

# Human Rights Committee (HRC) Meeting Minutes

## Monthly Meeting of District South (Sierra Vista)

Department of Economic Security  
Division of Developmental Disabilities  
2981 E. Tacoma Street  
Sierra Vista, Arizona  
November 9th, 2017  
9:00 A.M.

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| <b>Call to Order</b> | Meeting called by District South Sierra Vista Human Rights Committee (HRC)   |
| <b>Start Time</b>    | 9:00 A.M.  |
| <b>Facilitator</b>   | Mary Haynes (Chairperson)  |
| <b>Note Taker</b>    | Daniel Stutzman (HRC Liaison)  |
| <b>Attendees</b>     | <p><b>HRC Members Present: Mary Haynes, Jerry Regan</b></p> <p><b>HRC Members Absent: N/A</b></p> <p><b>Division of Developmental Disabilities (DDD) Staff: Daniel Stutzman, Mike Valdez</b></p> <p><b>Remote Participants: Margarita Fate</b></p> <p><b>Number of Public in Attendance: 0</b></p> |
| <b>Agenda Topics</b> | <ul style="list-style-type: none"> <li>I. Call to Order</li> <li>II. Minutes Approval</li> <li>III. Support Coordination Training</li> <li>IV. By-Laws/Guidelines</li> </ul>   |
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**Call to Order**

**Mary Haynes**

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| <b>Discussion</b> | <p>Meeting called to order at 9:10 A.M.</p> <p>The <b>Human Rights Committee (HRC) members</b> introduced themselves in person and on the phone.</p> <p>DDD staff members introduce themselves.</p> |
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**Minutes Approval**

**Committee**

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| <b>Discussion</b> | <p><b>Daniel:</b> Contained in the packets I have for you are last month's minutes. If you have any edits please let me know.</p> <p><b>Mary:</b> I vote that we approve the minutes.</p> <p><b>HRC:</b> (Vote passes unanimously to approve the minutes.)</p> |
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**Support Coordination Training**

**Committee**

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| <b>Discussion</b> | <p><b>Daniel:</b> Today I was going to do a brief Support Coordination training for everyone to help you understand what is required of a Support Coordinator. However, with Margarita here by phone and a possible new member coming in December I thought it would be beneficial to wait till December. Is this okay with everyone?</p> <p><b>HRC:</b> Yes.</p> |
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**By-Laws/Guidelines**

**Committee**

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| <b>Discussion</b> | <p><b>Mary:</b> I received a sample of the example By-Laws/Guidelines. We have to write our own and I will start to do that and have an example by our next meeting in December. It looks like much will stay the same as the example but we will have to write a portion for ourselves. So I will have them ready by the second Thursday with plenty of time.</p> <p><b>Jerry:</b> Is that the 7<sup>th</sup>.</p> <p><b>Daniel:</b> The second Thursday is the 14<sup>th</sup>.</p> <p><b>Mary:</b> I will get it to you as soon as I can. Is that agreeable to everyone?</p> <p><b>HRC:</b> Yes.</p> |
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**Committee moves into executive session**

**Committee**

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| <b>Conclusion</b> | <p>Committee moves into executive session at 9:27 A.M. pursuant to A.R.S. 41-1959 and A.R.S. 38-431.03(A)(2) to discuss incident reports and behavioral health plans concerning members of the Division of</p> |
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|  | Developmental Disabilities of the Arizona Department of Economic Security." |
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**Adjournment**

**Mary Haynes**

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| <b>Conclusion</b> | Next meeting will be held on December 14th at 9:00 A.M. at the Sierra Vista location. Meeting adjourned by Mary Haynes at 10:08 A.M. |
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