



**Division of Developmental Disabilities  
District North Independent Oversight Committee  
Meeting Minutes & Action Items  
Wednesday, May 20, 2020 – 4:00 pm**

**Call to Order**

Meeting called to order by Committee Chairperson, **Cynthia McKinnon**, on June 17, 2020 - Time: 4:11 pm. The meeting took place by publicly accessible video conference.

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**Welcome and Introductions**

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

Attendance:

- **Cynthia McKinnon**
- **Sandra Malloy**
- **Robert Malloy**
- **Danielle Lawrence**

Absent:

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

Public in Attendance:

- **Sophie Legaspi** (United Healthcare),
- **Janet Holt** (Mercy Care),
- **Vera Kramarchuk** (Mercy Care)

ADOA: No ADOA employees were present at the meeting.

DDD:

- **Eric Houghtalin** (DDD IOC Liaison)
- **Michelle Pollard** (DDD NCI Coordinator)

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**Call to the Public**

**Sophie Legaspi:** Advised that she would be happy to take any questions that the IOC would have for UH leadership.

**Janet Holt:** Advised that Mercy Care is assigning members that have tested positive for Covid-19 to care management. She noted an increase of telehealth utilization. She also advised that she would be happy to address any concerns that the IOC members may have as well.

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**ADOA and DDD Updates**

**ADOA** – ADOA was not present at the meeting.

**Eric Houghtalin:** Advised that the Covid-19 limitations on public meetings, as directed by Governor Ducey, would continue for the foreseeable future but that the platform being used now would be available for use once in-person meetings resume. He advised that the work-around to holding an executive meeting, in terms of security, is setting up two meetings rooms in Google Meets. The public one would be published to anybody and the executive one would be kept private and not shared with the public. He advised that once the group was done with the public session, they would all close out of that meeting and click into the executive link.

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**DDD/DES Response to Covid-19 Discussion**

**Cynthia McKinnon:** Expressed an interest in knowing the percentage of the DDD members have tested positive for Covid-19 and how many DDD members have died because of it.

**Sophie Legaspi:** Advised that she didn't have those numbers but that she would get them to **Eric Houghtalin** to forward out to the committee members.

**Janet Holt:** Advised that DDD townhall meetings have reported 177 members (as of June 11<sup>th</sup>) have tested positive. She advised that she didn't have the number that have passed away as a result of Covid-19.

**Eric Houghtalin:** Advised that management at the statewide meeting for the IOC Chairs and Vice-Chairs would likely have more information available. He advised that the statewide meeting was set for July 16, 2020 at 10:00 am and that **Robert Malloy** (Vice-Chair) and **Cynthia McKinnon** (Chair) should have received calendar invites.

**Cynthia McKinnon:** Asked if they would be asked to attend electronically.

**Eric Houghtalin:** Advised that it was the plan until **Governor Ducey** reverses the restrictions on public meeting being held in person. He added that electronic attendance would likely still be offered after the restrictions are lifted.

**Robert Malloy:** Advised that **Sandra Malloy's** IRs had a lot of possible Covid-19. He advised that there appeared to be quite an uptick. He advised that a large group of group home members came in within about two weeks of each other.

**Eric Houghtalin:** Reminded **Robert Malloy** that he had been sending all of **Cynthia McKinnon's** Chairperson communication to him and that of the deaths he has sent this month, at least half of them appeared to be Covid-19 related. He also related news that he heard that **Governor Ducey** ordered all AHCCCS funded group homes to have members tested.

**Michelle Pollard:** Confirmed that she heard this as well.



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**Robert Malloy:** Advised that the local DTA in Cottonwood has remained closed.

**Cynthia McKinnon:** Asked if members in group homes were being contact traced.

**Eric Houghtalin:** Advised that he didn't know but would inquire with DDD management.

**Michelle Pollard:** Advised that she wasn't sure of the answer as well. She added that group homes and ICFs are being required by DDD to follow the Centers for Disease Control (CDC) guidelines as they pertain to Covid-19. She advised that the Assistant Director Zane Garcia Ramadan has been sending updates but that they are not broken down by area. She noted that the NCI survey would be out soon.

**Eric Houghtalin:** Asked if the NCI survey.

**Michelle Pollard:** Advised that there would be some inclusion but not major changes.

**Cynthia McKinnon:** Added that as a public health nurse, she was shocked at the lack of information and how DDD members are being handled in regard to Covid-19.

**Michelle Pollard:** Advised that members of the committee listen to the weekly town halls. She added that she would forward it out to **Eric Houghtalin** to forward to the committee.

Both **Robert Malloy** and **Cynthia McKinnon** expressed interest in attending the statewide meeting to learn more about the DDD response and latest numbers in regard to Covid-19.

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

No potential members to review for membership this month.

**Audra Sindelar** resigned from the committee between the May 2020 meetings and the June 2020 meeting.

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**Danielle Lawrence:** motioned to move into executive session

**Sandra Malloy:** seconded the motion.

There was no discussion.

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

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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 via email. The reports listed in the graph below incidents reported as of May 30, 2020. The May incident reports include **53** open and **242** closed reports. This is a total of **295** incident reports presented to the committee for review.

The committee also discussed logistics for how **Michele Uhalde Woods**, Quality Improvement Manager, and the committee would be communicating and responding to questions about IRs. It was proposed that members of the committee would communicate by email to **Michelle Uhalde Woods'** administrative assistant **Barbara Cortez**. The members agreed.

The committee advised that they would send email replies to Eric Houghtalin in regards to the behavior plans. He would compile the information and forward it back to the PRC Chair for processing.

<b>Incident Type</b>	<b>Open</b>	<b>Closed</b>
Accidental Injuries	3	35
Deaths	2	5
Emergency Measures	3	4
Human Rights	0	12
Legal	1	1
Medication Errors	10	42
Missing	0	1
Neglect	7	16
Other Abuse	0	9
Other – Behavior	12	51
Other – Non-Behavior	8	58
Physical Abuse	3	4
Property Damage	1	2
Suicide	3	2
<b>Totals</b>	<b>53</b>	<b>242</b>

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**Adjournment**

**Danielle Lawrence** moved to adjourn the meeting.

**Sandy Malloy** seconded the motion.

All members present voted to close the meeting. No members abstained or voted no.

**Cynthia McKinnon** adjourned the meeting at 4:34 pm. The next meeting is set for Wednesday, July 17, 2020 at 4:00 pm.