Human Rights Committee (HRC)  
Meeting Minutes  
District Central  

Department of Economic Security  
Division of Developmental Disabilities  
4000 N. Central Avenue  
Phoenix, AZ 85012  
9th Floor Conference Room  
September 25th, 2017  
10:00 am to 3:00 pm

<table>
<thead>
<tr>
<th>Call to Order</th>
<th>Karen Van Epps</th>
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<tbody>
<tr>
<td>Start Time</td>
<td>10:00 am</td>
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<tr>
<td>Facilitator</td>
<td>Karen Van Epps</td>
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<tr>
<td>Note Taker</td>
<td>Daniel Stutzman</td>
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**Attendees**

**HRC Members Present:**
Karen Van Epps, Carol McNulty, Eva Hamant, Lisa Witt, Andrea Potosky, Linda Mecham

**HRC Members Absent:**
Mandy Harman, Debbie Stapley, Eduarda Yates

**Division of Developmental Disabilities (DDD) Staff:**
Daniel Stutzman

**Number of Public in Attendance:** 0

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<tr>
<th>Agenda Topics</th>
<th>Call to Order, Approval of Minutes, Statewide HRC Report, Update TP, DD Members in Nursing Homes-Article IX, Article IX Revision, Relationship to District</th>
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**Call to Order Committee**

**Discussion**

The **Human Rights Committee (HRC) members** introduced themselves in person.

**DDD Staff** introduced themselves.
## Approval of Minutes

### Discussion
Karen Van Epps

Carol McNulty made a move to approve the minutes as written. **Eva Hamant** seconded. Motion carried.

## Statewide HRC Report

### Discussion
Karen Van Epps

Karen Van Epps discussed what was reviewed at the Statewide HRC:
- It was noted that Central will continue to use the same forms for the Behavior Plan reviews since members attend the PRC in-person. Francine Waiters is meeting with all the PRC Chairs to address several concerns with the PRC process. I
- The Committee would like to see someone from the agency present at the PRC meetings.
- Redactions were discussed at the statewide meeting. District Central HRC wants to have the agency name on the incident reports.
- Members attended the SQMC meeting. The minutes from last year contained several issues that still are issues this year. One area is that in District Central we are missing a lot of Support Coordinators.
- At the statewide we discussed a committee that is working to rewrite article IX. They are trying to take out the need for a Behavior Plan if someone is on psychotropic medication. The District Central HRC wants to have more information on this.
- Policy changes to HRC policy should be sent to the HRC before they take effect for comment.

Linda Mecham made the move that the committee ask Francine Waiters/Richard Kautz to have a member of the committee on the PRC rewrite committee. In addition, we would like to see an HRC member added to R6-6-903(E), which constitutes the composition of the PRC. **Carol McNulty** seconded. Motion carried.

Daniel Stutzman noted that he will make contact with appropriate staff to send the request.

## Update TP

### Discussion
Karen Van Epps

Karen Van Epps updated the committee on an incident where a member purchased a 4,000 dollar insurance policy. A new investigation was opened with the IG. From here, contact was made with the DES Director to get resolution. He responded and Karen Van Epps and Linda Mecham then met with Sherry Klein and Carlos Contreras. They both recommended the money be paid back. An email has since been sent to the provider to determine if the money was received. This was especially egregious as the member already had a burial plan.
| **Discussion** | **Karen Van Epps:** Nursing homes for the intellectually disabled when being supported financially by DDD are prohibited from administering PRN or as needed medications. If the psychotropic medications are administered in a SNF, a behavior plan must be developed, approved by the Program Review Committee and the staff must be trained to follow it. Nursing homes are not staffed or trained to do this. In addition, on-site observations— not less than twice a month— must be conducted to assure that trained staff are following the plan. During the month’s January-July, an average of 53 members have been placed in SNFs. Members who are being given psychotropic meds need behavior plan. If members are receiving PRN meds, this is a sanctionable procedure. This pertains to members who are being funded by the Division. Members placed in SNF do not have program goals, because SNF follows the Department Health guidelines and does not have to follow ISP goals.

Carol McNulty and Eva Hamant noted the DD nurse does not see the person. We would like to know who evaluates the DD member in a SNF. |
| **Article IX Revision** | **Karen Van Epps** |
| **Discussion** | *(Discussed Earlier in Statewide HRC Report)* |
| **Relationship to District** | **Karen Van Epps** |
| **Discussion** | The committee continues to look to build a relationship with District Central staff. **Karen Van Epps** explained that they didn’t want their committee to be taken over by the HERO unit. However, it was noted that it was appreciated to have staff to post notices and take the minutes. |
| **Adjournment** | **Karen Van Epps** |
| **Conclusion** | Next meeting will be held on October 23rd, 2017 at 10:00 am at the Phoenix location. Meeting adjourned by Karen Van Epps at 2:07 pm. |