



**Division of Developmental Disabilities  
District North Independent Oversight Committee  
Meeting Minutes & Action Items  
Thursday, October 17, 2019 – 9:30 AM to 11:30 AM**

**Call to Order**

Meeting called to order by Committee Chairperson, **Robert Malloy**, on October 17, 2019 - Time: 10:00 am. The meeting took place at 1701 N. 4th Street, Flagstaff, AZ 86004.

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**Welcome and Introductions**

Attendance in Person: **Ted Garland, Audra Sindelar, Sandra Malloy, Robert Malloy, and Maegan Van Wyck**

Attendance by Phone: **Kyle White**

Absent: **Dani Lawrence and Cynthia McKinnon**

Public in Attendance: **Sophie Legaspi (United HealthCare Liaison to DDD – by phone)**

ADOA: **None**

DDD: **Eric Houghtalin and Michelle Pollard**

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**ADOA and DDD Updates**

**ADOA** – ADOA was not present at the meeting.

**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 advised that the quarterly statewide meeting was canceled yesterday. He mentioned the annual report to the committee but advised that **Cynthia McKinnon** is currently working on it.

**Robert Malloy:** asked if annual report was from January to December.

**Eric Houghtalin:** advised that ADOA is asking for July to June.

**Robert Malloy:** asked about the responses to the recruitment letters.

**Eric Houghtalin:** advised that there have been no replies as of the time of the meeting. He also advised that the IOC Liaisons will have to pick up some of the slack this month due to annual leave being taken in the office.

**Robert Malloy:** asked how many incident reports there were each month.

**Eric Houghtalin:** answered that this month there were about 4,400 statewide.

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**Call to the Public**

**Sophie Legaspi:** asked the committee if there have been any questions from members/families.



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**Ted Garland:** asked if United HealthCare is following national trends.

**Sophie Legaspi:** answered that she believes that executive management is following trends.

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**Committee Member Report**

**Robert Malloy:** asked Eric Houghtalin to look into the committee's guidelines and set an agenda item to add either a vote for a Vice-Chair or Co-Chair position.

**Eric Houghtalin:** advised that he would look into the bylaws and set an agenda item to nominate and elect the appropriate position.

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**Discussion, Review, & Possible Action on Committee Membership**

No members to review for membership this month.

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**Audra Sindelar:** moved to move into executive session

**Sandra Malloy:** seconded the motion.

There was no discussion.

All members voted to go into executive session. No abstaining members and no members voting no.

*(Committee entered executive session at 10:20 am)*

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**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.

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

- 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.

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**Adjournment**

**Robert Malloy** adjourned the meeting at 11:30 am. The next District North IOC meeting will be held on November 21, 2019 at 9:30 AM.