



**Division of Developmental Disabilities
District North Independent Oversight Committee
Meeting Minutes & Action Items
Thursday, December 20, 2019 – 9:30 to 11:30 AM**

Agenda Topics

Call to Order; Welcome and Introductions; Approval of Minutes; Arizona Department of Administration (ADOA) Update; DDD IOC Liaison Updates; Discussion of Cynthia McKinnon's International Attendance by Phone; Discussion, Review, and Possible Action on Committee Membership; Discussion and Review of Incident Reports and Behavioral Plans; and Call to the Public.

Call to Order

Meeting called to order by Committee Chairperson, Cynthia McKinnon at 9:44am on 12/20/2018. The address for the meeting was 1701 N. 4th Street, Flagstaff, AZ 86004.

Welcome and Introductions Committee

(0 min & 35 sec)

Attendance in Person: **Cynthia McKinnon, Ted Garland, Dora Harrison, Norm Wallen**

Attendance by Phone: **NONE**

Absent: **Kyle White**

Public in Attendance: **NONE**

ADOA: **NONE**

DDD: **Eric Houghtalin**

ADOA and DDD Updates ADOA (absent) and Eric Houghtalin

(1 min & 0 sec)

The ADOA was not represented at the meeting and did not provide Eric Houghtalin with any updates to give to the committee.

Eric Houghtalin advised that if committee members have a question that cannot be answered during the meeting, the members should write the question down so that they can be gathered for later and researched. For future reference, this will be referred to as the parking lot.

Eric Houghtalin advised the committee that meeting minutes will be posted in an audio format for the public site.

IOC Letter & the Response from ADOA/DDD Discussion Committee

(2 min & 56 sec)

Cynthia McKinnon asked if the committee has comments about the letter to the ADOA/DDD. She also advised that the provider thought that the mother of the member was threatening or harassing them. She summarized the reply from DES to the committee. She



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advised that she wrote a letter in response to the reply and that she is still waiting for a reply.

- Actionable Item: the committee asked **Eric Houghtalin** to inquire about a reply to the last letter.

Discussion of Chair's International Attendance by Phone Committee

(8 min & 20 sec)

Cynthia McKinnon advised that she will be in Mexico for the January, February, and March meetings. She advised that she will be using her US phone for attendance.

Cynthia McKinnon will be receiving incident reports sent either by secured email or by Federal Express to her location. She acknowledged that this might leave her a month behind, but she will still share her input on the incident reports.

The rest of the committee members will continue to receive incident reports, with no changes, during the Chairperson's physical absence from the meeting.

- Actionable Item: **Eric Houghtalin** will conference the in directly through cell phone to cell phone connection per Cynthia McKinnon's request.
- Actionable Item: **Cynthia McKinnon** asked **Eric Houghtalin** for communication to the committee to advise them that they will continue to receive their regular quarter of the incident reports while she gets hers when they arrive to her in Mexico.

Discussion, Review, & Possible Action on Committee Membership

Eric Houghtalin advised that there are no members to review by the committee today.

Dora Harrison advised that she has a resource that she plans to contact today to help increase interest in District North IOC membership.

Eric Houghtalin discussed current recruiting efforts that DDD and ADOA are using to boost interest in the District North IOC. These efforts include use of at least one commercial job site to drive traffic to the volunteer application page.

Dora Harrison motioned to move to executive session. **Norm Wallen** seconded the motion. The vote was all members voting yes, no members voting no, and no members abstaining.

(End of public meeting at 15 min & 33 sec on the recording) – TIME 10:30am

Committee moves into executive session at 10:30 am pursuant to A.R.S. 41-1959 and A.R.S. 38-431.03(A)(1)(2) to discuss incident reports and behavioral health plans concerning members of the Division of Developmental Disabilities of the Arizona Department of Economic Security.



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Incident Reports and Behavior Plans **Committee**

The committee reviewed incident no incident reports and no behavior plans as there was a technical issue preventing copies from being made.

Adjournment **Committee**

Norm Wallen moved to adjourn the meeting. **Dora Harrison** seconded the motion. The vote was all member voting yes, none voting no, and none abstaining. The motion passed and **Cynthia McKinnon** adjourned the meeting at 12:57 pm. The next District North IOC meeting will be held on March 21, 2019 at 9:30 AM.