



**Division of Developmental Disabilities
District North Independent Oversight Committee
Meeting Minutes & Action Items
Thursday, January 17, 2019 – 9:31 AM to 11:30 AM**

Call to Order

Meeting called to order by Committee Chairperson, Cynthia McKinnon on January 17, 2019 at 9:31 am. The meeting was held at 1701 N. 4th Street, Flagstaff, AZ 86004.

Attendance in Person: **Ted Garland and Norm Wallen**

Attendance by Phone: **Cynthia McKinnon and Kyle White**

Absent: **Dora Harrison**

Public in Attendance: None Present

ADOA: None Present

DDD: **Eric Houghtalin and Leah Gibbs**

Call to the Public

(15 sec on the recording)

No public present at the meeting.

CRS Presentation

(42 sec on the recording)

Leah Gibbs confirmed what members were present and presented CRS information about changes.

Cynthia McKinnon asked about fee for services program for native American members being affected by government shutdown. She also asked about members with serious mental illness (SMI).

Leah Gibbs continued the presentation while including the answer to **Cynthia's**

Committee Approval of December Meeting Minutes

(26 min & 29 sec on the recording)

Norm Wallen moved to approve the minutes as written.

Cynthia McKinnon seconded the motion.

The vote was all members voting yes, none voting no, and none abstaining. The December meeting minutes are approved.

ADOA and DDD Updates

(26 min & 57 sec on the recording)

ADOA was not present at the meeting.



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Eric Houghtalin advised that the volunteer timecards will be from the beginning of the month to the end of the month to make it easier for volunteer coordinators to track hours. He also forwarded a request from ADOA to get photos of the current members for new ID badges to be printed.

Discussion of Bullying Incidents Affecting DDD Members in Local School Districts

(28 min & 36 sec on the recording)

Cynthia McKinnon advised that she needs more information about what school is involved.

Eric Houghtalin asked if **Cynthia** had the incident report number.

Cynthia McKinnon advised that she didn't have the number with her at the time.

Eric Houghtalin requested that **Cynthia** email the number to him.

Discussion and of the Letter and Possible Follow-up to DES Director

(30 min & 0 Sec on the recording)

Cynthia McKinnon advised that she had heard nothing.

Norm Wallen confirmed the letter in question by surname.

Cynthia McKinnon advised that she received a letter saying that DES was working on it. She also advised that if there is not a reply in a reasonable time that the committee will have to elevate it (not siting a specific amount of time).

Eric Houghtalin asked if she would like this item on the next meeting agenda.

Cynthia McKinnon answered yes.

- Actionable Item: **Eric Houghtalin** will put this topic on the next meeting agenda per the request of the committee (**Cynthia McKinnon**).

Discussion, Review, & Possible Action on Committee Membership

(31 min & 4 sec on the recording)

Eric Houghtalin advised that there has been no application, but there was one resume sent via Indeed.com (Brandy Lee). He continued to review the resume for the committee.

Norm Wallen cautioned that inviting young and inexperienced people to join the committee in not the type of member that they should consider.

Eric Houghtalin advised that she was already invited to attend the meeting as it was a public forum.

Cynthia McKinnon agreed with Norm's caution for various reasons.



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Eric Houghtalin advised the committee members that they are encouraged to reach out to friends and acquaintances. He also advised that DDD and ADOA were using Indeed.com to try to encourage membership interest in the DN IOC.

Cynthia McKinnon moved to go into executive session.

Norm Wallen seconded.

The vote was all voting yes, none voting no, and none abstaining. The motion to move into executive session passed. The committee entered executive session at 34 minutes & 25 seconds into the recording.

(End of public meeting at 10:05 am)

Incident Reports and Behavior Plans

The committee reviewed a total of 170 incident reports. These included 48 open and 122 closed reports.

Type	Open	Closed
Accidental Injury	15	31
Deaths	0	3
Emergency Measures	2	8
Human Rights	4	6
Legal	3	2
Medication Errors	0	0
Missing	2	0
Neglect – Potential & Imminent	6	6
Other Abuse – Sexual, Verbal, and Emotional	2	0
Other	7	66
Physical Abuse	4	0
Property Damage	3	0
Suicide	0	0
TOTALS	48	122

- IRs were equally divided among the IOC members in attendance.
- Number of Questions/Follow-ups for QAM: 17

Adjournment

Cynthia McKinnon motioned to adjourn the meeting.

Kyle White seconded the motion.

The vote was four members voting yes, none voting no, and none abstaining. The motion carried.

Cynthia McKinnon adjourned the meeting at 11:50 am

The next District North IOC meeting will be held on March 21, 2019 at 9:30 AM.