

**Human Rights Committee (HRC)
Public Meeting Minutes
District South**

Department of Economic Security
Division of Developmental Disabilities
400 W. Congress Street. Suite 500
Tucson, AZ 85701
June 27th, 2018
2:00 PM – 4:00 PM

Call to Order	Lynda Stites
Start Time	2:00 PM
Facilitator	Lynda Stites
Note Taker & Liaison	Jeffrey Yamamoto
Attendees	<p>HRC Members Present: Lynda Stites, Genevieve Valenzuela, Christine Small, Lynne Tomasa, Bliss Gifford, Cathy Curtin, Tyler DeMers,</p> <p>HRC Members Absent: Bill Burnett, Cynthia Fielding, Jessica Richards</p> <p>Division of Developmental Disabilities (DDD) Staff: Jeffrey Yamamoto,</p> <p>Public in Attendance: None</p>
Agenda Topics	Call to Order, Welcome and Introductions, Approval of May 2018 Minutes, Incident Report discussion/selection/review process, Discussion on training on Behavior Plans, HRC Liaison Updates, Call to Public, Adjournment to Executive Session.

Call to Order

Lynda Stites

Discussion	<p>Lynda Stites: Called the meeting to order at 2:00pm There was a scheduled interview with a prospective member, but member did not show.</p>
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Welcome and Introduction

Committee

Discussion	<p>Lynda Stites welcomed the Human Rights Committee (HRC) members There were no public in attendance.</p> <p>The DDD Staff was Jeffrey Yamamoto (HRC Liaison)</p>
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Approval of May 2018 Minutes

Lynda Stites

Discussion	<p>Lynda Stites asked for a motion for the approval of the May minutes. Genevieve Valenzuela made a motion to approve the May 2018 meeting minutes as written. All were in favor. Motion carried.</p>
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Incident Reports discussion, selection, and review process.

Committee

Discussion	<p>Lynda Stites: Began discussions of how the committee wants to move forward in reviewing the Incident Reports (IRs). She mentioned that the other district review in different ways.</p> <p>Christine Small: Replied that taking IRs home may allow more time to thoroughly read through the report. She doesn't have any problems in taking home reports.</p> <p>Lynda Stites: Concerned that if members take the reports home that members are diligent in reviewing and getting the concerns back to the liaison. Another concern is trends are not being looked at but may be able to get division report on agency trends.</p> <p>Jeffrey Yamamoto: Informed the committee of some the different ways other committees do their IR process. Some do the same as South, some take home, others use drop box to share the info for all to see the comments on the IRs.</p> <p>Bliss Gifford: Asked to take home the IRs for the next meeting.</p> <p>Committee: Agreed to take home the IRs but review some at the meeting. Agreed to do the "Medication Errors" in committee time and take home the remainder individual categories types.</p>
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Discussion of training on Behavior Plans

Lynda Stites

Discussion	<p>Lynda Stites: Asked the committee if they were interested in getting some training on what to look for when reviewing Behavior Plans (BPs). Tim Payne had mentioned in the previous month's training of Article 9 that he was willing to come down and train on BPs.</p>
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	<p>Lynda suggested that now the group has seen a few BPs that it would be good to conduct this training.</p> <p>The Committee: Agreed to having training on Behavior Plans.</p> <p>Jeffrey Yamamoto: Will invite Tim Payne from training to come to train what to look for in Behavior Plans.</p>
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HRC Liaison Update & Call to Public

Jeffrey Yamamoto

Discussion	<p>Jeffrey Yamamoto: Gave Updates</p> <p><u>Only Liaison Left:</u> Explained that he is the only HRC liaison for the state starting in July. Daniel is no longer going to be an HRC liaison but will be present at the statewide meeting.</p> <p><u>HRC Change over:</u> Reviewed that the Arizona Department of Administration (ADOA) will officially take over the Independent Oversight Committee (IOC) on August 3rd. There is still no clear direction that ADOA wants to work with the current HRC administration with DDD.</p> <p><u>Statewide Meeting:</u> Mentioned the statewide meeting will be held on July 18th in Phoenix at the HRC Office. Lynda agreed to attend this meeting completing a quorum for the statewide chairs.</p> <p><u>Trending Reports:</u> Offered to run some trending reports to Lynda to see if it covers the information she needs. He will send out some to Lynda when he gets back to Phoenix.</p> <p><u>Other information:</u> Distributed and explained Article 8 and Article 11, which go over the requirements of group homes and adult developmental homes. The articles provide the rights of the individual living in the two facilities.</p> <p><u>Vacation time:</u> Brought up if the committee wants to take any time off from the monthly meeting due to vacations or holidays. The committee agreed to meet for the next 3 months.</p> <p><u>Call to Public:</u> There was no public in attendance.</p>
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Adjournment to Executive Session

Lynda Stites

Conclusion	<p>Lynda Stites adjourned the meeting to executive session at 2:57pm.</p> <p>Next meeting will take place at the Tucson location on July 25th, 2018. Meeting adjourned by Lynda Stites at 4:00 PM.</p>
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