



**Division of Developmental Disabilities
District South (Tucson) Independent Oversight Committee
Meeting Minutes
Wednesday, September 25, 2019 – 2:00 to 4:00 PM**

Call to Order

The meeting called to order by Committee Co-Chairperson, **Jessica Richards** on September 25, 2019 at 2:06pm. The meeting was located at 400 W Congress St, Suite 500 – Conference Room, Tucson, AZ 85701.

Welcome and Introductions

Attendance in Person: **Jessica Richards, Bill Burnett, Rachel Allen, Tyler DeMers, Christine Small, Genevieve Valenzuela**

Attendance by Phone: **Shereen Shoulders, Larry Allen (ADOA), Michelle Pollard (DDD)**

Absent: **Lynda Stites, Bonner Raskob, Beth Elliot, Bianca Pimentel, Lynne Tomasa, Jennifer Premer**

Public in Attendance: **Sophie Legaspi** (United HealthCare Liaison), **Darlene Jones-Lundergan**

ADOA: **Larry Allen**

DDD: **Eric Houghtalin** (IOC Liaison), **Michelle Pollard** (NCI Coordinator)

Call to the Public

Sophie Legaspi: Advised that she gave her information during the introduction, but that she would make herself available to the IOC members and pass out business cards.



**Division of Developmental Disabilities
District South (Tucson) Independent Oversight Committee
Meeting Minutes
Wednesday, September 25, 2019 – 2:00 to 4:00 PM**

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 will 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.

ADOA Update

Larry Allen: Advised that the IOC Operations Manual and Standard Work are posted online (ending September 27, 2019). He advised that the manual currently incorporates a newly signed house bill. He also noted that he and Veronica Peralta (ADOA) are looking for more content to add to the IOC newsletters. He gave examples of what the committees are working on, special guests to committee meetings, success stories, and anything else that other committees might find interesting. He added that they are doing this to increase transparency and aid in communication.

Discussion, Review, & Possible Action on Committee Membership

Genevieve Valenzuela: Asked **Darlene Jones-Lundergan** what her interest in the IOC would be.

Darlene Jones-Lundergan: Introduced herself and explained that she is interested in knowing more about why we are having the incidents that we are having. She noted that she would like to see progress in how incident reports followed up with when there are incidents and how the committee could become active in trying to change the Division to a more preventative model. She mentioned that her son (a DDD member) has been abused in their home with nurses and nursing. She advised that the incident reporting is good, but the problem that she has found is that it seems that the committee just reviews the incidents, but there's not much you can do except to maybe make recommendations to DDD. She noted that is what she had been told and that the recommendations are not effective. She wants to join the committee to discover if it is true or not true. She wants to know if anything is being done to make it (incident occurrences) better. She stated that there have been a lot of issues that she has been aware of with family on member abuse. She also expressed a



**Division of Developmental Disabilities
District South (Tucson) Independent Oversight Committee
Meeting Minutes**

Wednesday, September 25, 2019 – 2:00 to 4:00 PM

desire to either implement or expand on educational programs to reduce abuse amongst parents and families. She noted that there's not much interaction with DDD (90-day updates, Planning Document meetings, etc.). She expressed that there was little for members to do once they have graduated or left high school. She noted that there are programs (e.g., day treatment, vocational rehab, etc.). She asked if the committee can do more to help.

Eric Houghtalin: Asked if the committee members had questions for **Darlene Jones Lundergan**.

Genevieve Valenzuela: Asked if, as a potential IOC member, **Darlene Jones-Lundergan** would be able to abide by the guidelines of all that we do here without putting any personal history into this. She advised that it is the same system.

Darlene Jones-Lundergan: Answered that she believes that she could be unbiased.

Jessica Richards: Asked if she could constructively work fellow committee members to accomplish all the stated goals of the IOC within the system established by the committee as a whole.

Darlene Jones-Lundergan: Answered that she believes that she could.

Genevieve Valenzuela: Reminded **Darlene Jones-Lundergan** that the main concern of the IOCs is to ensure that the members' rights are not violated. She advised that they look through the treatment plans and make sure that everything is no violations going on with them. She advised that things are getting better and that DDD Quality Assurance is giving good feedback and utilizing recommendations sent to them.

Darlene Jones-Lundergan: Added that AHCCCS (Arizona Health Cost Containment System) is in a lot of trouble. She also noted that it was time that everybody gets up to the federal standards. She noted that in the past there has been no respect for them. She complained that its difficult for the parents of members.

Jessica Richards: Asked if **Darlene Jones-Lundergan** had any questions.

Darlene Jones-Lundergan: Advised that she would learn as she goes if selected.

Eric Houghtalin: Reminded the committee that any discussion about **Darlene Jones-Lundergan** needs to happen in the executive session.

Bill Burnett: motioned to go into executive session so the committee could discuss the potential membership of **Darlene Jones-Lundergan**.

Genevieve Valenzuela: seconded the motion on the floor.

There was no discussion.



**Division of Developmental Disabilities
District South (Tucson) Independent Oversight Committee
Meeting Minutes
Wednesday, September 25, 2019 – 2:00 to 4:00 PM**

The vote was all for moving to executive session. No members abstained or voted no.

(The first public session ended at 2:30pm)

(First Executive Session began at 2:30pm)

The committee discussed the potential membership of the applicant, **Darlene Jones-Lundergan** in the first executive session.

Genevieve Valenzuela: Motioned to go back into public session to vote on the potential membership of **Darlene Jones-Lundergan**.

Jessica Richards: Seconded the motion on the floor.

There was no discussion.

The vote to move back into public session was all members voting yes. No members abstained or voted no.

(The first executive session ended at 2:44pm)

(The second public session began at 2:44pm)

Eric Houghtalin: Advised the committee that this was the time that they can either vote on the admission of **Darlene Jones-Lundergan** or vote to table the vote until next month. He asked if there was a motion.

Christine Small: Asked for clarification about the difference between voting and voting to table the admission vote.

Eric Houghtalin: Gave an explanation.

Jessica Richards: Asked if the committee had any discussion about whether they want to table or vote.

Christine Small: Advised that she thinks that they should go ahead and call for the vote rather than table.



**Division of Developmental Disabilities
District South (Tucson) Independent Oversight Committee
Meeting Minutes**

Wednesday, September 25, 2019 – 2:00 to 4:00 PM

Jessica Richards: Motioned to vote on the admission of the new potential member, **Darlene Jones-Lundergan**.

Genevieve Valenzuela: Seconded the motion on the floor.

There was no discussion.

The vote was zero (0) members voting yes. Five (5) members voting no. Two (2) members (**Bill Burnett** and **Shereen Shoulders**) abstaining from voting.

The matter of the potential membership **Darlene Jones-Lundergan** was closed with the committee choosing to decline her admission.

Genevieve Valenzuela: Motioned to return to executive session to review behavior plans and incident reports.

Christine Small: Seconded the motion.

There was no discussion.

The vote was all seven (7) members voting yes. No members abstained or voted no.

(The second public session ended at 2:47pm)

(The second executive session began at 2:48pm)



**Division of Developmental Disabilities
District South (Tucson) Independent Oversight Committee
Meeting Minutes**

Wednesday, September 25, 2019 – 2:00 to 4:00 PM

Incident Reports and Behavior Plans

(Executive Session)

The Quality Improvement Manager, **Pauline Selmer**, was not present at the meeting to take questions or concerns. The incident reports included **598** closed and **46** open for a total of **644** total reports offered to the committee to review for the September meeting.

District South (Tucson) Incident Report Totals

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 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. Questions and concerns about incident reports and behavior plans were given to **Eric Houghtalin** to deliver to the **Pauline Selmer**, Quality Improvement Manager, and **Barbara Carty**, Chairwoman of the Program Review Committee as required.

Adjournment

The meeting was adjourned at 3:52pm by **Jessica Richards**, Co-Chairwoman. The next District South (Tucson) IOC meeting will be held on October 23, 2019 at 2:00pm.

(The meeting ended at 3:52 pm)