



**Division of Developmental Disabilities  
District North Independent Oversight Committee  
Meeting Minutes & Action Items  
Thursday, July 18, 2019 – 9:30 AM to 11:30 AM**

**Call to Order**

Meeting called to order by Committee Chairperson, **Cynthia McKinnon**, on July 18, 2019 - Time: 9:35 am. The meeting took place at 1701 N. 4th Street, Flagstaff, AZ 86004.

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**Welcome and Introductions**

Attendance in Person: **Ted Garland, Cynthia McKinnon, Audra Sindelar, Dani Lawrence, Robert Malloy, and Maegan Van Wyck**

Attendance by Phone: **Larry Allen (ADOA), Veronica Peralta (ADOA), Karen Van Epps (IOC Chairperson District Central), and Terry Gustafson (DDD)**

Absent: **Kyle White, Joseph Vance, and Sandra Malloy**

Public in Attendance: **Shirlee Draper (Cherish Families), Shelley Smith, Karen Van Epps, and Karla Houghtalin (DDD Vendor - Dynamite Therapy)**

ADOA: **Larry Allen and Veronica Peralta (by phone)**

DDD: **Eric Houghtalin and Terry Gustafson**

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**ADOA and DDD Updates**

**Larry Allen** advised that ADOA is updating the website to include trainings and other links. He also advised there will be a link to the DES volunteer application page. He noted that there will be an application hosted by ADOA that would be sent over to the DES Volunteer Coordinator when completed. ADOA is also working on business cards to aid in recruitment efforts. ADOA is working with badging to get new members official badges. Veronica is working on an IOC newsletter. He asked for stories that could be added to the newsletter. ADOA is trying to get knowledge from IOC committee to IOC committee.

**Eric Houghtalin** advised that any IOC members without the new ID badges will need to stay to get their photo taken.

**Robert Malloy** just asked about who runs the TraCorp training site. He advised that the current code is not working.

**Eric Houghtalin** advised that he just received the newest code from the DES Volunteer Coordinator and that we would email it to the committee.

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**Cherish Families Presentation – Shirlee Draper (Director of Operations)**

**Shirlee Draper of Cherish Families** presented: Cultural Sensitivity for Plural Communities.

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**Discussion About District North Guidelines**

**Cynthia McKinnon** advised the team that they had to get a vote on adopting guidelines. She advised that the guidelines are required. She showed the committee the Tucson IOC Guidelines. She outlined what they (Tucson IOC) adopted with them.

**Maegan Van Wyck** motioned to adopt the Tucson IOC Guidelines as written.

**Robert Malloy** seconded the motion.

There was no discussion.

The vote was six present members for the proposed motion on the floor and none against. No member of the IOC abstained from the vote.

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**Call to the Public**

There was one member of the public that chose not to add to the meeting.

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**Committee Member Report**

The committee skipped this topic of the meeting.

*(Committee entered executive session at 11:24am)*

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**Discussion, Review, & Possible Action on Committee Membership (Executive)**

No members to review for membership this month.

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**Incident Reports and Behavior Plans**

The committee reviewed incident reports for both January (unfinished due to canceled meeting in February) and February. This included 125 open and 408 closed reports. This is a total of 533 incident reports presented to the committee.



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<b>Type</b>	<b>Open</b>	<b>Closed</b>
Accidental Injury	23	109
Deaths	3	7
Emergency Measures	3	12
Human Rights	3	0
Legal	1	1
Medication Errors	47	91
Missing	4	0
Neglect	9	9
Other Abuse	3	0
Other	28	173
Physical Abuse	2	0
Property Damage	9	5
Suicide	0	1
<b>TOTALS</b>	<b>125</b>	<b>408</b>

- IRs were divided among the members of the committee.
- Number of Questions for QAM: committee communicates directly with QAM.

Note: because the members received their incident reports by mail less than 24 hours prior to the meeting, **Cynthia McKinnon** advised the committee that they would be due by the committee meeting in August. **Eric Houghtalin** advised that committee members reviewing IRs over the next 15 days could email him with IR numbers (to ID the incident) and any input for the Quality Area Manager to review if they would like to avoid having a double workload in August.

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**Adjournment**

**Cynthia McKinnon** adjourned the meeting at 12:35 pm. The next District North IOC meeting will be held on August 15, 2019 at 9:30 AM.