



**Division of Developmental Disabilities
District South (Sierra Vista) Independent Oversight Committee
Meeting Minutes & Action Items
Thursday, February 14, 2019 – 9:00 AM to 11:00 AM**

Call to Order

Meeting called to order by Committee Chairperson, Mary Haynes. The current date was 2/14/2019 and the time was 9:07 am. The address of the meeting was 2981 E Tacoma St, Sierra Vista, AZ 85635.

Welcome and Introductions

(1 min & 24 sec on the recording)

Attendance in Person: **Mary Haynes, Amy Schroeder, Margarita Fate, Kim Burks, Chere Solozano, Jerry Regan, and Keith Jansen.**

Attendance by Phone: **NONE**

Absent: **NONE**

Public in Attendance: **Gloria Brunell**

ADOA: **NONE** Present at the Meeting

DDD: **Eric Houghtalin, DDD IOC Liaison; Mike Valdez, Quality Area Manager; and Simone Welch, DDD Nurse**

ADOA and DDD Updates

(22 min & 28 sec on the recording)

Eric Houghtalin advised that ADOA had passed no updates to forward to the committee as of the time of the meeting. He also advised the committee that ADOA needs photographs of any members that have not provided one for the new ID badge. He explained the agency names for the benefit of the new members and any visitors per **Mary Haynes'** request.

Mary Haynes advised that the relationship between ADOA and DDD is a new one.

Mike Valdez advised the committee of the history of what is now known as the Independent Oversight Committee.

Mike Valdez updated the committee about the request to visit the ATPC – Arizona Training Program Coolidge.

Eric Houghtalin advised that the email sent to them with the representative from the ATPC would also accommodate tours of committee members in smaller groups if they couldn't coordinate one planned trip as a committee. He advised that the representatives' contact information was sent to them by email.

Mike Valdez advised that the Quality Assurance department will be outsourced (during the Welcome and Introductions portion of the meeting).



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Incident Report Process Training

(31 min & 14 sec on the recording)

Due to a scheduling miscommunication, **Mike Valdez** was not prepared to present the training. He advised that he would be able to present in March.

Committee Member Report

(31 min & 46 sec on the recording)

Eric Houghtalin advised the committee that this new addition to the agenda is to take up to three minutes to let the committee members introduce topics that they would like to add to future agendas. The committee was advised that this time is not a discussion and that the committee cannot vote on topics until they are formally placed on an agenda.

Mary Haynes advised (during welcome and introductions) that she would like to add a topic of getting to know who the members are in DS/SV (demographics).

Mike Valdez asked if members could be invited to the executive session of the meeting when their behavior treatment plans are being reviewed.

Eric Houghtalin advised that he was uncertain and that he would pass the question along to management.

Call to Public

(35 min & 36 sec on the recording)

Gloria Brunell thanked the committee for having her there.

Discussion, Review, & Possible Action on Committee Membership

(36 min & 44 sec on the recording)

The committee was made aware of the one current candidate for committee membership. **Gloria Brunell** was approved by the Volunteer Coordinator's office for a committee vote.

Motion to vote on admitting **Gloria Brunell** as a full voting member of the District South Sierra Vista Independent Oversight Committee was made by **Keith Jansen**

The motion was seconded by **Jerry Regan**

Jerry Regan asked **Gloria Brunell** how she came to be there.

Gloria Brunell answered that **Mary Haynes** approached her about joining the committee.

The vote was all present members voting yes, no members voting no, and no members abstained.



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Gloria Brunell was approved to be a full voting member of the District South (Sierra Vista) Independent Oversight Committee in District South Sierra Vista pending the Arizona Department of Administration issuing an appointment letter.

The new members given the IOC Training Manual to review.

They were advised to follow up with HIPAA training prior to the next meeting.

They were advised that they are required to sign and return the HIPAA Acknowledgement form in their binders.

(End of public meeting at 9:48AM)

Incident Reports and Behavior Plans

The committee reviewed a total of 23 incident reports. These included 2 open and 21 closed reports.

Type	Open	Closed
Accidental Injury	0	8
Deaths	0	2
Emergency Measures	0	0
Human Rights	1	0
Legal	0	0
Medication Errors	0	2
Missing	0	0
Neglect – Potential & Imminent	0	0
Other Abuse	0	0
Other	0	8
Physical Abuse	0	0
Property Damage	1	0
Suicide	0	1
TOTALS	2	21

IRs were equally divided among the members tenured members in attendance. New members were advised to take HIPAA training as soon as possible.

Number of Questions for Quality Area Manager: the committee communicates questions and comments directly to the QAM.

Number of Behavior Plans turned in by IOC Members: 0

Number of Behavior Plans received from Program Review Chairperson: 0

Committee Member asked a question about why the committee hadn't received BTPs for at least two months.

Mike Valdez advised that he believed that the PRC Chairperson was without administrative assistance recently.

Eric Houghtalin advised that he will reach out to the PRC Chairwoman and ask.

Mary Haynes advised that the committee will review the IRs at the meeting before they leave in the future.



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The new committee members were trained in what an IR looks like by more tenured members of the committee.

Adjournment

Mary Haynes adjourned the meeting at 10:45 AM. The next District South Sierra Vista Independent Oversight Committee meeting will be held on March 14, 2019 at 9:00 AM.