



**Division of Developmental Disabilities  
District South (Sierra Vista) Independent Oversight Committee  
Meeting Minutes & Action Items  
Thursday, January 9, 2020 – 9:30 AM to 11:30 AM**

**Call to Order**

Meeting called to order by Committee Chairperson, **Chere Solorzano**. The date is January 9, 2020 at 9:38 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, Keith Jansen, Michelle Talley, and Chere Solorzano**
  - Member Attendance by Phone: **Margarita Fate and Jerry Regan**
  - Absent: **Gloria Brunell, Patsy Sartain, and Shari York**
  - Public in Attendance: **Sophie Legaspi** (United HealthCare Liaison to IOC by phone)
  - ADOA: **Larry Allen** (by phone)
  - DDD: **Eric Houghtalin** (DDD IOC Liaison) and **Mike Valdez** (DDD Quality Volunteer)
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**DDD IOC Liaison and ADOA Updates**

**ADOA – Larry Allen:** advised the committee of the report released by the Governor’s Abuse and Neglect Prevention Taskforce that he sent to the IOCs on Monday. In that email, he also reported that he sent quarterly newsletter as well. He advised that he will be conducting a meeting to discuss the report next Friday. He advised that they would discuss the way that different state IOCs will communicate with each other.

**Jerry Regan:** advised that he hadn’t received the emails.

**Mary Haynes:** advised that she didn’t get the email either.

**Keith Jansen:** advised that he didn’t get the email either.

**Eric Houghtalin:** offered to send an updated contact list for all IOC members.

**Larry Allen:** advised that the quarterly newsletter is located on the IOC website as well. He advised that the annual reports would be released soon.

**DDD - Eric Houghtalin:** announced that holiday vacations have slowed the redaction of the incident reports. He advised that he was expecting a small batch from the District South Quality Manager. He also advised that the DDD Incarceration Specialist was not available for the meeting this month but that he is working with her to schedule a future IOC meeting soon.



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**Mary Haynes:** asked when the next Program Review Committee meeting would be taking place.

**Eric Houghtalin:** advised first reaching out to Keith Jansen and that if he is unable to get information that they need, he would be willing to help.

**Michelle Talley:** advised that there was a link sent to her for 80-100 reports and that she didn't want to print them.

**Eric Houghtalin:** advised that printing is not necessary and that the members could communicate to assign certain reports to one member or another if more than one plan to attend the PRC.

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**Subcommittee Report**

**Michelle Talley:** advised that they are discussing how to give an award. She advised that the funders are willing to give money to support education of award winners.

**Keith Jansen:** advised that members could attend Program Review Committee meetings to find potential award winners.

**Mary Haynes:** advised that they are working on criteria for awards and that **Margarita Fate** aiding them in setting up not only a scholarship but also a recognition program. She advised that the next step would be to meet with the college.

**Michelle Talley:** advised that the local community college may not have direct care worker programs.

**Mike Valdez:** advised that **Jerry Regan** told him that there was a direct care worker program at the college.

**Michelle Talley:** advised that she is waiting for the college to inform her about programs.

**Eric Houghtalin:** advised that there might be an opportunity to have people take management classes to affect more change as a manager. He also advised that a collaboration with the college may even lead to the development of a program to meet the needs of the committee.

**Michelle Talley:** asked if the program should be set up for those entering the workforce in direct care or for those that are ready to move up.

**Keith Jansen:** advised that it would be good to aid quality care givers in growing and expanding their influence.



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**Mary Haynes:** advised that they should finalize costs and criteria for award winners. Added that the committee will meet after the IOC meeting in February 2020. She added that they needed to get more information from the college. She advised that her family grant would be utilized only for education.

**Margarita Fate:** asked how she could be of assistance as an employee of the college.

**Eric Houghtalin:** added that the money raised from Mary Haynes' family would be used as they wished but that any other money raised wouldn't have to be earmarked and could be used for the purpose of other awards (non-educational).

**Keith Jansen:** added that at the PRC meetings, the word could be given to the leadership so that they could start nominating employees.

**Mike Valdez:** added that there were meetings of other groups that would be able to give them some guidance and an ability to reach out to the vendors.

Please Note: The Subcommittee consists of **Jerry Regan, Michelle Talley, Margarita Fate,** and **Mary Haynes.** **Mike Valdez** will serve as a DDD consultant as needed.

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**Committee Member Report**

**Mary Haynes:** would like to see information about monitoring by Quality Assurance (QA). She would like to know about the methods and what they are finding.

**Mike Valdez:** advised that he will ask about a formal report from QA.

**Jerry Regan:** advised that he was not feeling well and needed to leave the call (leaving the committee short for quorum – the adjournment vote was taken before he disconnected from the call).

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**Adjournment**

**Mary Haynes** motioned to adjourn the meeting.

**Michelle Talley** seconded the motion.

There was no discussion.

All present IOC members voted to close the meeting. None of the members voted no or abstained.



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(End of public meeting at 10:10 am)

The next District South – Sierra Vista IOC meeting will be held on February 13, 2019 at 9:30 am.

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**Call to Public**

This topic was skipped due to the member having to leave and the committee no longer having quorum as required by Arizona Open Meeting Law.

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

This topic was skipped.

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Please Note: **Margarita Fate** returned to the meeting after the public session was closed. The committee held a short executive session to pass out the incident reports as noted below.



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**Discussion and Review of Incident Reports and Behavioral Plans**

The committee members reviewed 12 incident reports. This included 0 open and 12 closed reports.

<b>Type</b>	<b>Open</b>	<b>Closed</b>
Accidental Injury	0	5
Deaths	0	0
Emergency Measures	0	0
Human Rights	0	0
Legal	0	0
Medication Errors	0	4
Missing	0	0
Neglect	0	0
Other Abuse	0	0
Other	0	3
Physical Abuse	0	0
Property Damage	0	0
Suicide	0	0
<b>TOTALS</b>	<b>0</b>	<b>12</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 Improvement Manager and DDD QA Volunteer, **Mike Valdez**.

Number of Behavior Plans turned in by IOC Members: None. The Behavior Plans were reviewed by IOC members in Program Review Committee for December.