



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

**Call to Order**

Meeting called to order by Committee Chairperson, Cynthia McKinnon, on June 20, 2019 - Time: 9:33 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**

Attendance by Phone: **Joseph Vance**

Absent: **Kyle White, Maegan Van Wyck**

Public in Attendance: **Sandra Malloy, Bob Malloy**

ADOA: **Larry Allen and Veronica Peralta**

DDD: **Eric Houghtalin**

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**ADOA and DDD Updates**

**Eric Houghtalin** asked if any member of the IOC needed either a renewal or a first-time training of Article 9. He also advised that each member will be receiving several copies of guidelines from other committees to review over the next month. He advised that each IOC member is also getting a document entitled Comments for Proposed Changes (200-G Diagnostic and Functional Criteria for Individuals Age Six and Above). He explained that DDD management advised him to deliver it to the IOCs at the next meeting. He also advised that Dora Harrison has retired from her post on the committee. He reminded the committee that ADOA is requiring the new badges.

**Larry Allen** introduced himself and ADOA to the committee. He advised that they are currently working on a new manual for the IOCs.

**Cynthia McKinnon** asked if they would be getting input prior to implementing.

**Larry Allen** advised that they will. He also advised that they are working on making the ADOA DDD site more user friendly. He announced that they are working on business cards for IOC members to pass out for the purposes of recruitment or on-site visit. He advised that they are working on ensuring that training will still be offered.

**Cynthia McKinnon** asked about the ability to use the bathroom without being escorted.

**Eric Houghtalin** advised that he will reach out to the LOC to try to secure a badge for going to the restroom.



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Thursday, June 20, 2019 – 9:30 AM to 11:30 AM**

**Cynthia McKinnon** asked that ADOA reinstate or start new committees in District North (Prescott and Lake Havasu City for example). She is concerned about having too high of a workload and not knowing the people that are being reviewed (among other concerns).

**Larry Allen** advised that there was an email sent with mission and vision statements.

**Eric Houghtalin** advised that the committee might like to have that resent as soon as possible.

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**Discussion of New Member Training Expectations & Coordination in District North**

**Cynthia McKinnon** advised that she hosts new members to her home to help train them in the work involved with the IOC. She advised that article 9 was imperative for new members to take.

**Eric Houghtalin** advised that the committee will have access to TraCorp (the state employee training site). He advised that he will get the sign-in information to the committee by the end of next week.

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**Discussion of Guideline Expectations for District North**

**Eric Houghtalin** reminded the members of the IOC that they have each received four copies of guidelines from other IOCs to use as a foundation to create a set of guidelines for District North. He advised that next month the committee would finalize their guidelines. He encouraged the members to communicate amongst themselves to get the job done.

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**DES Operations Manual Concerning IOC Membership**

**Eric Houghtalin** advised that there are currently no required trainings for the IOC members. He encouraged the members to consider taking Article 9.

**Joe Vance** advised that he can provide the training free to any IOC member.

**Eric Houghtalin** advised that the members should have access to TraCorp (the state employee training site) and that he will get the link and access notes to the committee members by close of business on Friday of next week.

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**Call to the Public**

**Cynthia McKinnon** asked proposed applicants, **Bob Malloy** and **Saundra Malloy** to introduce themselves and give the committee some background about them.

**Bob Malloy** advised that he and his wife moved to Arizona about 10 years ago. He is retired military from Hampton Rosery. He met his wife at an ARC (Association of Retarded Citizens). He advised that Sandra was in direct care and he was in the management side.

**Saundra Malloy** advised that she has served on human rights committees in the past. They have a daughter receiving DDD services in the Cottonwood area. She also advised that she was an adult probation officer as well.

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

Cynthia McKinnon moved to go into executive session.

Audra Sindelar seconded the motion.

All members voted to go into executive session at 10:03am.

The members were advised of three potential members of the committee (one was unable to be present at the meeting due to scheduling a conflict and short notice of the meeting but planned to attend the next meeting). **Bob Malloy** and **Sandra Malloy** attended the meeting and had completed applications. Both were considered for membership.

Committee returned to public session at 10:05am

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

**Dani Lawrence** motioned to have **Bob Malloy** admitted to the committee as a full-voting member.

**Audra Sindelar** seconded the motion on the floor.

Discussion: in executive session.



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The vote was:

Yea	Ney	Abstained
All	None	None

The motion passed as moved.

**Dani Lawrence** motioned to have **Sandra Malloy** admitted to the committee as a full-voting member.

**Audra Sindelar** seconded the motion on the floor.

Discussion: in executive session.

The vote was:

Yea	Ney	Abstained
All	None	None

The motion passed as moved.

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**Proposed Letter to the Governor Discussion and Possible Vote**

**Ted Garland** advised that he had a letter about criminal justice and the members of DDD. He cited a case in which a member had a speech impediment and the detention officer thought the member was drunk. He proposed training (sexual and how to deal with behavioral incidences) for detention staff.

**Cynthia McKinnon** proposed that she would work with **Ted Garland** on the letter.

**Eric Houghtalin** asked if that would be an official letter from the IOC.

**Dani Lawrence** asked if **Ted Garland** was aware of any existing training that could be used.

**Dani Lawrence** motioned to have **Ted Garland**, **Cynthia McKinnon**, and **Dani Lawrence** to work together to draft a letter to ADOA, DDD, and **Governor Ducey** regarding the topic.

**Audra Sindelar** seconded the motion.

All votes for and none against or abstaining.

The motion carried.

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The committee went into the second executive session at 10:28 am.

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**Committee Member Report**

Members had no current committee member report.

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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 153 open and 258 closed reports. This is a total of 411 incident reports presented to the committee.

<b>Type</b>	<b>Open</b>	<b>Closed</b>
Accidental Injury	<b>23</b>	<b>66</b>
Deaths	<b>2</b>	<b>0</b>
Emergency Measures	<b>5</b>	<b>7</b>
Human Rights	<b>3</b>	<b>0</b>
Legal	<b>2</b>	<b>0</b>
Medication Errors	<b>35</b>	<b>5</b>
Missing	<b>5</b>	<b>3</b>
Neglect	<b>7</b>	<b>1</b>
Other Abuse	<b>2</b>	<b>2</b>
Other	<b>58</b>	<b>168</b>
Physical Abuse	<b>4</b>	<b>3</b>
Property Damage	<b>4</b>	<b>1</b>
Suicide	<b>3</b>	<b>2</b>
<b>TOTALS</b>	<b>153</b>	<b>258</b>

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

**Cynthia McKinnon** adjourned the meeting at 12:28 pm. The next District North IOC meeting will be held on July 18, 2019 at 9:30 AM.