



**Division of Developmental Disabilities
District North Independent Oversight Committee
Meeting Minutes & Action Items
Thursday, March 26, 2020 – 9:30 AM**

Call to Order

Meeting called to order by Committee Chairperson, **Robert Malloy**, on March 26, 2020 - Time: 9:41 am. The meeting took place at telephonically.

Welcome and Introductions

Attendance by Phone:

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

Absent:

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

Public in Attendance:

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

ADOA:

- **Larry Allen**

DDD:

- **Eric Houghtalin**
- **Michelle Pollard** (NCI Coordinator)

ADOA and DDD Updates

DDD - Eric Houghtalin: advised of the recruiting efforts for all district IOCs will cease until the all-clear is given by **Governor Doug Ducey** in regard to the recent containment efforts of Covid-19.

ADOA – Larry Allen: **Veronica Peralta** is no longer doing IOC work for the fiscal year as she has been transferred temporarily to another department in ADOA to assist until the end of the year. He will be the main point of contact for the committees. Added that he believes that we (the residents of Arizona) will have to practice social distancing for at least a couple of months.



**Division of Developmental Disabilities
District North Independent Oversight Committee
Meeting Minutes & Action Items
Thursday, March 26, 2020 – 9:30 AM**

Discussion of Accessibility and Accommodation for IOC Participants

Dani Lawrence: advised that the Covid-19 has really shown accessibility in a different light. She advised that ADOA should create a policy to increase accessibility.

Eric Houghtalin: advised that **Larry Allen** (ADOA) would have to research costs and security aspects of the proposal. He asked **Larry Allen** to look into it for the committee. He advised that cost and security are a concern that would require research.

Larry Allen: added that he would like an email sent to the IOC email to outline what it looks like.

Eric Houghtalin: asked **Dani Lawrence** to send that email with how that would look.

Dani Lawrence: advised that she would be able to do that.

Eric Houghtalin: asked the committee if they would be willing to motion to allow **Dani Lawrence** to communicate on the behalf of the committee.

Audra Sindelar motioned to authorized **Dani Lawrence** to forward a proposal to ADOA for a change of policy that would allow for better accessibility for IOC meetings.

Robert Malloy seconded the motion.

There was no further discussion.

All present members voted yes. None voted no or abstained.

Discussion and Possible Action on Methods and Timelines of Incident Reports and Behavior Plan Reviews

Robert Malloy: advised that he was upset that **Michele Uhalde-Woods** could not attend the meeting. He wanted her to be present at the meeting to make plans.

Eric Houghtalin: Advised that with the Covid-19 concerns, that most management in the Division have been attending multiple meetings around the crisis. He also advised that **Michele Uhalde-Woods** emailed him to tell the committee that she was sorry that she couldn't attend but that she will be making every effort to attend all future meetings going forward.

Robert Malloy: asked for the topic to be tabled until next month pending **Michele Uhalde-Woods'** return to the regular meetings.

Dani Lawrence: advised that if **Michele Uhalde-Woods** doesn't attend that they shouldn't meet in person she doesn't see the point of holding meetings.

All of the present committee members agreed with **Dani Lawrence'**s comment.

Audra Sindelar: asked if anybody else could be asked to attend from Quality Improvement.

Eric Houghtalin: advised that **Michele Uhalde-Woods** would be asked to attend all future meetings but could ask one of her Supervisors to fill in if she can't make the meeting. He advised that **Michele Uhalde-Woods** is also dealing with some personal issues that are keeping her busy and that he wasn't comfortable discussing her personal issues in a public forum.



**Division of Developmental Disabilities
District North Independent Oversight Committee
Meeting Minutes & Action Items
Thursday, March 26, 2020 – 9:30 AM**

Dani Lawrence: suggested a shared spreadsheet or Google doc to share information directly to the QIMs.

Robert Malloy: asked about how other committees conduct the IR reviews.

Eric Houghtalin: explained how the process works in his committees (Sierra Vista and District Central). He also advised that he would share all the concerns as well as **Dani Lawrence's** suggestion to the QIM.

Robert Malloy: advised that the committee couldn't exactly read all of the reports at the meet as this would take two days with the amount of reports they read on average. He noted that the DN QIM (**Michele Uhlade-Woods**) had stopped attending meetings when **Cynthia McKinnon** left for sick leave.

Discussion and Possible Action on Time and Date Changes of the IOC Meetings

Robert Malloy: advised that when he was listening to Dani Lawrence, he noted that accessibility transportation for people requiring them don't operate late and that accessibility would be very important going forward. Otherwise, the people might have to be given other transportation means.

Dani Lawrence: added that the accessibility piece will aid with those that are limited to accessibility transportation. She also noted that the reason she was recommending a change of time was to help with recruiting the professionals that wouldn't be available at 9:30am.

Eric Houghtalin: advised that he had a conversation with a manager-level employee of the Flagstaff Unified School District. He noted that in the conversation, the recommendation the employee had for him was that the IOC consider a meeting at 4:00pm to allow any Teachers or support staff the opportunity to get out of work and travel to the meeting site.

Audra Sindelar: suggested that the committee use Zoom for meetings.

Eric Houghtalin: advised that whatever was possibly employed to increase accessibility for meetings would have to be reviewed by IT for security. He noted that when an executive meeting is being held, we need to be aware of all participants of the meeting so that executive personal information of members is not shared with the general public. He advised that ADOA would also be interested in keeping cost to a minimum as well as the security piece.

Robert Malloy: asked if there were a specific time that the IOC was required to be out of the building at night.

Eric Houghtalin: advised that he reached out to **Jennifer Mylar**, DN District Program Manager about that and that she advised that there will be a security guard on duty until 5:30pm but that after they leave, a DDD employee working out of the Flagstaff office would have to be present to escort the group out and secure the building. Other than that, there was not specific end time. He noted that **Michele Uhlade-Woods** or one of her employees acting on her behalf would be acceptable for this need.

***The committee found that they had availability on Wednesday at 4:00pm. **Robert Malloy** noted that his wife, **Sandra Malloy** would likely have to attend by phone.*

Eric Houghtalin: asked if any members of the committee has spoken to or otherwise have had contact with the committee Chairwoman, **Cynthia McKinnon**.

Robert Malloy: advised that he hadn't been successful in contacting her.

Dani Lawrence: advised that her contact with **Cynthia McKinnon** has been limited and that **Cynthia's** family has been around her making communication difficult.



**Division of Developmental Disabilities
District North Independent Oversight Committee
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Eric Houghtalin: asked if the committee had consensus on what day and time. He proposed the third Wednesday of the month at 4:00pm.

Robert Malloy: asked that **Michele Uhalde-Woods** was going to be available for the meeting.

Eric Houghtalin: advised that he will make sure that she is aware of the change and given ample notice of the change in order for her to accommodate the IOC in her schedule.

Audra Sindelar motioned to change the meeting to the third Wednesday of each month at 4:00pm in the same location.

Robert Malloy seconded the motion.

No discussion.

All present members voted yes. No members present voted no or abstained.

Call to the Public

Sophie Legaspi: United Healthcare's response to the Covid-19 has included taking all of the recommendations from officials. She advised that they are recommending telemedicine and sending out vendor blasts (communications). She advised that they had some information to share with the IOC members about where they could get Covid-19 testing and other topics. She asked **Eric Houghtalin** to forward that to the committee members.

Eric Houghtalin: advised that he would be happy to also send it to the members of the other committees that have canceled their monthly meeting due to the crisis.

Sophie Legaspi: also noted that any questions the IOC members had could be send to **Eric Houghtalin**.

Committee Member Report

*** Nothing from the committee.*

Eric Houghtalin will push forward the topic: **Discussion and Possible Action on Methods and Timelines of Incident Reports and Behavior Plan Reviews** to the April meeting.

Discussion, Review, & Possible Action on Committee Membership

No members to review for membership this month.



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Incident Reports and Behavior Plans

The committee will receive incident reports for February. Incident inquiries will be made to the Quality Improvement Manager both by electronic means and in person at the April IOC meeting. The February incident reports include **96** open and **603** closed reports. This is a total of **699** incident reports that will be presented to the committee for review.

Type	Open	Closed
Accidental Injury	9	123
Deaths	1	12
Emergency Measures	1	7
Human Rights	5	27
Legal	0	17
Medication Errors	22	59
Missing	2	20
Neglect	3	30
Other Abuse	7	16
Other Behavior	17	115
Other Non-Behavior	16	128
Physical Abuse	8	20
Property Damage	3	25
Suicide	2	4
TOTALS	96	603

- 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.

Adjournment

Dani Lawrence motioned to adjourn

Audra seconded the motion

All members of the IOC voted to adjourn at 10:45 am.

Robert Malloy adjourned the meeting at 10:45 am. The next District North IOC meeting will be held on April 15, 2020 at 4:00 pm.