

**Human Rights Committee (HRC)**  
**District West**  
**Open Meeting Minutes**  
 Department of Economic Security  
 Division of Developmental Disabilities (DDD)  
 8990 W Peoria Ave, Peoria AZ 85345  
 March 27th, 2018  
 5:30 pm – 8:00 pm

<b>Call to Order</b>	Brad Doyle -Member
<b>Start Time</b>	5:42pm
<b>Facilitator</b>	Brad Doyle
<b>Note taker</b>	Jeffrey Yamamoto
<b>Attendees</b>	<p><b>HRC Members Present:</b> Diedra (De) Freedman, Brad Doyle, Bernadine Henderson, Jennifer McNeill, Michelle Lagas</p> <p><b>HRC Members Absent:</b> Pat Thundercloud</p> <p><b>Division of Developmental Disabilities (DDD) Staff:</b> Jeffrey Yamamoto (DDD HRC Liaison), James Smith (DDD Quality Assurance Manager) and Tim Payne (DDD trainer) Delorah Grant (DDD Quality Assurance Supervisor)</p> <p><b>On the phone:</b> None</p> <p><b>Public:</b> None</p>
<b>Agenda Topics</b>	Call to Order, Welcome and Introductions, Approval of February Minutes, Discussions on Guidelines/Bylaws, Article 9 and training,

**Call to Order**

**Brad Doyle**

<b>Discussion</b>	Brad Doyle called meeting to order at 5:42pm
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**Welcome and Introductions**

**Brad Doyle**

<b>Discussion</b>	<p>The Human Rights Committee (HRC) members introduced themselves. Brad Doyle-member, Jennifer McNeill-member, Bernadine Henderson-member, Michelle Lagas- member arrived later, De Freedman – Chairperson arrived later</p> <p>Jeffrey Yamamoto, Tim Payne, Delorah Grant and James Smith introduced themselves as Division of Developmental Disabilities (DDD) staff members.</p>
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**Approval of Minutes**

**Brad Doyle**

<b>Discussion</b>	<p>Brad Doyle motioned to approve minutes as written and Jennifer McNeill seconded the motion. The committee voted and passed the approval of the February minutes as written.</p>
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**Guideline Discussion**

**Brad Doyle**

<b>Discussion</b>	<p>Jeffrey handouts unapproved Guidelines of old District West to review.</p> <p>Discussion of Guidelines and the changes that West needs to make sure they change for themselves. Term limits, voting of new changes, membership and reviewing of incident reports and behavior plans. Brad agreed to compile change recommendations from members to construct a new District West Guideline during next meeting. Brad covered the scope of the HRC with Arizona State Hospital article. The committee discussed the scope and focus of looking at incident reports and their content.</p> <p>Brad covered that the closed reports seem to provide the most useful information and should be the ones reviewed by committee. Committee agreed to receive only closed incident reports.</p> <p>Discussions were made on the incident reporting of how important that they be written so that the committee understands the whole scope of the incident.</p>
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**Article 9 Training**

**De Freedman**

<b>Discussion</b>	<p>Article 9 training was moved to Executive session to allow Quality Assurance their time to discuss incident reports prior to 2 hour long training. Quality Assurance needed to leave by 8:00pm</p>
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<b>Conclusion</b>	Brad Doyle motioned to go to Executive Session at 6:19pm The next meeting will be held on April 24 <sup>th</sup> 2018 at 5:30pm at the Peoria Office location. Meeting adjourned by Brad Doyle at 8:50pm.
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