



**Division of Developmental Disabilities
District South (Sierra Vista) Independent Oversight Committee
Meeting Minutes with Action Items
Thursday, December 13, 2018 – 9:31 to 10:59 am**

Call to Order

Meeting called to order by Committee Chairperson, **Mary Haynes** on December 13, 2018 at 9:31 am. The meeting was held at 2981 E Tacoma, Sierra Vista, AZ 85365 in the large conference room.

Attendance in Person: **Margarita Fate, Amy Schroeder, and Mary Haynes.**

Attendance by Phone: **Jerry Regan**

Absent: **NONE**

Public in Attendance: **Chere Solorzano, Keith Jansen, and Gloria Brunell.**

ADOA: **NONE**

DDD: **Eric Houghtalin**

Call to the Public

(15 sec on the recording)

The committee met three new candidates (**Chere Solorzano, Keith Jansen, and Gloria Brunell**) at this meeting.

Approval of Public Meeting Minutes

(4 minutes and 20 sec on the recording)

Amy Schroeder moved to approve the November public meeting minutes. **Margarita Fate** seconded the motion. 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 and the minutes for November 2018 were approved.

ADOA Update

(N/A on the recording)

ADOA was not represented at the meeting and there was no message passed through the IOC Liaison for the committee.



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DDD Updates

(N/A on the recording)

Eric Houghtalin had no updates for the committee as of the time of the meeting.

Committee Guidelines and Possible Action

(10 min & 35 sec on the recording)

The Committee read two samples of current guidelines from other committees over the last month. They each noted changes and shared those ideas with the other Committee members over a brief discussion.

Once the Committee came to an agreement, **Jerry Regan** moved to vote for the minutes as discussed (pending any required changes by ADOA in review). **Amy Schroeder** seconded the motion. The vote on the motion passed unanimously in favor. There were no abstaining members or no votes. The motion to adopt the committee guideline as drafted passed.

Eric Houghtalin advised that ADOA will have to read and review the guidelines for compliance with Arizona Open Meeting and other applicable laws.

Chair and Vice-Chair Nomination and Vote

(34 min & 53 Sec on the recording)

The members of the Committee were asked if any of them wanted to nominate a member for the offices of Chairperson and Vice-Chairperson.

Every member nominated **Mary Haynes**, Acting Chairperson, to remain as the elected Chairperson.

Jerry Regan nominated himself for the Vice-Chairperson office. **Amy Schroeder** also nominated herself for the Vice-Chairperson office. **Jerry Regan** rescinded his nomination.

Jerry Regan moved to vote for the names as nominated. **Amy Schroeder** seconded the motion on the floor.

The vote for **Mary Haynes** as Chairperson was unanimously in favor. There were no members abstaining or voting no or abstaining.

The vote for **Amy Schroeder** as Vice-Chairperson was all unanimously in favor. There were no members abstaining or voting no or abstaining.

The Chairperson, **Mary Haynes**, and Vice-Chairperson, **Amy Schroeder**, will retain the offices until the next election in December of 2020 in accordance with the adopted Committee guidelines.



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Discussion, Review, & Possible Action on Committee Membership

(39 min & 12 sec on the recording)

The Committee formally met **Chere Solorzano** (pending application with the DDD Volunteer Coordinator's office). She is the mother of a DDD member and former high school science teacher.

The Committee informally met **Keith Jensen** and heard some history about him (he plans to apply for membership).

The Committee informally met **Gloria Brunell**. She gave her history and educational background.

Potential members were allowed to ask questions about the Committee and the process.

The Committee was advised that ADOA required that a vote be taken on all potential members put up before them for a vote. The members briefly discussed **Rachel Gray** as a member.

Margarita Fate motioned for a vote to admit **Rachel Gray** as a member of the Committee. **Amy Schroeder** seconded the motion on the floor.

The vote was taken, and all members voted unanimously no on the motion. No members abstained, and no members voted yes. The motion to admit **Rachel Gray** as a member of the Sierra Vista District South IOC was denied.

Jerry Regan asked for the current members to introduce themselves to the potential members.

The committee advised that they already did so in the beginning of the meeting.

The committee entered executive session at 1 hour, 0 minutes & 13 seconds into the recording.

(End of public meeting at 10:30 am)



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Incident Reports and Behavior Plans

The committee reviewed a total of 4 incident reports. The reports included 1 open and 3 closed reports.

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

IRs were equally divided among the IOC members in attendance.

Number of Questions/Follow-ups for QAM: members of the committee communicate inquiries directly with the Quality Area Manager.

Adjournment

Jerry Regan motioned to adjourn the meeting. **Margarita Fate** seconded the motion.

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

Mary Haynes adjourned the meeting at 10:59 am

The next District South (Sierra Vista) IOC meeting will be held on January 10, 2019 at 9:00 am.