

Independent Oversight Committee (IOC) Public Meeting Minutes

Monthly meeting of District North (Flagstaff)

Department of Economic Security
Division of Developmental Disabilities
1701 N. 4th St.
Conference Room #42
Flagstaff, Arizona 86004
November 15, 2018
9:30 AM - 12:30PM.

Call to Order	Meeting called by Cynthia McKinnon
Start Time	9:35 AM
Facilitator	Cynthia McKinnon
Note Taker & Liaison	Eric Houghtalin (IOC Liaison)
Attendees	<p>IOC Members Present: Norm Wallen, Ted Garland, Cynthia McKinnon, Bridgette Wilson, Dora Harrison, and Kyle White (by phone).</p> <p>IOC Members Absent: None</p> <p>Division of Developmental Disabilities (DDD) Staff: Eric Houghtalin</p> <p>Arizona Department of Administration (ADOA): Chris Kleminich</p> <p>Remote Participants: Kyle White (phone), Chris Kleminich (phone)</p> <p>Number of Public in Attendance: None</p>
Agenda Topics	<ul style="list-style-type: none"> I. Call to Order II. Welcome and Introductions III. Approval of Minutes IV. ADOA Updates V. IOC Liaison Updates VI. DDD CRS Presentation to the Committee (recorded) VII. Discussion, Review, and Possible Action on Committee Membership VIII. Discussion and Review of Incident Reports and Behavioral Plans IX. Call to the Public

Call to Order**Committee**

Discussion	The Independent Oversight Committee (IOC) members introduced themselves in person. Division of Developmental Disabilities (DDD) staff members introduce themselves. Arizona Department of Administration (ADOA) Chris Klemich introduced himself.
-------------------	--

Call to the Public**Committee**

Discussion	No members of the public were present at the meeting.
-------------------	---

Minutes Approval**Committee**

Discussion	Cynthia McKinnon: Motioned to approve the last committee meeting minutes. Norm Wallen: Seconded the motion on the floor. The vote was UNANIMOUS to approve the minutes as written.
-------------------	---

ADOA Update**Chris Klemich**

Discussion	Chris Klemich: Reported that ADOA will begin to record minutes by means of audio recording. He also noted that DDD will provide an actionable items page rather than written minutes in the future.
-------------------	--

IOC Liaison update**Eric Houghtalin**

Discussion	Eric Houghtalin: Encouraged the committee to begin working on committee guidelines (formerly referred to as committee bylaws). Informed committee members that he would be sending a couple examples that other committees have drafted as an example to work with as the draft their own. He also advised that he will put a follow-up and possible vote on the agenda for next month.
-------------------	--

IOC Letter to ADOA/DDD Directors**Committee**

Discussion	Norm Wallen: Suggested that the Directors are taking too long to answer the letters sent to them and wanted to move forward with action. He motioned that the Centers for Disability Law and the other IOCs be provided a copy of the letter if there is no reply by close of business on the following day (Friday, November 16, 2018). Dora Harrison seconded the motion. All committee members voted to pass the motion.
-------------------	--

Discussion	Due to technical issues, the recording could not be played for the committee.
-------------------	---

Discussion, Review, and Possible Action on Committee Membership Committee

Discussion	<p>Dora Harrison: Reported that she will be resigning from the committee in the Fall.</p> <p>The Committee: Discussed the difficulty getting new members appointed to the committee.</p> <p>Eric Houghtalin: Advised that the committee should be reaching out to people that they feel would be a good committee members.</p> <p>Dora Harrison: Advised that she would be reaching out to local students to consider membership on the committee.</p> <p>Norm Wallen: Objected to younger members that lacked life experience.</p> <p>Eric Houghtalin: Advised that the committee consider all member candidates and give younger candidates the opportunity to learn more about real life.</p> <p>*No action taken on this matter.</p> <p>Cynthia McKinnon: Advised that she was going to be in Mexico during the January, February, and March.</p> <p>Chris Klemnich: Advised that he will look at getting her being able to participate by phone and getting IRs through FedEx to her location.</p> <p>Eric Houghtalin: Added that Cynthia could take a smaller group of IRs to review while the rest of the committee could make up for anything that she was not covering.</p> <p>*The committee will decide what to do about the meetings in the December District North IOC meeting. No action taken on this matter.</p> <p>The Committee: Advised that they were also concerned about the amount of incident reports that the committee was having to read. The consensus of the committee was that they wanted to cut out all open reports, closed property damage, and accidental injuries (level III).</p> <p>Norm Wallen: Motioned to remove the extra incident reports (as noted).</p> <p>Dora Harrison: Seconded the motion.</p> <p>*The vote was unanimous for the motion. The motion passed. The District North IOC will not review open reports, closed property damage, and accidental injuries (level III).</p>
-------------------	--

Discussion and Review of Incident Reports and Behavioral Plans Committee

Conclusion	Cynthia McKinnon motioned and Dora Harrison: seconded to move into executive session. The vote was unanimous, and the committee moved into executive session.
-------------------	---

	<p>Committee moves into executive session at 10:22 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.</p> <p>There were 12 behavior plans that were reviewed during the meeting. The committee discussed, questioned, and commented on plans. All plans were signed by Chairperson, Cynthia McKinnon. All plans will be sent to the District North Program Review Committee (PRC) Chairperson, Marilyn Croci by Eric Houghtalin, the IOC Liaison.</p> <p>There was a total of 69 open and 307 closed incident reports. The open reports included: 26 Accidental Injury, 0 Emergency measures, 4 Human Right Violations, 1 Legal, 1 Missing Client, 8 Neglect, 0 Other Abuse, 0 Physical Abuse, 4 Property Damage, 0 Suicide, and 25 Other. The closed reports included: 91 Accidental Injuries, 12 Emergency measures, 1 Human Right Violations, 2 Legal, 5 Missing Client, 6 Neglect, 4 Other Abuse, 3 Physical Abuse, 1 Property Damage, 3 Suicide, 1 Death, and 178 Other.</p>
--	--

Adjournment

Committee

Conclusion	<p>Next meeting will be held on September 20th at 9:30 AM. at the Flagstaff location. Meeting adjournment motioned by Norm Wallen and seconded by Cynthia McKinnon. Committee voted, and all were in favor to adjourn the meeting at 12:18 PM. The next scheduled District North IOC meeting is set for December 20, 2018 at 9:30 AM.</p>
-------------------	--