



**Division of Developmental Disabilities
District North Independent Oversight Committee
Meeting Minutes & Action Items
Wednesday, December 16th, 2020 – 4:00 pm**

Call to Order

Meeting called to order by Committee Chairperson, **Cynthia McKinnon**, on December 16, 2020 Time: 4:02 pm. The meeting took place by publicly accessible video conference.

Welcome and Introductions

Please Note: All attendance for this meeting was by electronic (video or phone) means only.

Attendance:

- **Cynthia McKinnon**
- **Sandra Malloy**
- **Robert (Bob) Malloy**
- **Jody BonDurant-Strong**

Absent:

- **Maegan Van Wyck**
- **Kyle White**

Public in Attendance:

- **Sophie Stevenson** (United Healthcare),

ADOA:

- **Larry Allen**

DDD:

- **Jeffrey Yamamoto** (DDD IOC Liaison)
- **Michelle Pollard** (DDD NCI Coordinator)
- **Marilyn Croci** (DDD PRC Chair)
- **Barb Picone** (DDD Office of Individual and Family Affairs, OIFA Program Manager)

Call to the Public

A call to the public was made. No public was present.

Updates from ADOA



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Larry Allen: Larry mentioned the year end annual reports are due this month. He also mentioned the flowchart he had the liaison send out. He had no further updates.

Updates from the Health Care plans

Sophie Stevenson from United Healthcare mentioned that the coordinated healthcare plans are having Augmentative and Alternative Communication (AAC) community information meetings this week. The fliers had been sent earlier and the committee was already informed of the virtual meetings. She had no new updates

Electronic Platform for Incident Reports

Jeffrey Yamamoto began by explaining the two electronic platforms for the reviewing of the incident reports (IRs). The first one is not as developed as the 2nd one. The first one is through DDD and the FTP (File transfer protocol) server. This would be downloading the IRs to a secure server and giving the IOC members access to the server via a controlled password. This is not expandable or flexible in its design for adding sub labels to create an easier use of the platform. There also is the loading of the reports will need to be done one at a time and not as a group or a folder. He said this would be very cumbersome to work both from an IOC member point of view and the DDD liaison point of view. He demonstrated the logging into the site and did a brief tour of the sight configuration.

He went on to explain the second way of having the review of the IRs. He showed the Google Drive dedicated for the review of the IRs. This currently is under Jeffrey Yamamoto's work email and ultimately would like to set it up under a shared Google Drive account. For now, he demonstrated the logging in and tour of the site. He demonstrated how the members could comment directly on the IR and not have to load it on their computer. The comments would then later be emailed to him to verify the "NC" no comment or if there was a comment what it was.

Bob Malloy asked several questions throughout the demonstration. Jeffrey answered them as well as possible at the time. The questions asked were.

Q-How do the members know which IRs to read since before they would get all of the hard copies.

A-In other districts the Chair or their designee would assign the amount of IR by categories or numbers to the individual members. This would be the same in this format **Q-Who loads the information into the Drive?**

A-The information will be loaded by the IOC liaisons or DDD employee directly to the site. **Q-**

Are the Categories already designated in the IR system? **A-** Yes, the IR's are pulled and redacted by their category labels. When the redacted IR's are ready for a particular category, month, and District they can be completely loaded into the Google Drive into their appropriate folder/file. **Q-How does a person**

know how many IRs are in a particular folder or how many there is for the entire month? ***A-** The IOC liaison can send the information to the chair (the information on IRs on the bottom of the minutes) or

the person can search the meeting minutes to know the numbers and categories for the month at the



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bottom of the minutes. **Q- With the loss of IOC members, the review of hundreds of IRs will be very taxing on the volunteers, Is there a solution to this problem?** A- Jeffrey informed the members that they are volunteers and that reviewing the IRs and Behavior Plans, the committee is not the only eyes on the plan/incident. The IOCs are charged to review for possible right's violations after it has already been approved through PRC or Quality, and those two entities usually do a great job looking for violations. In summary, if they don't read every IR it is unlikely, they will miss a violation. They can only review what they can review for the month. The IOC must do what they feel right and necessary to their own members **Q-Is there follow up with the IR questions that the IOC bring up or that QI has for the vendors?** A- The questions posed by the IOC will be followed up with the IOC liaison through Quality. The committee will send their comments on IR to the liaison and ask for answers from Quality. The answers for the questions posed by Quality for the vendors in a "Closed" IR will have been given to Quality for them to close the IR to their satisfaction. They may not reflect the answer on the IR.

Jeffrey Yamamoto informed the committee that he will keep them posted on the progress of the electronic platform.

***Post Meeting- Jeffrey Yamamoto** wanted to apologize to the members of the committee for accidentally showing the wrong set of Incident Report numbers for the month of September in his explanation of the categories and number of IR for District North.. The below list is the correct numbers for this IOC for the month of September 2020

DDD IOC Liaison Updates

Jeffrey Yamamoto introduced **Barb Picone** (Office of Individual and Family Affairs, Program Manager) to talk to the committee. She asked about the incidents report (IR) which may not have been responded to by Quality. The incident centered around a staff member who was symptomatic with COVID-19 being told to work or be fired. This was supposed to be submitted in April of 2020 and the committee hadn't heard of the resolution. She asked Jeffrey to investigate it further.

She also asked about the missing Incident Reports that the committee did not receive. The committee suggested that they would do no good to send them now as it has been a long time and they are overwhelmed with current IRs as is. She informed the Committee that the empty IOC liaison spot is being filled and the paperwork is at the DDD HR office. The position should be filled shortly, and Jeffrey will train the individual and that individual will become their new liaison.

Bob Malloy asked **Jeffrey Yamamoto** about the meeting for Prop 207. He said that DDD will be doing a discussion with the IOCs about the passing of Proposition 207 and how that may impact the members that the Division serves. The discussion is scheduled for December 17th at 5:30pm and will be open to all IOC members. all are welcome to attend and invitations should have already gone out.

Discussion, Review, and Possible Action on Committee Membership



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Cynthia McKinnon asked if any more coming. Jeffrey Yamamoto he will contact the DDD volunteer coordinator and keep pressing for volunteers in the District North especially with the loss of the soon to be 3 members.

Incident Reports and Behavior Plans

The committee was sent the September 2020 reports The Sept incident reports include **72** open and **240** closed reports. This is a total of **312** incident reports presented to the committee for review.

The committee submits their comments and questions about the incident reports to **Barbara Cortez**, Administrative Assistant for District North Quality Improvement and **Jeffrey Yamamoto** by email. **Barbara Cortez** responds by email when replies are available.

Incident Type	Open	Closed
Accidental Injuries	12	46
Client Missing	2	11
Deaths	0	3
Emergency Measures	0	5
Human Rights	3	3
Legal	4	5
Medication Errors	13	51
Neglect	10	10
Other Abuse	7	5
Other – Behavior	6	40
Other – Non-Behavior	8	47
Physical Abuse	7	8
Property Damage	0	3
Suicide	0	3
Totals	72	240

Adjournment

Cynthia McKinnon adjourned the meeting at 5:28 pm. **This was Cynthia's last IOC meeting as she has resigned from the committee ending 2020.** The next meeting is set for Wednesday, January 20, 2021 at 4:00 pm.