



**Division of Developmental Disabilities  
District South (Sierra Vista) Independent Oversight Committee  
Meeting Minutes & Action Items  
Thursday, August 8, 2019 – 9:30 AM to 11:30 AM**

**Call to Order**

Meeting called to order by Conducting Committee Member, **Keith Jansen**. The date is August 8, 2019 at 9:34 am. The address of the meeting was 2981 E Tacoma St, Sierra Vista, AZ 85635.

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**Welcome and Introductions**

- Attendance in Person: **Mary Haynes, Amy Schroeder, Jerry Regan, Michelle Talley, Vickie McDonald, Keith Jansen, Gloria Brunell, and Sheri York.**
  - Attendance by Phone: **Larry Allen** (ADOA)
  - Absent: **Patsy Sartain, Chere Solorzano, and Margarita Fate.**
  - Public in Attendance: **Mike Valdez** (DDD Volunteer for Quality Assurance)
  - ADOA: **Larry Allen** (by phone)
  - DDD: **Eric Houghtalin**, IOC Liaison
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**DDD IOC Liaison and ADOA Updates**

**ADOA – Larry Allen:** ADOA is working on newsletter for IOCs. He encouraged members to look at it and give updates and other info that can be used to help other IOCs. New IOC manual will be published for public comment August 27<sup>th</sup>.

**DDD - Eric Houghtalin:** Advised that the committee members with higher education certificates or degrees are requested to make copies or scans of those diplomas. He advised that certifications will help DDD demonstrate member expertise in different areas as mentioned in *A.R.S. 41-3801* and *A.R.S. 41-3804*.

**Mary Haynes:** Asked what areas are still needed in the committee.

**Eric Houghtalin:** Advised that social work, criminal justice, and law. Eric also advised that if there are any members still using the old volunteer badge that they will need to have their photographs taken for new ID cards. He also asked the committee members to send him any names and addresses of professional organizations, professionals, or other potentially interested parties so that he could send out the approved recruiting letter that has been largely successful in the past. He gave members pass-along cards for IOC recruitment with the DDD customer service phone number.

**Jerry Regan:** Advised that his daughter is still interested in the committee when she moves to the area from Colorado (she is an FBI agent).

**Eric Houghtalin:** Stated that Jerry's daughter might meet both law and criminal justice requirements for the committee.

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**American Medical Association Patient Rights Discussion**

**Vickie McDonald:** Advised that she had been speaking to different medical professionals. She advised that a Physician can only give guidance and not demand action. He/she must respect the laws. She also noted that a Physician cannot abandon a patient because he/she is not following the advice given.

- Vickie provided a document entitled “AMA Code of Medical Ethics” for the committee to review.

**Keith Jansen:** Advised that AMA (Doctor’s) orders are just a medical suggestion.

**Michelle Talley:** Asked why an incident report was generated.

**Keith Jansen:** Advised that the home was reading it as they had to follow Doctor’s orders.

**Mike Valdez:** Advised that guardians can refuse doctor’s orders or prescriptions.

**Keith Jansen:** Added that is why there was an IR. The guardian didn’t want the member to follow the order.

**Jerry Regan:** Asked if the member in question had suffered any damage.

**Keith Jansen:** Advised that this could lead to long-term psychological damage. He added that the home and the guardian worked together to question the order.

**Jerry Regan:** Asked if the incident was from the area.

**Eric Houghtalin:** Advised that if it was a part of the Program Review Committee (PRC) in Sierra Vista that it would likely be a plan detailing somebody in the immediate area and that the DDD PRC Chairperson, **Barbara Carty**, would only bring outside PRC plans with ample notice given to the members of that group.

- *NO Protected Health Information (PHI) about the member in question was shared in this public forum.*

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**DDD Medication Administration Requirements for Providers Discussion**

**Keith Jansen:** Advised that when the member is given medications, the member has the right to refuse and begin a discussion. He advised that that refusals must be documented. He also pointed out that over the counter medications and supplements will have a Doctor order as well. Advised that the Pharmacist can stop a medication if it is dangerous for the member to take.

**Eric Houghtalin:** Advised that Doctor’s orders are indeed orders to his/her subordinates such as nurses, techs, and so forth. He continued that anybody in the medical care team can stop medication or treatments if it is deemed dangerous as an emergent measure.



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**Mike Valdez:** Advised that group homes are required to have a copy of the *Physician Desk Reference* or the equivalent on hand to answer any questions staff might have about prescriptions.

**Michelle Talley:** Asked if a resident refuses medication if that is still an IR.

**Eric Houghtalin:** Answered yes.

Mike Valdez: Clarified what the DDD requirements are for IRs.

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**Committee Member Report**

**Mary Haynes:** Asked to add Private Fund to Reward Individual DDD Contracted Caregivers Discussion.

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**Call to Public**

**Mike Valdez** was the only member of the public at the meeting. He had nothing to add.

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

- No membership actions required at this meeting.

**Michelle Talley:** Advised that she has some contact ideas for membership through a non-profit group that she volunteers for currently.

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**Jerry Regan** motioned to proceed into executive session.

**Gloria Brunell** seconded the motion.

There was no discussion.

All present IOC members voted to enter the executive session of the meeting. None of the members voted no or abstained.

The motion to enter executive session passed.

*(End of public meeting and start of second executive session at 10:27am)*

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**Incident Reports and Behavior Plans**

The committee members reviewed 90 incident reports. This included 12 open and 78 closed reports.

<b>Type</b>	<b>Open</b>	<b>Closed</b>
Accidental Injury	0	7
Deaths	0	0
Emergency Measures	0	1
Human Rights	0	0
Legal	1	0
Medication Errors	2	10
Missing	0	0
Neglect	1	0
Other Abuse	4	0
Other	4	60
Physical Abuse	0	0
Property Damage	0	0
Suicide	0	0
<b>TOTALS</b>	<b>12</b>	<b>78</b>

IRs were divided among the members in attendance.

Number of Questions for QAM: members of the committee discussed the incident reports directly with the Quality Area Manager.

Number of Behavior Plans turned in by IOC Members: None. The Behavior Plans were reviewed by **Keith Jansen** in Program Review Committee for June.

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**Adjournment**

**Gloria Brunell** Motioned to adjourn the meeting.

**Vickie McDonald** Seconded the motion to adjourn the meeting.

There was no discussion.

All present IOC members voted yes. None of the members voted no or abstained from voting.

The motion carried, and the meeting was closed at 11:03am.

**Keith Jansen** adjourned the meeting at 11:03am. The next District South – Sierra Vista IOC meeting will be held on **September 12, 2019 at 9:30 am.**