



**Division of Developmental Disabilities
District North Independent Oversight Committee
Meeting Minutes & Action Items
Thursday, May 16, 2019 – 9:30 AM to 11:30 AM**

Call to Order

Meeting called to order by Committee Chairperson, Cynthia McKinnon, on May 16, 2019 - Time: 9:29 am. The meeting took place at 1701 N. 4th Street, Flagstaff, AZ 86004.

Welcome and Introductions

Attendance in Person: **Ted Garland, Dora Harrison, Maegan Van Wyck, Joseph Vance**

Attendance by Phone: **Cynthia McKinnon**

Absent: **Kyle White**

Public in Attendance: **Audra Sindelar and Dani Lawrence**

ADOA: **Larry Allen and Veronica Peralta**

DDD: **Eric Houghtalin**

ADOA and DDD Updates

Larry Allen advised of a new onboarding training program that works within the new legislation signed by the Governor on May 7th.

Cynthia McKinnon asked what the training will be.

Larry Allen advised what the training will look like.

Cynthia McKinnon asked about specific trainings.

Larry Allen advised that there will be a Human Rights Training program. They are in the process of bullet pointing the items.

Eric Houghtalin asked if Article 9 training will still be offered. He also asked about TraCorp access.

Larry Allen advised that the access to TraCorp will remain. He advised that he unsure about the Article 9 training.

Veronica Peralta advised that there will only be changes that necessary only (per statute). She advised that they are looking at creating a public forum for the committees to be able to communicate with ADOA about any updates.

Eric Houghtalin advised the committee of the need to get updated photo IDs. He asked that anybody that still has the old version of the ID or none should stay after the meeting to get a photo taken. He advised that anybody that needs a new ID and is attending by phone can email him a photo of themselves (head and shoulders against a solid color background).



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He also advised the committee that Arizona Department of Administration has appointed **Larry Allen** as the Liaison Manager for ADOA. He advised that **Larry Allen** and **Veronica Peralta** will be the ongoing points of contact for the ADOA.

He also advised that the committee will have to begin the process of creating guidelines next month when **Cynthia McKinnon** returns from her trip.

Cynthia McKinnon asked for the contact information for all the new members.

Eric Houghtalin advised that he would publish a contact guide for all members to be able to communicate with each other.

He also advised committee that the committee will need to begin the annual report.

Call to the Public

Cynthia McKinnon asked the visitors to share some of their experiences with the committee.

Dani Lawrence advised that she has a visually impaired child and has been getting involved with trainings and Pilot Parents. She has started some IEP (Individual Education Plan) advocacy initiatives.

Veronica Cockrum advised that she works with disabilities in the Town of Tusayan. She said that she has two children at the Grand Canyon School. She advised that she also volunteers with the school.

Audra Sindelar advised that she has been in the DES system in the past. She advised that she is currently seeking a bachelor's degree in Criminal Justice and would like to use this (IOC membership) to help guide her career. She has interest in victim advocacy.

Committee Member Report

Dora Harrison advised that she would like to see new member training added to the agenda for next month regarding Incident Reports and Behavior Treatment Plans.



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Discussion, Review, & Possible Action on Committee Membership

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). **Audra Sindelar** and **Dani Lawrence** both attended the meeting and had completed applications. Both were considered for membership.

Dora Harrison motioned to have **Audra Sindelar** admitted to the committee as a full-voting member.

Cynthia McKinnon seconded the motion on the floor.

Discussion: none

The vote was:

Yea	Ney	Abstained
5	0	0

Maegan Van Wyck motioned to have **Dani Lawrence** admitted to the committee as a full-voting member.

Dora Harrison seconded the motion on the floor.

Discussion: none

The vote was:

Yea	Ney	Abstained
5	0	0

Newly elected members, **Maegan Van Wyck** and **Joseph Vance**, received copies of the new member training manual at the meeting.

Dora Harrison moved to go into executive session.

Cynthia McKinnon seconded the motion.

Discussion: none

The vote was:

Yea	Ney	Abstained
5	0	0

The motion passed as moved. The committee went into executive session at 9:58 am.

Incident Reports and Behavior Plans



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The committee reviewed incident reports for both January (unfinished due to canceled meeting in February) and February. This included 136 open and 254 closed reports. The committee also reviewed one (1) incident report from District East (member is related to an IOC member in the district). This is a total of 391 incident reports presented to the committee.

Type	Open	Closed
Accidental Injury	29	68
Deaths	2	0
Emergency Measures	2	3
Human Rights	6	0
Legal	6	1
Medication Errors	55	17
Missing	2	0
Neglect	6	0
Other Abuse	0	0
Other	18	164
Physical Abuse	3	0
Property Damage	7	0
Suicide	0	2
TOTALS	136	254

- IRs were divided among the members of the committee (**Cynthia McKinnon** reviews all incident reports).
- Number of Questions for QAM: committee communicates directly with QAM.

Adjournment

Cynthia McKinnon adjourned the meeting at 11:42 am. The next District North IOC meeting will be held on June 20, 2019 at 9:30 AM.