



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

Call to Order

Meeting called to order by Committee Member, **Danielle Lawrence**, on November 21, 2019 - Time: 9:35 am. The meeting took place at 1701 N. 4th Street, Flagstaff, AZ 86004.

Welcome and Introductions

Attendance in Person: **Ted Garland, Audra Sindelar, Danielle Lawrence, and Maegan Van Wyck**

Attendance by Phone: **Kyle White and Robert Malloy**

Absent: **Sandra Malloy and Cynthia McKinnon**

Public in Attendance: None

ADOA: **Larry Allen** (by phone)

DDD: **Eric Houghtalin** and **Michelle Uhalde-Wood** (District North Quality Improvement Manager)

ADOA and DDD Updates

ADOA – Larry Allen: advised that the manual has still not been approved by management in ADOA. They are working on a recruiting brochure and business cards for members to aid with recruiting. The news bulletin will be moved to a quarterly basis. He asked for input from IOC members for future editions. Calendar on the ADOA site now for all IOC meetings and that they can add events from the IOC members.

Dani Lawrence: asked what kinds of items ADOA would like to have. She asked if bragging has to be DDD related.

Larry Allen: advised anything is acceptable as long as it has something to do with the type of work that they do. He advised that it doesn't have to be anything formal.

DDD - Eric Houghtalin reminded the committee that if anybody had not signed the new HIPAA form within the last couple of months, that he needed that to get done as soon as possible. He also added that the IOC members could contact him directly to get training in article 9 from **Jeffery Yamamoto**, DDD IOC Liaison. He advised that they would need a minimum group of at least 3 people. He also asked the committee if they wanted to cancel or keep the meeting in December as it is less than a week away from the Christmas holiday.

Please Note: the committee has already advised that there won't be enough of them present to make quorum for the meeting on December 19, 2019. The next planned District North IOC meeting is scheduled for January 16, 2020 at 9:30 am.



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Nominate and Vote for Co-Chair Position

Eric Houghtalin: asked the committee for their nominations for the Co-Chair position.

Danielle Lawrence: advised that they are looking for Co-Chair nominations.

Kyle White: asked what the responsibilities are.

Ted Garland: asked what it entails outside of the committee meetings.

Eric Houghtalin: asked what he missed when getting **Maegan Van Wyck** from the front.

Danielle Lawrence: asked for a position description for the Co-Chair position from **Eric Houghtalin**.

Eric Houghtalin: advised that most of what the position entails. He advised that it would be a junior position to **Cynthia McKinnon**'s senior Co-Chair position. He advised that most of what they junior Co-Chair would do is decided between the current Chair and the newly elected Co-Chair. He went on to describe some of the regular duties of the current Chair position and advised that the division of responsibilities would be between the Co-Chairs but that he would defer to the senior when a decision needs to be made.

Audra Sindelar: nominated Danielle Lawrence and Robert Malloy

Eric Houghtalin: members that were nominated if they were interested in accepting the nomination.

Danielle Lawrence: advised that **Ted Garland** nominated **Maegan Van Wyck** and **Danielle Lawrence**. She added **Ted Garland**.

Eric Houghtalin: asked if any of the nominated would like to decline the nomination.

Maegan Van Wyck: advised that she will decline.

Danielle Lawrence: advised that she has asked for an appointment for the Arizona School for the Deaf and that she would likely not be able to meet the needs of the nomination.

Eric Houghtalin: asked for a second for the nominate committee members.

Maegan Van Wyck: seconded the nominations.

Eric Houghtalin: asked for Larry Allen to confirm the vote procedure.

Larry Allen: confirmed the proposed method of voting.

Danielle Lawrence: asked if there would be a second Co-Chair elected today.

Eric Houghtalin: advised that **Cynthia McKinnon** would be the senior Co-Chair and that any pending election would take a couple of months for him to organize. He asked if the members would like to have some discussion.

Audra Sindelar: asked **Ted Garland** how long he has been a committee member.



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Ted Garland: advised that he had been off and on for about 5-10 years.

Audra Sindelar: asked **Robert Malloy** if he had any experience on any committee in the past.

Robert Malloy: advised that he had only been on this committee for about four months and he had some previous rights experience in another state. He said if it came down between him and **Ted Garland** that he would suggest Ted.

Ted Garland: asked about the role of the Co-Chair and accommodations. He wanted to know about possible video access for statewide meetings.

Eric Houghtalin: advised that he would have to get in touch with ADOA, IT, and with DDD management about the change of technology. He asked **Larry Allen** if there were any plans from ADOA on the topic.

Larry Allen: advised that he and **Eric Houghtalin** could work on something together when and if the need arises.

Ted Garland: advised that he would have to discuss the division of work with **Cynthia McKinnon**.

Danielle Lawrence: advised the committee that **Eric Houghtalin** and **Larry Allen** would be working on it together.

Ted Garland: suggested a technology called Zoom.

Maegan Van Wyck: added that she would donate facilities and the use of GoToMeeting for **Ted Garland** if it helps. She added that the facilities are secure.

The Vote was:

Robert Malloy = 2 votes

Ted Garland = 4 votes

Abstained = 0 votes

Ted Garland is the new junior Co-Chair.

Call to the Public

No members of the public were in attendance at the meeting.

Committee Member Report

Dani Lawrence: advised that the services for members has changed on October 1st. She asked that when there are round-table meetings that there would be DDD employees from the area and that they would



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consider the times that would be more beneficial for parents and guardians. She noted that she attends a monthly meeting in Phoenix for another state agency and that she is expected to wait until 7:00pm before she can make public comments and then she drives home to Flagstaff late in the evening. Would like a point of contact in community reach out from the local area (**Leah Gibbs** employee from the Phoenix area). She also complained that the meeting time of 10:00 am was too early in the day for parents to be present at the meetings.

Maegan Van Wyck: advised that the meetings in Flagstaff also include people from outlying areas such as Page, Arizona and other long-drive areas.

Danielle Lawrence: would like to see reach out from DDD to other disability communities in District North. She noted that she has to drive to monthly meeting for a committee that meets in Phoenix and allows public comment at about 7:00 pm. She noted that once she gives her comment that she has to drive home in the night hours to Flagstaff to get home.

Maegan Van Wyck: added that if people are having difficulty finding the meetings locally (Flagstaff) the people in the outlying areas are really having a tough time.

Danielle Lawrence: noted that sometimes she is getting notices at the last minute.

Eric Houghtalin: advised that when he is sending out the notices by email that they have only just come to him.

Danielle Lawrence: asked about how they could interact with other disability groups.

Eric Houghtalin: advised that there is no mandate not to interact and they could feel free to do so.

Danielle Lawrence: advised that they need to get the committee into the community more.

Eric Houghtalin: added that Sierra Vista is currently working on getting into the local papers and setting up an event to highlight great vendor employees to increase publicity.

Discussion, Review, & Possible Action on Committee Membership

No members to review for membership this month.

Maegan Van Wyck: moved to move into executive session

Audra Sindelar: 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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(Committee entered executive session at 10:28 am)

Incident Reports and Behavior Plans

The committee reviewed incident reports for August and reported to the Quality Improvement Manager with concerns. The reports listed in the graph below are scheduled to be reviewed on November 21, 2019 during the IOC meeting. The September incident reports include **119** open and **420** closed reports. This is a total of **539** incident reports presented to the committee for review.

Type	Open	Closed
Accidental Injury	15	100
Deaths	1	2
Emergency Measures	5	13
Human Rights	2	2
Legal	2	2
Medication Errors	34	60
Missing	7	4
Neglect	2	14
Other Abuse	4	6
Other	37	206
Physical Abuse	6	3
Property Damage	2	1
Suicide	2	7
TOTALS	119	420

- 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

Danielle Lawrence adjourned the meeting at 11:52 am. The next District North IOC meeting will be held on January 16, 2020 at 9:30 am.