

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
August 14, 2017
2:00 PM – 4:00 PM

Call to Order	Public session called to order by Lynda Stites at 2:00 PM.
Start Time	2:00 PM
Facilitator	Lynda Stites
Note Taker	Taylor Pike
Attendees	<p>HRC Members Present: Lynda Stites, Genevieve Valenzuela</p> <p>HRC Members Absent: None</p> <p>Division of Developmental Disabilities (DDD) Staff: Taylor Pike</p> <p>Remote Participants: None</p> <p>Number of Public in Attendance: Three</p>
Agenda Topics	Call to Order, Welcome and Introductions, Potential New Member, Time Sheets, Redactions and FOCUS, Death Notifications, Committee Bylaws

Welcome and Introduction

Committee

Discussion	<p>The Human Rights Committee (HRC) members introduced themselves in person.</p> <p>DDD staff introduced themselves as Division of Developmental Disabilities staff members.</p> <p>Members of the public introduced themselves to the committee.</p>
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Potential New Member

Committee

Discussion	<p>Lynda started the meeting by providing some background information on the Human Rights Committees and their responsibilities. The HRCs review Incident Reports and Behavior Plans to identify any possible human rights violations. Their goal is to ensure that DDD members' quality of life and dignity is upheld by identifying any rights violations. The HRCs also make recommendations for changes to Behavior Plans, procedures and policies. They report these recommendations to the division as well as the legislature.</p> <p>Lynda gave the following information: -Behavior Plans are reviewed at home since they are lengthier than Incident Reports. During meetings they focus on Incident Reports. The committee reviews them together, Taylor records any questions or comments and will send them to Quality Assurance for follow up. -District Chairs meet at Quarterly Statewide Meetings to bring information back to the committee. -New members will receive training and the committee will walk them through reviewing Behavior Plans and Incident Reports.</p> <p>Taylor informed them that they will be able to sign up for training courses once they've been appointed.</p> <p>Lynda addressed Lynne and Catherine's questions. She emphasized her wishes for District South to be open minded, work proactively and embrace change in order to move forward to benefit our members. Members of the public were dismissed at 2:30 PM.</p> <p>Taylor stated that the division has received and processed all the potential members' paperwork. Genevieve made a motion to accept Lynne Tomasa, Jessica Richards, Catherine Curtin, Cynthia Fielding and Christine Small in as members of the District South HRC once they receive their appointment letters. Lynda seconded this motion.</p> <p>Taylor informed Genevieve that there is another individual interested in joining the committee and she will be attending the meeting in September.</p> <p>Moving forward Lynda would like any interested HRC members to go through the HRC Liaison to avoid any confusion and streamline the process. Taylor agreed.</p> <p>Genevieve reports that Stacy Santos has officially moved this past weekend. She agreed to send an email when she gets to Kansas informing everyone of her official resignation.</p>
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Time Sheets

Committee

Discussion	Taylor informed the committee that the Statewide Volunteer Coordinator has requested to have the time sheets by the first of each
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	<p>month. The hours recorded will no longer be from the last meeting to the current meeting. They will be from the first of the month to the end of the month. The committee can either send the fillable time sheet, or simply send the total hours worked that month to Taylor via email. She will also remind them at the end of the month.</p> <p>Taylor will email the fillable form to the committee members.</p>
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Redactions/Death Notifications

Lynda Stites

Discussion	<p>Death notifications are currently being sent without Incident Report numbers to Taylor which are forwarded to Lynda. This makes it difficult for her to track the notifications. Taylor was informed that it is a flaw in Focus after an update, however it isn't a priority for them to fix. Moving forward, Taylor will find the Incident Report number and add it to the death notifications before sending it to Lynda.</p>
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Committee Bylaws

Lynda Stites

Discussion	<p>Lynda addressed the need for the committee to draft new bylaws. Taylor brought examples for the committee to refer to. They will review them at home and discuss at the next meeting.</p>
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Adjournment

Lynda Stites

Conclusion	<p>Next meeting will be held on September 11th, 2017 at 2:00 PM at the Tucson location. Members of the public dismissed at 2:45 PM.</p>
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