



**Division of Developmental Disabilities
District North Independent Oversight Committee
Meeting Minutes & Action Items
Thursday, March 21, 2019 – 9:30 AM to 11:30 AM**

Call to Order

Meeting called to order by Committee Chairperson, Cynthia McKinnon, on March 21, 2019 - Time: 9:55 am. The meeting took place at 1701 N. 4th Street, Flagstaff, AZ 86004.

Welcome and Introductions

Attendance in Person: **Ted Garland, Dora Harrison**

Attendance by Phone: **Cynthia McKinnon, Kyle White**

Absent: **Norm Wallen**

Public in Attendance: **NONE**

ADOA: **NONE**

DDD: **Eric Houghtalin**

ADOA and DDD Updates

Eric Houghtalin advised the committee that ADOA needs photographs of any members that have not provided one for the new ID badge. He also advised the committee to read and review the sample guidelines provided in their packets for discussion next month.

Discussion and Possible Action Creating District North IOC Guidelines

Eric Houghtalin advised the committee that they should feel free to communicate with each other about the guidelines, but not to discuss how they intend to vote about the topic while outside of a committee in quorum.

Call to the Public

No members of the public were present at the meeting.

Committee Member Report

Committee Members advised of items that they would like to add to future agendas.



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Discussion, Review, & Possible Action on Committee Membership

The members were advised of three potential members of the committee that were not present at the meeting. The committee was advised that Eric Houghtalin would reach out them with an invitation to attend the April 2019 meeting of the District North IOC.

The members were given copies of the Arizona Open Meeting Law books published by the Arizona Ombudsman – Citizen's Aide office.

(End of public meeting at 10:10 am)

Incident Reports and Behavior Plans

The committee reviewed incident reports for both January (unfinished due to canceled meeting in February) and February. This included 165 open and 436 closed reports. This is a total of 601 incident reports presented to the committee.

Type	Open	Closed
Accidental Injury	32	105
Deaths	6	1
Emergency Measures	3	17
Human Rights	8	1
Legal	8	1
Medication Errors	19	81
Missing	1	0
Neglect	15	4
Other Abuse	11	1
Other	49	215
Physical Abuse	7	3
Property Damage	13	2
Suicide	1	5
TOTALS	165	436

- IRs were equally divided among the members of the committee (Cynthia McKinnon received her February incident reports just before the March meeting as she was in Mexico at the time).
 - Cynthia McKinnon will review February IRs and forward questions directly to Eric Houghtalin for review by District North QAM.
- Number of Questions for QAM: committee communicates directly with QAM.
- Number of Behavior Plans turned in by IOC Members:
- Number of Behavior Plans received by PRC: 12

Adjournment

Cynthia McKinnon adjourned the meeting at 11:55 am. The next District North IOC meeting will be held on March 21, 2019 at 9:30 AM.