



**Division of Developmental Disabilities
District North Independent Oversight Committee
Meeting Minutes & Action Items
Wednesday, September 16, 2020 – 4:00 pm**

Call to Order

Meeting called to order by Committee Chairperson, **Cynthia McKinnon**, on September 16, 2020 - Time: 4:00 pm. The meeting took place by publicly accessible video conference.

Welcome and Introductions

Please Note: All attendance for this meeting was by electronic (video or phone) means only.

Attendance:

- **Cynthia McKinnon**
- **Sandra Malloy**
- **Robert Malloy**
- **Danielle Lawrence**

Absent:

- **Maegan Van Wyck**
- **Kyle White**

Public in Attendance:

- **Sophie Legaspi** (United Healthcare),
- **Vera Kramarchuk** (Mercy Care),
- **Jody BonDurant-Strong** (pending IOC membership)
- **Donna Powers** (Advocate with the Arizona Center for Disability Law)

ADOA:

- **Larry Allen**

DDD:

- **Eric Houghtalin** (DDD IOC Liaison)
 - **Michelle Pollard** (DDD NCI Coordinator)
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Call to the Public

Note: There was no input from the public at this meeting.

Discussion About IR Responses from DDD

Cynthia McKinnon: Advised that Eric Houghtalin has spoken to the DPM for District North, **Jennifer Myler**.

Eric Houghtalin: Confirmed that he reached out to **Jennifer Myler** and that she shared the fact that replies to the IR questions is an AHCCCS requirement to the entire support coordination in District North. He reminded the committee to



**Division of Developmental Disabilities
District North Independent Oversight Committee
Meeting Minutes & Action Items
Wednesday, September 16, 2020 – 4:00 pm**

be vocal if the issue arises again. He advised that the committee start by reaching out the Quality Improvement Administrative Assistant, **Barbara Cortez**. He added that if there is no resolve, to have them reach out to **Jeffrey Yamamoto** or **Richard Kautz** to have them address the issue.

Danielle Lawrence: Added that she had not been getting IRs or BPs for the last two months.

Cynthia McKinnon: Advised that she hadn't received anything as well.

Eric Houghtalin: Asked Cynthia McKinnon if she was wanting to start getting IRs again (she had been taking a break from them due to a personal concern).

Cynthia McKinnon: Acknowledged that she was going to continue to without the IRs or BPs for the time being.

Eric Houghtalin: Added that he will raise any concerns directly to **Richard Kautz** for follow up.

Robert Malloy: Added that if there are not acceptable replies, that the committee should reach out to either **Richard Kautz** or **Jeffrey Yamamoto**.

Cynthia McKinnon: Asked to have concerns about Covid-19 and DDD members escalated.

Eric Houghtalin: Added that the committee members could also log on for the DDD town halls regarding the Covid-19 response and safeguards. He advised that the information about the town halls can be found on the DDD website.

ADOA and DDD Updates

Larry Allen: Advised that he is working with DDD and AHCCCS to set up an electronic means of accessing the IRs online. He added that he is hoping to get that ready in the next 30 days.

Cynthia McKinnon: Asked if it were possible to get the system designed to allow members to get back to where they were in the list if having to log back in. She also asked for the ability to make comments directly in the system.

Larry Allen: Advised that AHCCCS has upgraded the system to ensure that the user is able to log back in directly from where they ended last time. He advised that he wasn't sure about the ability to leave comments electronically but that he would bring that back to AHCCCS.

Eric Houghtalin: Shared his departure from the Division as the IOC Liaison. He added that either **Richard Kautz** or **Jeffrey Yamamoto** will be taking over.

Discussion, Review, and Possible Action on Committee Membership

Cynthia McKinnon motioned to add **Jody BonDurant-Strong** as a member of the IOC in District North pending the outcome of her DES volunteer application.

Robert Malloy seconded the motion.

***Jody BonDurant-Strong was asked to leave the meeting during the vote for approximately two minutes. She left and returned after the vote.*

All present members voted yea. No members voted no or abstained.



**Division of Developmental Disabilities
District North Independent Oversight Committee
Meeting Minutes & Action Items
Wednesday, September 16, 2020 – 4:00 pm**

As soon as the IOC application is completed by the DES Volunteer Coordinator and the ADOA letter is signed, **Jody BonDurant-Strong** will be a voting member of the District North IOC.

Incident Reports and Behavior Plans

The committee reviewed incident reports for July and reported to the Quality Improvement Manager with concerns via email. The reports listed in the graph below incidents reported as of May 30, 2020. The May incident reports include **81** open and **264** closed reports. This is a total of **345** incident reports presented to the committee for review.

The committee submits their comments and questions about the incident reports to **Barbara Cortez**, Administrative Assistant for District North Quality Improvement by email. **Barbara Cortez** responds by email when replies are available.

Incident Type	Open	Closed
Accidental Injuries	8	42
Deaths	2	2
Emergency Measures	1	12
Human Rights	3	6
Legal	2	1
Medication Errors	25	48
Missing	4	1
Neglect	6	10
Other Abuse	23	2
Other – Behavior	1	57
Other – Non-Behavior	0	76
Physical Abuse	5	2
Property Damage	1	1
Suicide	0	4
Totals	81	264

Adjournment

Robert Malloy moved to adjourn the meeting.

Cynthia McKinnon seconded the motion.

All members present voted to close the meeting. No members abstained or voted no.

Cynthia McKinnon adjourned the meeting at 4:32 pm. The next meeting is set for Wednesday, October 21, 2020 at 4:00 pm.