



**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 Committee Chairperson, **Gloria Brunell**. The date is October 10, 2019 at 9:30 am. The address of the meeting was 2981 E Tacoma St, Sierra Vista, AZ 85635.

Welcome and Introductions

- Attendance in Person: **Mary Haynes, Amy Schroeder, Gloria Brunell, Jerry Regan, Vickie McDonald, and Keith Jansen.**
 - Member Attendance by Phone: **Margarita Fate and Chere Solorzano**
 - Absent: **Michelle Talley, Patsy Sartain, and Shari York**
 - Public in Attendance: **Mike Valdez** (DDD Volunteer for QI) and **Sophie Legaspi** (United HealthCare Liaison to DDD)
 - ADOA: **Veronica Peralta** (by phone)
 - DDD: **Eric Houghtalin** (DDD IOC Liaison) and **Michelle Pollard** (DDD NCI)
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DDD IOC Liaison and ADOA Updates

ADOA – Veronica Peralta: IOC manual comment time has closed. There was a request to extend the time for sixty days by another IOC. She advised that there will be some sample business cards to sent to the IOC Liaisons for the members.

DDD - Eric Houghtalin: Advised the committee that the annual report is pending other committees' submissions. He thanked **Mary Haynes** for stepping up to assist with the report this year. He noted that he still needs HIPAA release forms from **Margarita Fate, Sheri York, Michelle Talley, and Chere Solorzano**. He advised that he has blank forms to sign after the meeting.

Keith Jansen: Advised that the PRC will meet on the 24th this month and the first Thursday in November (11/7/19) at 9:00 am.

Subcommittee Report

Mary Haynes: advised that she would like a list of the providers in the area served by the IOC in Sierra Vista. She wants to organize a luncheon or dinner for all the local providers. She told the committee that she made a map of the four counties that they committee serves, but the provider list is useless.

Jerry Regan: asked **Eric Houghtalin** why they can't get a list of providers in the counties that the Sierra Vista IOC covers.

Eric Houghtalin: answered that they can get a list, but that the list will also include all the providers in their area as well as the area covered by the District South (Tucson) IOC. He advised that they Division



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typically segments off lists (members, providers, etc) by District. He noted that District South is covered by two IOCs (Tucson and Sierra Vista). He continued saying that he would be happy to produce the lists requested (pending approval of the Division) but the IOCs would have to go through them to identify those entries that are associated with their area.

Mary Haynes: asked how many counties are in District South.

Mike Valdez: answered the question and advised that there were four in the Sierra Vista IOC area.

Amy Schroeder: volunteered to look through any lists provided to separate the Tucson and Sierra Vista IOC areas.

Mike Valdez: advised that he could get a list.

Mary Haynes: advised the committee that they were trying to acknowledge quality caregivers of DDD members.

Vickie McDonald: advised that there was a statewide gathering held for that reason.

Eric Houghtalin: reminded the committee that even if another group is holding a statewide gathering this does not preclude the Sierra Vista IOC from organizing their own local acknowledgement.

Jerry Regan: advised that there might not be enough money to be able to hold a dinner. He has been reaching out to other organizations to raise more funds. He advised that he had reached out to three of the largest non-profits to fundraise, but that each of these groups were restricted to scholarships. He suggested an award in a scholarship form. He also mentioned a potential agreement with Cochise Community College to possibly assist in several areas including assistance of scholarships for programs such as a home healthcare certificate. He advised that the college could also provide support from the cooking programs for a luncheon.

Eric Houghtalin: advised that if they can't organize anything big this year that they should try to at least make it something that's memorable. He told the committee that it will make the second and subsequent years more successful and that people may be more apt to donate to the cause in the future.

Keith Jansen: advised that if they would like to involve companies (e.g., Pizza Hut) that they should contact corporate offices and give them more than 60-days.

Eric Houghtalin: advised that a Pizza Hut might be able to give product rather than a monetary donation.

Committee Member Report

Committee Member: advised that at the last meeting that we spoke about recruiting efforts. He added that he and Eric Houghtalin have spoken to a retired Judge that might be interested. He also advised that his daughter has come to visit and that she is still interested in joining the IOC after the transfer from Colorado to Sierra Vista.



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Sophie Legaspi: introduced herself to the IOC. She advised that she will be the United Healthcare Liaison for DDD.

Discussion, Review, & Possible Action on Committee Membership

Jerry Regan: advised that **Eric Houghtalin** and he have both spoken to a retired Judge about possible IOC membership. There has been no commitment from the Judge. He advised both **Eric Houghtalin** and **Jerry Regan** that he would be willing to attend a meeting after he gets back from a six-week trip over November and December.

Eric Houghtalin: advised the committee of his recruiting efforts in the area.

Mike Valdez: advised that he spoke to a former support coordination Supervisor that might be interested in joining. He told the committee that he put her in touch with the DES Volunteer Coordinator.

Eric Houghtalin: advised that the committee that they are in a position with eleven members that the committee can be more selective with who is admitted.

Keith Jansen motioned to proceed into executive session.

Mary Haynes 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.

(End of public meeting and start of second executive session at 10:16 am)



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Incident Reports and Behavior Plans

The committee members reviewed 167 incident reports. This included 79 open and 88 closed reports.

Type	Open	Closed
Accidental Injury	6	34
Deaths	3	0
Emergency Measures	1	6
Human Rights	0	0
Legal	7	0
Medication Errors	2	47
Missing	3	1
Neglect	6	0
Other Abuse	3	0
Other	48	0
Physical Abuse	0	0
Property Damage	0	0
Suicide	0	0
TOTALS	79	88

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 **Keith Jansen** in Program Review Committee for September.

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 10:28 am.

Gloria Brunell adjourned the meeting at 10:28 am. The next District South – Sierra Vista IOC meeting will be held on December 12, 2019 at 9:30 am.