

**Human Rights Committee (HRC)
Statewide
Open Meeting Minutes**

Department of Economic Security (DES)
Division of Developmental Disabilities (DDD)
2200 N Central Ave Suite 200 Phoenix, AZ 85004
July 18th, 2018
10:00 AM – 1:00 PM

Call to Order	Suzanne Hessman
Start Time	10:04 AM
Facilitator	Suzanne Hessman
Notetaker & Liaison	Jeffrey Yamamoto
Attendees	<p>HRC Members Present: Suzanne Hessman, Karen Van Epps, Lynda Stites, Brad Doyle, Cynthia McKinnon,</p> <p>HRC Members Absent: De Freedman, Pat Thundercloud, Linda Mecham</p> <p>Division of Developmental Disabilities (DDD) Staff: Leah Gibbs, Ileen Herberg, Melanie Richards, Cathryn Richards, Richard Kautz, Jeffrey Yamamoto, Daniel Stutzman</p> <p>On the phone: Cynthia McKinnon</p> <p>Public: None</p>
Agenda Topics	Call to Order, Welcome and Introductions, Approval of April Minutes, District Updates, Article 9 updates, Planning document, Stakeholder meeting report, ADA compliance, Metadata, ADOA, HERO update, Roundtable, Adjourn

Call to Order

Suzanne Hessman

Discussion	Suzanne Hessman called meeting to order at 10:04 AM.
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Welcome and Introductions

Committee

Discussion	<p>The Human Rights Committee (HRC) members introduced themselves in person and on the phone.</p> <p>Suzanne Hessman as District East Chair, Karen Van Epps as District Central Chair, Brad Doyle as District West member, Cynthia McKinnon as District North Chair (Land of Whispering Pines), Lynda Stites as District South Chair.</p> <p>Richard Kautz and Jeffrey Yamamoto introduced themselves as Division of Developmental Disabilities (DDD) HRC supervisor and liaison. Daniel Stutzman as the Therapy Coordinator for District Central. Leah Gibbs as the Division’s Community Outreach Manager. Ileen Herberg as the Unit Manager for the Housing, Engagement, Resource, Opportunity (HERO) unit for DDD. Melanie Richards as Department of Economic Security (DES) Legislative liaison in for Kathy Ber. Cathryn Richards as the DES Volunteer Engagement Center Coordinator.</p>
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Approval of April 2018 Minutes

Committee

Discussion	<p>Suzanne Hessman: Informed that the April 2018 minutes were sent out to the voting members for review before the meeting and no changes were submitted.</p> <p>Karen Van Epps: Motioned to approve the April 2018 Statewide minutes as written.</p> <p>Lynda Stites: Seconded the motion.</p> <p>All were in favor, committee approved the April 2018 Statewide minutes as written.</p>
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District Updates

Committee

Discussion	<p>Lynda for South: Had Article 9 training two months ago to get new members up to speed with understanding their roles. For the next district meeting, training will be done for Behavior Plans (BPs) and human rights violations. This is needed to train all members what to look for in the process of reviewing BPs.</p> <p>Brad for West: Also had his HRC do Article 9 training since the last quarterly meeting. West will be working on their Guidelines (previously Bylaws) after the changeover. Brad commented that it’s good to get the training on the Incident Reports (IRs) and Behavior Plans (BPs) and that all the Districts should be trained. There are a lot of changes that have developed in the last couple of months and will be flexible during the transition.</p>
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	<p>Karen for Central: Central District HRC members participate in their Program Review Committees (PRC) and don't have problems in interpreting the BPs. Karen also mentioned that District East BPs are being reviewed by District West PRC. This was information that District East was aware of and now the BPs are now being handled by District East PRC. Karen reads all the open and closed IRs for her District. She does this, so she can take immediate actions to inform the Quality Assurance (QA) manager of any violations. Karen informed the committee that Senator Barto had changed the legislation to hopefully give the committees more power to do their jobs. Karen says she was unaware that the change was also to move the responsibility to the Arizona Department of Administration (ADOA). The District Central HRC has been around for a long time and will continue to fight for the members in the DDD community.</p> <p>Cynthia for North: District North had a wonderful year receiving new members. Cynthia states that she is inundated with IRs (over 500 last month) They are reviewing both closed and open IRs. She is concerned about the support that ADOA will provide and if there will be liaisons or not. She would like to know what is happening as soon as it is known to inform her committee members. Cynthia commented that there needs to be more hands-on oversight to the abuses that are occurring throughout the District.</p> <p>Suzanne for East: District East has 11 members. District East has problems with their PRC also. Disposition questions/comments are not being answered. HRC is frustrated that their work and efforts are not being forwarded to the authors or support coordinators to be addressed. Incident Reports (IRs) have dramatically risen over the past two months also with the backlog of closing out reports in less than 90 days. This makes the volume of IRs close to unmanageable.</p>
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Article 9 Update

Karen Van Epps

Discussion	<p>Karen: Commented that the possible changes are not wanted or needed to Article 9. Karen informed the committee that the changes are still being reviewed and has not gone to the next step to be reviewed. This was confirmed by Leah that it is still being looked at and that a version to review is not done.</p> <p>Suzanne: Commented that the Behavior Plans (BPs) are not being well written and that a lot of changes need to occur in writing the BPs.</p> <p>Cynthia: Commented that having Behavioral Specialist writing behavior plans is not a good idea since it is unusable (too technical) for staff to follow.</p> <p>Karen: Commented that there is an inequity in the established providers and the new providers and the number of behavioral members the new providers have because the established providers will not take the members with extreme behaviors.</p>
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Planning Document

Karen Van Epps

Discussion	<p>Karen: Brought up again that this 44-page document is excessive for the families and support coordinators to complete every 90 days. The “working with me” and strength and weaknesses have been deleted from this new document.</p> <p>Brad: Brought up concern that the support coordinators should be able to help providers with this missing portion, but this is an excessive document to write well every 90 days.</p>
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Stakeholder Meeting

Karen Van Epps

Discussion	<p>Karen: Attended the three meetings so far. They were not reciprocal in information, just Maureen giving information of the program. Working on S.W.O.T program. (strengths, weakness, opportunities & threats)</p> <p>Suzanne: Commented that she felt that the meeting was too short to do anything.</p> <p>Leah: Commented that meetings will be longer because there were a lot of comments about the short time to discuss the program.</p> <p>Suzanne: Asked Jeffrey to have the monthly incarceration report of our members available to the committee. This seems to be an area which can be overlooked. Jeffrey will also send the DDD Justice liaison information to Cynthia.</p>
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American with Disabilities Act (ADA)

Karen Van Epps

Discussion	<p>Karen: Explained a case that a member who is deaf and is looking for work. He has had vocational habilitation training and willing to work cannot find work. He needs accommodations may and would like to work within the centers system. There are no providers willing to hire this client. This case is now at the federal level.</p>
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Metadata

Jeffrey Yamamoto

Discussion	<p>Ileen: Says that there is now available reporting which has been asked for by the HRCs. This report is the members in group home and have a Regional Behavior Health Agency (RBHA). She goes over the navigation of this report.</p> <p>Jeffrey: Continued the computer tableau reports with the committee from handouts. Top thirty reports.</p> <ul style="list-style-type: none">• 6-month Provider Incidents by Type• Provider Incident to Consumer Ratio• Incidents per Member by Office, Provider and Type <p>Jeffrey: Explained the reports and what information that can be gained from the reports.</p> <p>Jeffrey: Will provide monthly reports to each District. The Committee member all agreed that these reports are important.</p>
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AZ Department of Administration

ADOA

Discussion	The Arizona Department of Administration (ADOA). Did not show up to this invited meeting. For the past two months, Kathy Ber (DES Legislative Services) repeatedly asked ADOA to have a representative make it to this meeting. ADOA never replied. Suzanne: Asked Ileen for the contact information for Kathy Bers counterpart in ADOA or the contact person information who ADOA assigns.
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HERO Update

Richard Kautz

Discussion	Richard: Began by stating that Daniel’s vacancy is looking to be filled soon. Human Resources has posted the position and we’ll start the interview process soon. Richard: Guidelines are the Bylaws after researching the statutes. Asked the committees to begin rewriting theirs. Karen: Asked Richard to have a copy sent to the committees as a template. Richard: Introduced Cathryn Richards but wanted her to meet and ask ADOA about the volunteer process during transition. Cathryn: Explained the process of getting a person through the volunteer process to the HRC. Richard: Annual report has been delivered to Maureen Casey Richard: ARC monitoring reports will be being sent out again.
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Roundtable

Committee Members

Discussion	Brad: Commented that the Request for Proposal (RFP) pre-conference meeting for integrated care will be being held on Monday July 23 rd . This pre-conference will concern the Arizona Long Term Care (ALTC) folks and DDD. Leah: Did confirm that Maureen Casey will be talking at this pre-conference meeting at the Office of Procurement. Brad: Informed the committee that the DDD members will later have a choice of the integrated care with a possible insurance company or stay with DDD. Concerned about what the service delivery agency plan will look like. Another concern is that the insurance company that will take over the RFP is a “for profit” company and how will that effect services. Brad mentioned that he has a lot of questions about this change. He mentioned there could be a lot of good that can come from this but also some bad. Karen: Thinks that this is important enough to cancel their HRC monthly meeting and will attend the RFP pre-conference meeting on Monday. Cathryn: Thanked the committee for their time and commitment as volunteers. Suzanne: Thanked Cathryn on changing the required training which didn’t make sense for the HRC members to have to accomplish.
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Adjournment

Suzanne Hessman

Conclusion	Suzanne Hessman: Adjourned the meeting at 12:15 PM. The next meeting was not discussed but will probably be in November.
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