Note: There was no executive session due to members leaving (the committee didn't have quorum after the members departed after the vote to close the public session).



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District Central Independent Oversight Committee
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Incident Reports and Behavior Plans

IOC Members took incident report packets with them prior to leaving. There was no discussion with the Quality Improvement Manager regarding the members or incident reports after the public meeting ended.

The incident reports included **878** closed and **172** open for a total of **1,050** total reports for the September meeting. An email was sent to the District Central Quality Improvement 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	37	149
Deaths	4	5
Emergency Measures	3	43
Human Rights	6	2
Legal	11	14
Medication Errors	2	133
Missing	24	11
Neglect – Potential & Imminent	14	29
Other Abuse – Sexual, Verbal, and Emotional	9	17
Other	40	433
Physical Abuse	14	21
Property Damage	6	1
Suicide	2	20
TOTALS	172	878

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.

Adjournment

The next District Central IOC meeting will be held on October 28, 2019 at 10:00 am.

(The meeting ended at 12:34 pm)