



**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 May 20, 2020 - Time: 4:02 pm. The meeting took place by publicly accessible video conference.

Welcome and Introductions

Attendance (video): **Audra Sindelar, Cynthia McKinnon, Sandra Malloy, and Robert Malloy**

Absent: **Dani Lawrence, Maegan Van Wyck, , and Kyle White**

Public in Attendance: **Sophie Legaspi** (United Healthcare - phone)

ADOA: **Larry Allen** (video)

DDD: **Eric Houghtalin** (video)

Call to the Public

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

ADOA and DDD Updates

ADOA – Larry Allen: Advised that Governor Ducey has ordered (Covid-19) testing to be done on facilities that accept Medicare or Medicaid funding. He advised that he believed the deadline to get all 47 facilities tested within the next two weeks. He advised that after that the state would move on to the state licensed group homes that have 11 or more residents.

Cynthia McKinnon: Asked if the testing would include day programs and therapy programs.

Larry Allen: Advised that he was not sure of the answer.

Eric Houghtalin: Added that he suspects that this would only include residential programs such as group homes if left to speculate.

Larry Allen: Added that they could continue to monitor the Department of Health website for new information.

DDD - Eric Houghtalin: advised the committee of the ongoing video meetings for the foreseeable future and that there was a meeting with all district IOC Chairs or a district delegate this morning. He asked **Cynthia McKinnon** if she would like to share some information from the meeting.

Cynthia McKinnon: Noted that the meeting had a theme of one member being allowed to go back to his day program when his housemate might be high-risk (medically fragile). She advised that the question



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was about who's rights would be more pressing. She added that the Medical Doctor on the call kept answering his questions with the need to social distance to contain the outbreak.

Nomination and Election of Chairperson and Vice-Chairperson

Cynthia McKinnon: Stated that she had been ill for about eight months and that she was hospitalized for about a week two weeks ago. She added that Flagstaff Hospital did a great job keeping her safe from Covid-19. She asked if she would be considered for Chairperson that her IRs be stopped while she is recovering. She added that she would be happy to look as egregious cases and death notifications.

Eric Houghtalin: Answered that he would speak to the QI Manager about that and would only send death notifications if she were retained as the Chairperson.

Audra Sindelar nominated **Robert Malloy** for Vice-Chairperson.

Sandra Malloy nominated **Cynthia Malloy** for Chairperson.

All members present voted yes to **Robert Malloy** for Vice-Chairperson. No members abstained or voted no. The motion passed and **Robert Malloy** is the new Vice-Chairperson.

All members present voted yes to **Cynthia McKinnon** for Chairperson. No members abstained or voted no. The motion passed and **Cynthia McKinnon** will retain the Chairperson.

Eric Houghtalin: Advised **Robert Malloy** that he would begin to share all Chairperson communication with him as well as **Cynthia McKinnon** so that he is ready for to act as Chairperson if she were to step down.

Accessibility Letter Progress Update

Eric Houghtalin: Asked **Larry Allen** if he had gotten a letter from **Danielle Lawrence**.

Larry Allen: Advise that he had not received a letter.

Eric Houghtalin: Advised **Larry Allen** that **Danielle Lawrence** had been approved to draft a letter on the topic of meeting accessibility for IOC meeting. He also noted the concern for executive meeting security with the new technologies.

Larry Allen: Advised that other committees have ended the transmission between the public and executive meetings. He added that this gives them a controlled environment.

Eric Houghtalin: Asked if the second link were non-published for security.

Larry Allen: Answered yes. He added that that is a work-around. He stated that he didn't know if there were a way to disconnect a particular caller. He advised that he would look into the topic and to find what options are available.



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Robert Malloy: Asked **Larry Allen** if there were a home-approved technology to ensure that they wouldn't have to cancel their meetings in the event of weather or other reasons.

Larry Allen: Answered that they Google Meets platform is the way that the committees will be doing things for the foreseeable future. He advised that other than Google Meets that the state has no other available platforms for virtual meetings. He advised that he would have to research any other options for the group.

Robert Malloy: Added that they don't discuss members' names in executive meetings. He stated that they might use a case number and some facts.

Larry Allen: Advised that it would still be smart to have the appropriate product that could protect the IOC, DDD, ADOA and everybody.

Eric Houghtalin: Added that he believed that they topic was already brought up to the State Attorney's office and the concern was that some of the facts being discussed could identify a member.

Cynthia McKinnon: Added that the meeting she had with the other IOC members this morning was held on WebEx.

Eric Houghtalin: Advised that management told the IOC Liaisons that we didn't have WebEx as an option now that Google is the approved platform.

Cynthia McKinnon: Advised that the Google Meets was better than the WebEx platform.

Eric Houghtalin: Added that he could also book two separate overlapping meeting links that could allow members to share the public one and keep the executive session private until another solution presents itself.

Larry Allen: Added that he would research security measures.

Audra Sindelar: Added that she had been using Zoom and she likes the platform. She added that Zoom has a locking feature.

Eric Houghtalin: Added that as people click in on Google Meets there is a pop up that alerts to admit or deny that person.

Adjournment

Cynthia McKinnon moved to adjourn the meeting.

Robert 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, June 17, 2020 at 4:00 pm.