



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

Call to Order

Meeting called to order by Committee Chairperson, **Mary Haynes**. The date was March 14, 2019 at 9:14 am. The address of the meeting was 2981 E Tacoma St, Sierra Vista, AZ 85635.

Welcome and Introductions

(4 sec into the recording)

- Attendance in Person: **Mary Haynes, Amy Schroeder, Chere Solozano, and Keith Jansen.**
- Attendance by Phone: **Jerry Regan**
- Absent: **Gloria Brunell, Margarita Fate, Kim Burkes**
- Public in Attendance: **Patsy Sartain, Vickie McDonald, Sherry York**
- ADOA: None Present
- DDD: **Eric Houghtalin, IOC Liaison - Mike Valdez, District South Quality Area Manager**

ADOA and DDD Updates

(1 min & 55 sec)

Eric Houghtalin gave an introduction, to the potential new committee members, of the recent changes of how the committees are managed under the leadership of ADOA (by the request of **Mary Haynes**).

(Continued later in the recording – about 47 min and 45 sec into the recording)

Eric Houghtalin advised that ADOA had passed no updates to forward to the committee as of the time of the meeting.

Eric Houghtalin also advised that meeting minutes will go back to written. Gloria Brunell has been issued her letter of appointment from ADOA and is a voting member of the committee now. He also advised that Vickie McDonald has been approved for a vote at the meeting today. He advised that Patsy Sartain and Sheri York have not received approval of application for this meeting, but he sent an email to the volunteer coordinator for an update by the end of the meeting.

Discussion and Possible Action Regarding DS Sierra Vista Guideline Revisions

(25 min & 16 sec into the recording)

Eric Houghtalin advised the committee that ADOA reviewed the guidelines and asked for changes. He gave a summary of the changes and the rationale for the changes.

Mike Valdez asked why members could only go to the intermediate care facilities.



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Eric Houghtalin advised that the rationale that was given was a concern about member privacy in their homes (the group homes).

asked if the committee members could go to the group homes if invited by a member or their guardian(s).

Eric Houghtalin advised that he would seek guidance from DDD management.

Keith Jansen motioned to accept the changes as given.

Amy Schroeder seconded the motion.

The vote was all present members voting yes, no members voting no, and no members abstaining. The motion carried and the guidelines were amended as reviewed.

Committee Member Report

(No reports given)

Incident Report Process Training

(58 min & 45 sec into the recording)

Mike Valdez, DDD District South Quality Area Manager, offered a presentation about how incident reports are processed and followed up.

Discussion, Review, & Possible Action on Committee Membership

(3 min and 13 sec into second part of the meeting recording)

(about 1 hr, 46 min, and 40 sec into the combined meeting recording)

The committee was made aware of the three candidates for committee membership that are eligible for a vote. Those potential members are: **Patsy Sartain**, **Sheri York**, and **Vickie McDonald**.

The committee was given **Vickie McDonald** for consideration. They had an opportunity to become acquainted with her during the meeting. There was no discussion.

Keith Jansen motioned to accept **Vickie McDonald** as a full voting member of the District South Sierra Vista Independent Oversight Committee. **Jerry Regan** seconded. The vote was all present members voting yes, no members voting no, and no members abstaining. The motion passed. Pending the Arizona Department of Administration drafting an appointment letter, **Vickie McDonald** will become a full-voting member.

The committee was given **Sheri York** for consideration. They had an opportunity to become acquainted with her during the meeting. There was no discussion.



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Keith Jansen motioned to accept **Sheri York** as a full voting member of the District South Sierra Vista Independent Oversight Committee. **Jerry Regan** seconded. The vote was all present members voting yes, no members voting no, and no members abstaining. The motion passed. Pending the Arizona Department of Administration drafting an appointment letter, **Sheri York** will become a full-voting member.

The committee was given **Patsy McDonald** for consideration. They had an opportunity to become acquainted with her during the meeting. There was no discussion.

Keith Jansen motioned to accept **Patsy McDonald** as a full voting member of the District South Sierra Vista Independent Oversight Committee. **Jerry Regan** seconded. The vote was all present members voting yes, no members voting no, and no members abstaining. The motion passed. Pending the Arizona Department of Administration drafting an appointment letter, **Patsy McDonald** will become a full-voting member.

Call to Public

(No public comment was given)

(End of public meeting at 11:04 am)

Incident Reports and Behavior Plans

The committee members reviewed 65 incident reports. This included 6 open and 59 closed reports.

Type	Open	Closed
Accidental Injury	1	2
Deaths	1	1
Emergency Measures	0	0
Human Rights	0	0
Legal	0	0
Medication Errors	0	11
Missing	0	0
Neglect	2	0
Other Abuse	2	1
Other	0	43
Physical Abuse	0	1
Property Damage	0	0
Suicide	0	0
TOTALS	6	59

IRs were equally divided among the members tenured 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 advised that she would be sending them last month but has failed to follow through.



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Mary Haynes discussed having **Amy Schroeder**, the Vice-Chairperson, conducting the future meetings and assisting with day-to-day work with the DDD Liaison until her health improves.

Amy Schroeder advised that she will be happy to help.

Adjournment

Mary Haynes adjourned the meeting at 11:30 am. The next District South – Sierra Vista IOC meeting will be held on April 18, 2019 at 9:00 am.