

**Human Rights Committee (HRC)
District West
Open Meeting Minutes**

Department of Economic Security
Division of Developmental Disabilities
8990 W Peoria Ave, Peoria AZ 85345
February 27th, 2018
5:30 pm – 8:00 pm

Call to Order	Pat Thundercloud
Start Time	5:34 pm
Facilitator	Pat Thundercloud and Diedra Freedman
Note taker	Jeffrey Yamamoto
Attendees	<p>HRC Members Present: Diedra (De) Freedman, Pat Thundercloud, Brad Doyle, Bernadine Henderson, Jennifer McNeill, Michelle Lagas</p> <p>HRC Members Absent: None</p> <p>Division of Developmental Disabilities (DDD) Staff: Jeffrey Yamamoto and Ryk Scott (DDD Quality Assurance Supervisor)</p> <p>On the phone: None</p> <p>Public: None</p>
Agenda Topics	Call to Order, Welcome and Introductions, Approval of January Minutes, Voting of Committee Chairperson and Vice-Chair, Summary and Expectation of HRC members, Discussion of creating bylaws for West HRC, Article 9 and training, Online training, Annual report due date, Update on incident reports (IR's) conference call, Statewide meeting summary.

Call to Order

Pat Thundercloud

Discussion	Pat Thundercloud called meeting to order at 5:34pm
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Welcome and Introductions

Pat Thundercloud

Discussion	<p>The Human Rights Committee (HRC) members introduced themselves.</p> <p>Pat Thundercloud- Parent of member, previous Physician’s Assistant</p> <p>Brad Doyle- Parent of member, served on the mayor’s advisory committee on disabilities, served on advisory council of the governor for disabilities prior to vouchers.</p> <p>Diedra (De) Freedman- Parent of member. Retired attorney. Has sat on many committees.</p> <p>Jennifer McNeill – Parent of member, involved in the nursing legislation, Nurse specialist.</p> <p>Michelle Lagas –Fulltime teacher doing graduate program to be a Board Certified Behavioral Analyst.</p> <p>Bernadine Henderson – Parent of members, stay at home mom, Foster Care Review Board (FCRB) member, board member of Family Involvement Center, previous Special Ed teacher foster parent</p> <p>Jeffrey Yamamoto and Ryk Scott introduced themselves as Division of Developmental Disabilities (DDD) staff members.</p>
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Approval of Minutes

Pat Thundercloud

Discussion	<p>Bernadine motioned to approve minutes as written and Michelle seconded the motion. The committee voted and passed the approval of the January minutes as written.</p>
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Voting of Committee Chairs

Pat Thundercloud

Discussion	<p>The Committee discussed their scheduling and requirements of the chairperson.</p> <p>Hand out Chairperson responsibility from Roberts Rule of Order.</p> <p>Brad Doyle declined the nomination of the chair because of time restraints for meetings and statewide meetings.</p> <p>Deidra Freedman accepted the nomination for the Chairperson.</p> <p>Brad motioned for a vote to elect Deidra as the Chairperson for District West.</p> <p>It was seconded by Bernadine. The Committee voted unanimously in favor of Diedra being the Chairperson for District West HRC.</p> <p>Pat Thundercloud was nominated to continue to be Vice-Chair. Brad motion for a vote and Diedra seconded the motion. The Committee voted unanimously in favor of Pat to continue to be Vice-Chair for District West HRC.</p>
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Summary and Expectations of members

De Freedman

Discussion	<p>Handouts were given of the Arizona Revised Statues (ARS) for the HRC and their roles and purpose.</p>
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	<p>Brad summarized what the committee role is to do.</p> <ul style="list-style-type: none"> • Review IR's and behavior plans and look for any human rights violations. • Make comments and note those violations • Pass on that information to the Program Review Committee (PRC) or the Quality Assurance Manager or Supervisor (QAM/QAS) • They will research the concerns or questions and get back to the committee their findings. <p>The Committee discussed their roles and their purpose for being on the committee.</p> <p>Michelle summarized that the committee goal is not to write a better behavior plan but to look only for human rights violations.</p> <p>De also brought up that another role is to make recommendations.</p>
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Bylaws Discussion

De Freedman

Discussion	<p>Handout Bylaw example and Central District Bylaws.</p> <p>Brad – Do Bylaws need to be approved in this meeting?</p> <p>Jeffrey – No but you do need to come up with one soon.</p> <p>Jeffrey discussed that due to being a volunteer committee there is no remuneration for being a member or the expense for a task you may incur.</p> <p>Committee will make any changes to the Central Bylaws and send out to Brad who will compile and form a rough draft of West Bylaws to be discussed in a future meeting.</p>
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Article 9 Discussion

De Freedman

Discussion	<p>Discussion of Article 9 webinar. Hand out the webinar flyer to committee.</p> <p>Jeffrey informed the committee that the DDD trainer for Article 9 can come out for the next meeting on March 27th at 6:00pm. The committee voted that they agreed to do a quick public meeting from 5:30pm -6:00pm while Michelle will be coming in late for meeting but can make the Article 9 training at 6:00pm. Brad made motion and the committee agreed.</p>
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Online Training

De Freedman

Discussion	<p>No online training required. There are recommended online training suggested. HIPAA statements need to be signed and all members have signed one.</p>
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Annual Report due date

De Freedman

Discussion	<p>Discussion of Annual Report being due on April 18th during statewide meeting. The previous 2016 Annual Report was handed out as a reference of the information needed in the report.</p> <p>Committee agreed to look at the report and get together to make 2017 report.</p>
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	<p>Pat has some additional HRC information from earlier last year. Pat suggested on some bios from the members to include in the report. Discussion that the report may only be one page. De, Pat, Jeffrey and Taylor may be helping in creating this report.</p>
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Incident Report conference call

De Freedman

Discussion	<p>Incident Reports (IR's) redactions are being moved to HRC liaison office. Liaison will begin printing the redacted IR's for the meeting. Explanation of the required 12 types versus the 6 types currently. Hand out of two types of reports. Focus report and Tableau report. Explained the Focus Report and Tableau Report and asked which the committee wants to receive. De also wants reports showing the trending of agencies. Ryk stated there is already oversight to the agencies and individuals being done. Brad stated that since this is already being monitored by the Division the focus for the HRC is on the IR's. De will send an email to Jeffrey on the report she wants to review. Jeffrey agrees to filter the Tableau reports by type and agency. Discussion of open and closed reports and which the committee wants, Sorting and filtering of the report for data gathering will be provided by liaison. Committee is wanting all of the reports (open and closed and all 12 types) for now. Committee will divide the reports to individuals, only one set will need to be printed. Jeffrey agreed to send reminder of posted agenda to committee before meeting.</p>
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Statewide Meeting Summary

Pat Thundercloud

Discussion	<p>Hand out of the January 2018 Statewide Meeting minutes. Pat wanted to make sure that the committee had available the statewide meeting minutes. She wanted the committee to understand what goes on during meeting.</p>
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Adjournment

De Freedman

Conclusion	<p>Brad motioned to go to Executive Session at 7:08pm The next meeting will be held on March 27th 2018 at 5:30pm at the Peoria Office location. Meeting adjourned by Brad Doyle at 8:01pm.</p>
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