



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

**Call to Order**

Meeting called to order by Committee Vice-Chairperson, **Mary Haynes**. The date was May 9, 2019 at 9:02 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, Patsy Sartain, Vickie McDonald, Jerry Regan, Gloria Brunell, Michelle Talley, Sheri York, and Keith Jansen.**
- Attendance by Phone: **None**
- Absent: **Kim Burkes, Chere Solorzano, Margarita Fate, and Patsy Sartain**
- Public in Attendance: **None**
- ADOA: **None**
- DDD: **Eric Houghtalin, IOC Liaison and Mike Valdez, District South Quality Area Supervisor.**

**The Committee and DDD Employees** introduced themselves.

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**DDD IOC Liaison and ADOA Updates**

**No ADOA updates sent to DDD.**

**Eric Houghtalin** advised that anybody without a badge should wait to allow him to take another photograph for IDs before they leave the meeting. Photos for **Amy Schroeder, Gloria Brunell, and Sheri York** were taken after the meeting to forward to ADOA.

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

No pending members as of the time of the meeting.

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**Committee Member Report**

**Mary Haynes** asked that the committee discuss making the Chair and Vice Chair positions into Co-Chairs. She also wanted to start inviting agency representatives to the IOC meetings as requested by the committee. She wanted to add to the next agenda creative ideas for advertising the committee.

**Jerry Regan** asked **Mike Valdez** what his retirement plans were.

**Mike Valdez** advised that he will retire and serve the committee in the same capacity as a volunteer.



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The committee requested that **Eric Houghtalin** prepare a new contact list with DDD contacts on the list.

**Eric Houghtalin** advised that he will mail that out within the week.

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### **Call to Public**

No public comment given as there were no members of the public were present at the meeting.

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**Keith Jansen** motioned to proceed into executive session.

**Jerry Regan** seconded the motion.

There was no discussion.

All present IOC members voted to enter the executive session of the meeting. No members voted no or abstained.

(End of public meeting and start of second executive session at 9:50 am)

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### **Incident Reports and Behavior Plans**

The committee members reviewed 35 incident reports. This included 9 open and 26 closed reports.

<b>Type</b>	<b>Open</b>	<b>Closed</b>
Accidental Injury	2	8
Deaths	0	0
Emergency Measures	0	0
Human Rights	1	0
Legal	1	0
Medication Errors	0	1
Missing	0	0
Neglect	2	2
Other Abuse	1	0
Other	1	15
Physical Abuse	1	0
Property Damage	0	0
Suicide	0	0
<b>TOTALS</b>	<b>9</b>	<b>26</b>



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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 Program Review Committee Chairperson passed out behavior treatment plans to the committee members.

The Committee discussed visiting the ATPC in Coolidge.

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**Adjournment**

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

**Michelle** – Seconded the motion to adjourn the meeting.

There was no discussion.

All present IOC members voted yes. No members voted no, and none abstained from voting. The motion carried.

**Mary Haynes** adjourned the meeting at 10:18 am. The next District South – Sierra Vista IOC meeting will be held on June 11, 2019 at 9:00 am.