

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
September 11th, 2017
2:00 PM – 4:00 PM

Call to Order	Lynda Stites
Start Time	2:00 PM
Facilitator	Lynda Stites
Note Taker	Taylor Pike
Attendees	<p>HRC Members Present: Lynda Stites, Genevieve Valenzuela, Cynthia Fielding, Cathy Curtin, Jess Richards</p> <p>HRC Members Absent: Christine Small, Lynne Tomasa</p> <p>Division of Developmental Disabilities (DDD) Staff: Taylor Pike</p> <p>Remote Participants: None</p> <p>Number of Public in Attendance: One</p>
Agenda Topics	Welcome and Introductions, Potential New Members, Redaction Issues, Death Notifications, Sierra Vista HRC

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>
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Potential New Members

Lynda Stites

Discussion	Potential new member Francelia Garcia was in attendance. She introduced herself to the committee and talked to the committee about her background. She stayed for the duration of the public session of the meeting, including the new member orientation.
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New Member Orientation

Lynda Stites

Discussion	<p>Taylor distributed the Human Rights Committee Training Manual to each of the new members and discussed the contents of the manual. The manual includes the new HRC Operations Manual created to serve as a guide for members. It provides facts on the Arizona Open Meeting Law, copies of the division's policies regarding Incident Management and Behavior Supports. It also has a copy of the Arizona Administrative Code and Arizona Revised Statutes that pertain to HRCs. Taylor explained that the last section in the binder elaborates on the training courses that the members are obligated to take. It gives instructions on how to register. Donna-Marie Terranova, the District South Volunteer Coordinator will be assisting in enrolling them in their courses. Members will be issued badges and obtain EIN numbers. Taylor reviewed some DDD statistics, DDD has a total of 39,299 members in total, and District South has 8,026 members. DDD is contracted with 581 qualified vendors.</p> <p>Taylor emphasized the importance of the Disposition Form that is used for Behavior Plans. This is where members write any recommendations, comments, questions or concerns. Lynda stated the process to receive follow up is being worked on. Cathy asked what redaction is. Lynda explained what is redacted, why, the importance of HIPAA and the privacy of our members. Francelia left the meeting, the committee as a whole expressed a desire for her to join the committee.</p>
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Redaction Issues

Lynda Stites

Discussion	Lynda informed the committee that they will be seeing some changes with redactions on the Incident Reports in the future. The provider agencies will no longer be seen by name. They will have a number that they can be identified by. She emphasized that as a committee the goal is to be as unbiased as possible and review IRs and BPs.
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Death Notifications

Lynda Stites

Discussion	Taylor explained death notifications are sent to the chairs within twenty four hours of receipt. Notifications include name of the member, year of birth, date of death, whether the death was expected or unexpected and where it took place. Taylor includes the IR number associated for Lynda's tracking method.
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Sierra Vista HRC

Lynda Stites

Discussion	Taylor informed the committee that the Sierra Vista HRC has been reinstated. Their new member orientation took place last month. They currently have six members. Taylor will update the committee on how this may or may not effect their workload.
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Action Items

Lynda Stites

Discussion	Taylor will send out dates of future meetings to the committee along with a fillable time sheet.
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Adjournment

Lynda Stites

Conclusion	Next meeting will be held on October 16 th , 2017 at 2:00 PM at the Tucson location. Meeting adjourned by Lynda at 4:00 PM.
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