



**Division of Developmental Disabilities  
District North Independent Oversight Committee  
Meeting Minutes & Action Items  
Thursday, February 20, 2020 – 9:30 AM**

**Call to Order**

Meeting called to order by IOC Member, **Robert Malloy**, on February 20, 2020 - Time: 9:43 am. The meeting took place at 1701 N. 4th Street, Flagstaff, AZ 86004.

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**Welcome and Introductions**

Attendance in Person:

- **Audra Sindelar**
- **Dani Lawrence**
- **Robert Malloy**

Attendance by Phone:

- **Sandra Malloy**

Absent:

- **Maegan Van Wyck**
- **Cynthia McKinnon**
- **Kyle White**

Public in Attendance:

- **Sophie Legaspi** (United Healthcare)

ADOA:

- **Larry Allen** (by phone)

DDD:

- **Eric Houghtalin** (District North IOC Liaison)
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**Moment of Reflection for Theodore “Ted” Garland, Former DN Co-Chairman**

The members shared some memories of and experiences with **Ted Garland**, Former Co-Chair of the District North Independent Oversight Committee.

**Dani Lawrence:** called for the committee to start working on accessibility issues to encourage disabled people in IOC membership.

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**ADOA and DDD Updates**

**ADOA – Larry Allen:** advised there were no updates at this time.



**Division of Developmental Disabilities  
District North Independent Oversight Committee  
Meeting Minutes & Action Items  
Thursday, February 20, 2020 – 9:30 AM**

**DDD - Eric Houghtalin:** advised of the recruiting efforts and that there were a couple of bills in Arizona legislature that concern guardianship and member-supported decision making.

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**Review and Possible Changes to the District North Guidelines**

**Robert Malloy:** advised that the committee received guidelines last month.

**Eric Houghtalin:** noted that he put another copy in each member's IOC meeting folder and added a random one from another committee that the members can compare to their own. He advised that there was some off-record chatter that that the committee didn't want to change the leadership titles (namely Co-Chair to Vice-Chair).

**Dani Lawrence:** asked if there were any decisions made last month.

**Eric Houghtalin:** advised that there was no quorum last month.

**Robert Malloy:** advised that **Eric Houghtalin** told him (last month) that he would bring other committee guidelines so the DN IOC could review them.

**Eric Houghtalin:** suggested a change to Senior Co-Chair and Junior Co-Chair if they keep the Co-Chair titles.

**Robert Malloy:** added that with the increase of recruitment, that there should be an election for Co-Chair or whatever the committee decides to show a hierarchy.

**Dani Lawrence:** advised that she thought that Co-Chair sounded lateral to each other. She suggested Vice-Chair and Chair. She also asked if **Cynthia McKinnon** was coming back.

**Eric Houghtalin:** advised that all messages that he has received from **Cynthia McKinnon** seemed to suggest that she planned to return.

**Dani Lawrence** motioned to change the Junior Co-Chair position to Vice-Chair.

**Robert Malloy** seconded the motion.

There was no discussion.

The vote was all four present members voting yes. No present members voted no or abstained.

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**Discussion, Nomination, and Possible Election of Chairperson/Senior Co-Chairperson**

**Robert Malloy:** asked **Eric Houghtalin** if he suggested going through the process of electing a Vice-Chair now or waiting until **Cynthia McKinnon** gets back.



**Division of Developmental Disabilities  
District North Independent Oversight Committee  
Meeting Minutes & Action Items  
Thursday, February 20, 2020 – 9:30 AM**

**Eric Houghtalin:** advised that he thought it would be a good idea to at least elect the Vice-Chair and wait for a Chair election until **Cynthia McKinnon** returns. He reminded the committee that it was the committee's decision to make.

**Robert Malloy:** advised that he would be willing to throw his hat in the ring for Vice-Chair.

There was some discussion about the Program Review Committee (PRC) duties of the Vice-Chair and Chair of the committee.

**Eric Houghtalin:** advised that there is no requirement for IOC members or leaders to attend PRC meetings but that they would not review (committee-wide) any behavior plans reviewed by IOC members at a PRC meeting.

**Dani Lawrence:** added that she was concerned that none of the current members are that seasoned. She wants to see **Cynthia McKinnon** return before

**Robert Malloy:** advised that he was concerned about becoming Vice-Chair and having the Chairperson quit.

**Dani Lawrence:** asked that the vote be pushed off until next month. She advised that the week of the meeting was the middle of Spring break for students in local schools.

**Robert Malloy:** asked to make the meeting date be changed to the 26<sup>th</sup> at 9:30am

*The committee agreed to change the date of the March meeting to the 26<sup>th</sup> to better accommodate member schedules.*

**Dani Lawrence** motioned.

**Audra Sindelar** seconded the motion.

There was no discussion.

All present members voted to change the date of the March meeting to the 26<sup>th</sup> as motioned. There were no members voting no or abstaining.

The members of the committee chose to table this until **Cynthia McKinnon** returns to the committee meetings.

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**Call to the Public**

No members of the public spoke at the meeting.



**Division of Developmental Disabilities  
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Meeting Minutes & Action Items  
Thursday, February 20, 2020 – 9:30 AM**

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**Committee Member Report**

**Dani Lawrence:** asked that the March agenda include IOC member accessibility/accommodations, how the committee reviews incident reports/behavior plans, and a potential change of time for the meeting to later in the day (ideally after 3:00pm). She noted that the change might increase the pool of potential IOC candidates.

**Eric Houghtalin:** advised that the time might be difficult in the Winters for the IOC Liaisons, but he would be open to the idea of a later meeting.

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**Discussion, Review, & Possible Action on Committee Membership**

**Eric Houghtalin:** advised that he had been in Flagstaff on recruiting missions three times this month. He advised that he will be in the area on March 6<sup>th</sup> as well. He asked committee members to share names of groups, individuals, or organizations that might be willing to listen to him about the IOC in District North (DN).

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**Robert Malloy** motioned to move into executive session

**Audra Sindelar** seconded the motion.

There was no discussion.

All present members voted to go into executive session. No abstaining members and no members voting no.

*(Committee entered executive session at 10:25 am)*

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**Division of Developmental Disabilities  
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**Incident Reports and Behavior Plans**

The committee reviewed incident reports for August and reported to the Quality Improvement Manager with concerns. The reports listed in the graph below are scheduled to be reviewed on February 20, 2020 during the IOC meeting. The September incident reports include **69** open and **370** closed reports. This is a total of **439** incident reports presented to the committee for review.

<b>Type</b>	<b>Open</b>	<b>Closed</b>
Accidental Injury	<b>17</b>	<b>102</b>
Deaths	<b>2</b>	<b>1</b>
Emergency Measures	<b>1</b>	<b>4</b>
Human Rights	<b>8</b>	<b>4</b>
Legal	<b>0</b>	<b>3</b>
Medication Errors	<b>11</b>	<b>60</b>
Missing	<b>0</b>	<b>3</b>
Neglect	<b>3</b>	<b>8</b>
Other Abuse	<b>2</b>	<b>3</b>
Other	<b>16</b>	<b>169</b>
Physical Abuse	<b>5</b>	<b>1</b>
Property Damage	<b>2</b>	<b>8</b>
Suicide	<b>2</b>	<b>4</b>
<b>TOTALS</b>	<b>69</b>	<b>370</b>

- IRs were divided among the members of the committee.
- Number of Questions for QIM: committee members communicate questions to the Quality Improvement Manager between IOC meetings.

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**Adjournment**

**Audra Sindelar** motioned to adjourn the meeting.

**Dani Lawrence** seconded the motion.

There was no discussion.

All members voted yes to adjourn. No members voted no or abstained.

**Robert Malloy** adjourned the meeting at 11:38 am. The next District North IOC meeting will be held on March 26, 2020 at 9:30 AM.