



**Division of Developmental Disabilities
District South (Sierra Vista) Independent Oversight Committee
Meeting Minutes & Action Items
Thursday, September 12, 2019 – 9:30 AM to 11:30 AM**

Call to Order

Meeting called to order by Committee Vice-Chairperson, **Jerry Regan**. The date is September 12, 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, Patsy Sartain, Jerry Regan, Vickie McDonald, Gloria Brunell, and Keith Jansen**
 - Attendance by Phone: **Michelle Pollard**
 - Absent: **Sheri York, Margarita Fate, Chere Solorzano, and Michelle Talley**
 - Public in Attendance: **Mike Valdez** (DDD Volunteer for Quality Assurance)
 - ADOA: **Veronica Peralta**
 - DDD: **Eric Houghtalin** (IOC Liaison) and **Michelle Pollard** (NCI Coordinator)
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DDD IOC Liaison and ADOA Updates

ADOA – Veronica Peralta: Encouraged Mary to keep the records (meeting minutes) for the IOC annual reports.

DDD - Eric Houghtalin: Advised the committee that there have been changes made to the HIPAA form that the committee signs to acknowledge and agree to confidentiality of the members within DDD. He advised that the updated forms will be in each member's packet and that he will need them signed and returned by the end of the meeting. He also advised that Committee Chairperson, Chere Solorzano will be either out or attending by phone. He advised that she will assign a member of the committee to act as the facilitator in her absence. He also advised that the IOC Operations Manual and Standard Work is out for public discussion. He provided copies for the members and advised them that there is an agenda topic for further discussion during the meeting today.

Private Fund to Reward Individual DDD Contracted Caregivers Discussion and Possible Action

Jerry Regan: Reminded the committee that **Mary Haynes** knows of a fund that is given to people that are caregivers for the developmentally disabled. He advised that **Mary** wanted to work with the fund to award caregivers that are recognized by the committee.

Veronica Peralta: Advised that there might be an issue with a cash gift. She recommended that the fund be treated as a grant.

Keith Jansen: Suggested a possible gathering such as banquet that could be used to recognize more caregivers.



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Subcommittee Report

Committee Member: Advised that the subcommittee will meet after the meeting today.

IOC Operations Manual and Standard Work Discussion

Skipped. IOC members felt there was nothing to discuss in regard to this topic.

Committee Member Report

Jerry Regan: Introduced an article from the local newspaper. He asked how that relates to the committee/DDD.

Mike Valdez: Advised that occasionally, members that are children with incidents are Department of Child Safety.

Pasty Sartain: Advised that the Director of DCS recently stepped down.

Call to Public

Mike Valdez : Advised that he provided a copy of training requirements for the IOC providers (in the member packets). He reminded the committee that he is willing to help the committee visit ATPC in Coolidge.

Michelle Pollard: Advised that monitoring is occurring and that a visit to the ATPC is encouraged and beneficial to the members and the IOCs.

Discussion, Review, & Possible Action on Committee Membership

Eric Houghtalin: Advised that he had started sending recruitment letters to professionals in the area.

Mary Haynes: Asked that Eric Houghtalin concentrate on legal professionals due to the need for legal insight and the ability to meet the needs of the Arizona laws about IOC membership.

Keith Jansen motioned to proceed into executive session.

Gloria Brunell seconded the motion.

There was no discussion.



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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 10:24 am)

Incident Reports and Behavior Plans

The committee members reviewed 90 incident reports. This included 2 open and 67 closed reports.

| Type | Open | Closed |
|--------------------|----------|-----------|
| Accidental Injury | 1 | 11 |
| Deaths | 0 | 0 |
| Emergency Measures | 0 | 0 |
| Human Rights | 1 | 0 |
| Legal | 0 | 0 |
| Medication Errors | 0 | 9 |
| Missing | 0 | 0 |
| Neglect | 0 | 0 |
| Other Abuse | 0 | 0 |
| Other | 0 | 47 |
| Physical Abuse | 0 | 0 |
| Property Damage | 0 | 0 |
| Suicide | 0 | 0 |
| TOTALS | 2 | 67 |

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 Behavior Plans were reviewed by members of the IOC in Program Review Committee for August.

Adjournment

Keith Jansen Motioned to adjourn the meeting.

Gloria Brunell 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.



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The motion carried, and the meeting was closed at 11:00 am.

Jerry Regan adjourned the meeting at 11:00 am. The next District South – Sierra Vista IOC meeting will be held on October 10, 2019 at 9:30 am.