



**Division of Developmental Disabilities  
District South (Sierra Vista) Independent Oversight Committee  
Meeting Minutes with Action Items  
Thursday, January 10, 2019 – 9:26 AM to 10:28 AM**

**Call to Order**

Meeting called to order by Committee Chairperson, **Mary Haynes** on January 10, 2019 at 9:26 am. The meeting was held at 2981 E Tacoma St, Sierra Vista, AZ 85635.

Attendance in Person: **Amy Schroeder, Jerry Regan, Mary Haynes**

Attendance by Phone: **Margarita Fate**

Absent: **NONE**

Public in Attendance: **Keith Jensen, Chere Solorzano**

ADOA: **NONE**

DDD: **Eric Houghtalin**

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**Committee Approval of November Meeting Minutes**

The committee reviewed the meeting minutes from the November IOC meeting.

**Jerry Regan** moved to approve the minutes as written.

**Amy Schroeder** seconded the motion on the floor.

The vote was unanimously in favor of the approval of the minutes as posted. There were no members abstaining or voting no.

The motion passed.

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**ADOA and DDD Updates**

ADOA was not represented at the meeting and **Eric Houghtalin** advised that there was no communication sent to his office on the behalf of the ADOA as of the time of the meeting.

IOC Liaison, **Eric Houghtalin**, advised that the minutes were being recorded and that the written minutes with actionable items report will still be available.

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**Incident Report Presentation (Mike Valdez, DDD QAM for District South)**

**Eric Houghtalin** advised that the training would be postponed until the three current potential new members' dispositions were determined by ADOA so they would be able to take part in the presentation as well. He also advised that the Article 9 training would be postponed until that time for the same reason.

The committee asked for a copy of Article 9 and a link to the Willowbrook documentary to be sent to them while they waited for training.



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**ADOA and DDD Updates**

ADOA was not present at the meeting.

**Eric Houghtalin** advised that the volunteer timecards will be from the beginning of the month to the end of the month to make it easier for volunteer coordinators to track hours. He also forwarded a request from ADOA to get photos of the current members for new ID badges to be printed.

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

**Eric Houghtalin** advised that one potential member, **Corey Greer**, was not present at the meeting and her vote was postponed as a result.

The committee met and interviewed **Keith Jensen** and **Chere Solorzano** on December 13, 2018. They were still waiting for their applications to be approved by the Volunteer Coordinator. The approval occurred prior to this meeting and they were cleared to be voted on by the District South (Sierra Vista) IOC.

**Jerry Regan** motioned to vote.

**Amy Schroeder** seconded the motion to vote.

The committee voted and approved both potential members.

The vote for **Keith Jensen** was 4 yes, 0 no, and 0 abstaining.

The vote for **Chere Solorzano** was 4 yes, 0 no, and 0 abstaining.

**Jerry Regan** asked about the potential member that was not approved last meeting. He wanted to know if she was notified of her denial.

**Eric Houghtalin** advised that ADOA was sending a letter to notify her.

**Keith Jensen** asked about the process following the vote.

**Eric Houghtalin** explained the process and anticipated timeframe.

**Keith Jensen** asked about fingerprint clearance cards.

**Eric Houghtalin** advised that not all committee members have one and he was unsure if that was a current requirement.

The applications for both Keith and Chere will be sent to ADOA for review and approval.

**Amy Schroeder** made a motion to adjourn to executive session.



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**Jerry Regan** seconded the motion.

The committee voted unanimously, and the committee adjourned to the executive session.

“Committee moves into executive session at 10:30 AM pursuant to A.R.S. 41-1959 and A.R.S. 38-431.03(A)(1)(2) to discuss incident reports and behavioral health plans concerning members of the Division of Developmental Disabilities of the Arizona Department of Economic Security.”

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**Incident Reports and Behavior Plans**

The committee reviewed no behavioral plans.

The committee was given a total of 57 incident reports (both November and December). 56 were closed and 1 was open.

Type	Open	Closed
Accidental Injury	0	15
Deaths	0	3
Emergency Measures	0	2
Human Rights	0	0
Legal	0	0
Medication Errors	0	5
Missing	0	1
Neglect – Potential & Imminent	1	0
Other Abuse – Sexual, Verbal, and Emotional	0	1
Other	0	25
Physical Abuse	0	0
Property Damage	0	3
Suicide	0	1
<b>TOTALS</b>	<b>1</b>	<b>56</b>

- IRs were equally divided among the IOC members in attendance.
- Number of Questions/Follow-ups for QAM: committee communicates directly with the Quality Area Manager.

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**Adjournment**

**Jerry Regan** moved to adjourn the meeting.

**Amy Schroeder** seconded the motion.

The vote was unanimously in favor with no members abstaining or voting no.



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Next meeting will be held on February 14, 2019 at 9:00AM at the Sierra Vista location.

Meeting adjourned by **Mary Haynes** at 10:28 AM.