



**Division of Developmental Disabilities
District South (Sierra Vista) Independent Oversight Committee
Meeting Minutes & Action Items
Thursday, October 8, 2020 – 9:30 AM to 10:30 AM**

Call to Order

Meeting called to order by Committee Chairperson, **Chere Solorzano**. The date is October 8, 2020 at 9:35 am. **The meeting took place Virtually due to COVID-19.** Physical location when meetings resume in person will be at 2981 E Tacoma St, Sierra Vista, AZ 85635.

Welcome and Introductions

Attendance Virtually:

- **Amy Schroeder**
- **Keith Jansen**
- **Michelle Talley**
- **Chere Solorzano**
- **Margarita Fate**

Member Attendance by Phone:

- **None**

Absent:

- **Patsy Sartain**
- **Gloria Brunell**

Public in Attendance:

- **Sophie Stevenson** (United Healthcare)
- **Vera Kramarchuk** (Mercy Care)

ADOA:

- **Larry Allen** (by phone)

DDD:

- **Jeffrey Yamamoto** (IOC Liaison)
- **Michelle Pollard** (National Core Indicator)

Call to Public

There were no members of the public on the call



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DDD IOC Liaison and ADOA Updates

ADOA –Larry Allen: Informed the committee of the requested creation of a electronic platform to read Incident Reports (IRs). This is being brought forth by him and Jeffrey Yamamoto. Jeffrey said he would have more information during his update. Larry informed the committee of the annual report for the committee is due soon in October or November. He also reminded the committee to keep COVID-19 protocols in mind when going into the public. Mask up, washing hands, social distancing as well as getting flu shots.

DDD – Jeffrey Yamamoto: Reminded the committee of the new plan to get the IRs into an electronic platform. This is hopefully a month from happening. This platform will allow the committee members the ability to access the IRs from home via their computer and not have to be sent via the USPS. This would be a secure server and would be password protected and be a “read only” site. Michelle Talley mentioned that she would like to continue to receive IRs in the mail because she does not always have access to a computer. Jeffrey said he would make appropriate accommodations for her. He reminded the committee on the Annual Report being due soon. He said he would help Chere and the committee with the report. He asked the committee if there was a need for a time change for the members to make quorum more often. All the members in attendance said that the 9:30 am time was good for them. Jeffrey will continue to hold the time for the meetings at 9:30am and inform those members not in attendance, that the time will remain the same. He hopes the committee will meet more often. Jeffrey Yamamoto informed the committee that the DES/DDD website has several pages dedicated to resources for everyone (Parent, Guardian, Members, Providers) to access to provide necessary information during the COVID-19 crisis. He showed, via the computer screen, the web page on the DDD site to the committee and informed them the site gets updated weekly.

Health Care Liaisons Update

Sophie Stevenson: Informed the committee that she has a new last name of “Stevenson” and that it was effective two weeks prior. She said she did not have any updates for the committee. Jeffrey Yamamoto informed Sophie that the committee had not met for several months and they did not have any updates since March. She updated the committee on the Augmentative Communications (Aug Com) device program will be being transferred to the integrated health plans on January 1st, 2021. This will hopefully be well received and better implemented than in the past. Jeffrey thanked the two health plans on their reactions to the COVID-19 crisis for the past 6 months. Providing for the DDD members and their families.



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Vera Kramarchuk: She also informed the committee that Mercy Care has their member outreach program too and that they are working to help any members and family. She reminded the committee of the Aug Com transition and had nothing else to update.

Discussion, Review, & Possible Action on Committee Membership

Jeffrey Yamamoto: Informed the committee that DDD liaisons are starting to get into recruiting again, since it looks like the virtual meeting do not look like they are ending soon. They were waiting until in person meeting would resume but that is not in the immediate future. Jeffrey said that he counted that the committee had eight members, this was later to be corrected to seven after the meeting was over.

Discussion and Review of Incident Reports and Behavioral Plans

The committee members reviewed 109 open incident reports. The District South (Tucson) IOC will review all of the closed reports pursuant to an agreement with members of leadership on both committees.

Type	Open
Accidental Injury	22
Deaths	7
Emergency Measures	2
Human Rights	2
Legal	3
Medication Errors	8
Missing	2
Neglect	20
Other Abuse	9
Other	29
Physical Abuse	2
Property Damage	3
Suicide	0
TOTALS	109

IRs will be divided among the members in attendance and sent to their residences.

Number of Questions for QIM: None. members of the committee will send the incident reports questions to the DDD Liaison **Jeffrey Yamamoto** and directly with the Quality Improvement Manager (via email) and QI Volunteer, **Mike Valdez**.



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Number of Behavior Plans turned in by IOC Members: None. The Behavior Plans were reviewed by IOC members in Program Review Committee for September. There is a plan being worked on that would allow the committee to review plans and submit inquires directly to the IOC member(s) attending the Program Review Committee.

Adjournment

The meeting was adjourned by Jeffrey Yamamoto for Chere Solórzano due to not having the script to conduct the meeting. The public meeting ended at 10:22 am.

The next District South – Sierra Vista IOC meeting will be held on November 12, 2020 at 9:30 am.
