

maricopa county
Human Rights Committee
 for the mentally ill



Date: November 22 nd 2017	Maricopa Human Rights Subcommittee Draft Minutes
Committee Members Present: Jack Potts; Joy Green; Holly Gieszl; Jim Dunn; Josh Mozell; Lisa St. George	
Non-Committee Members Present: Yisel Sanchez; AHCCCS;	
Other Attendees: N/A	
Next Meeting: TBD	
Approved: _____, Chairperson	

Item	Discussion	Follow-Up/Action	Person(s) Responsible for Follow Up	Target Completion Date
Call to Order and Introductions	Vice Chair, Jack Potts calls meeting to order at 10:05 A.M.			
Guidelines	<ul style="list-style-type: none"> • Dr. Potts headed subcommittee • Scott sent comment; “If the Operational Guidelines are in alignment with #1 and #2 above, I would support the edits. I do agree with the “code of conduct” as presented” 		Jack Potts	11/29/2017
Article VI.				

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Item	Discussion	Follow-Up/Action	Person(s) Responsible for Follow Up	Target Completion Date
Code of Conduct	<ul style="list-style-type: none"> • Committee reviewed revised updates and changes made at the last meeting • Lisa would like to know about covered services guide and if it's still in existence since AHCCCS took over • Joy suggest change to page 5 • Josh and Holly wrote preamble but not ready to be included in guidelines • Jack references to page 3, code of conduct • Jack received document from Holly, but too long to include in the guidelines • Jack took some information from the document provided by Holly and inserted in guidelines, asking for feedback from group as to what they think • Jim makes recommendation on wording • Committee discussion regarding inappropriate conduct, too vague • Josh shares thoughts- might be beneficial to the committee as it would 	<p>Joy suggest changing letter A. on page 5, bylaws to "guidelines"</p> <p>Jack will send updated guidelines to move forward to the committee for approval and submission to the Director of AHCCCS</p> <p>Jim suggests changing language in the first paragraph under code of conduct to read "cause may include excessive unexcused absences"</p> <p>Jack notes removing letter E and have content below be part of F.</p>		

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	<p>give committee more discretion</p> <ul style="list-style-type: none"> • Jack share with Holly concern with the length of document she sent • Holly feels they should have well defined and clear code of conduct • Expresses committee having wasted lots of time in past two years due to conduct and frustration • Holly felt that AHCCCS's recent involvement with the committee was due to concern with conduct at meetings • Holly visits having a session of team building and constructive behavior • Holly suggest her document be attached to guidelines as an exhibit • Need something within that includes more than 2 or 3 points • Holly doesn't feel document is too long, covers exactly what the committee needs • Jack in agreement that code of conduct should be an exhibit • Jim proposes different language under 	<p>Jack only one that received document Committee didn't receive and has reviewed</p> <p>Language proposed by Jim, "Members may be admonished, dismissed and potentially removed by majority vote of the remaining members for good cause, causes may include excessive unexcused absences, violation of</p>		

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	<p>F</p> <ul style="list-style-type: none"> • Josh notes current guidelines are not inclusive of code of conduct, in agreement that it is important to include a brief paragraph regarding code of conduct • Holly shares the importance to include what is expected from AHCCCS • Jim suggest that be part of policies and procedures and be part of exhibits • Holly stated they shouldn't permit any aggressive conduct • Jack not in agreement to being so specific, would like it to be more broad • Jack in agreement to adding a line within guidelines referring to policy and procedure noted in exhibit • Jack suggest committee move forward with what they currently have before them and insert language under E a reference to policy and procedure and what exhibit its under • Holly would like to know how the other committees have addressed these topics 	<p>confidentiality, overly aggressive verbal or physical confrontation and unresolved conflict of interest”</p>		

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<p>Define Quorum</p>	<ul style="list-style-type: none"> • Jim would like to know when the committee would know how to address these types of issues when they come up • Committee agrees this detail should be included in the policies and procedures • Jack suggest E be called operating policies noting the can be amended and or changes at any time • Lisa expresses concern with the liberty of being able to change these at any time as • Jack clarifies changes will occur so long as there is majority vote • Jim notes it should ready that updates, changes, amendments will be made upon review on a yearly basis • Holly suggests annual training also be included • Josh asks for clarification on what E will be inclusive of and what the breakdown of subcategories will look like • Jim and Jack work on language 	<p>Jack will send out final draft to</p>	<p>Jack Potts</p>	<p>12/6/2017</p>

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Code of Conduct	<ul style="list-style-type: none"> • Josh would like to discuss quorum • Josh would like to change language to “majority” • Jack references email from Scott • Scott emails stated, “I believe a quorum should be defined as “half plus one” of the ‘voting’ members” • Jack recommends the current operating guidelines be brought before the committee for motion to accept at the next meeting • Holly would like to make sure a code of conduct be included • Josh confirms it will be included as an exhibit • Jim suggest at the next meeting a code of conduct subcommittee group be selected • Holly not comfortable with all the changes that have been made • Holly would like to get it done correctly rather than quickly • Holly feels current document is not a proper guidelines document 	everyone 2 weeks before the next meeting		

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<p>Site Visit</p> <p>Determination of voting-non voting</p>	<ul style="list-style-type: none"> • Holly references administrative code and the inclusion of such within the document • Jack notes that no one has sent him any changes prior to this meeting • Jim suggest this document be brought before the entire committee • Holly comments that guidelines should require specific requirement/expectations of the committee • Committee discussion on exhibits and their completion before submission to the Director • Holly asks for clarification on site visits and what one site visit per year means given everyone's start dates in the guidelines • Committee stated its dependent on each individuals start date • Holly would like the statement reworded • Scott sends email with comments; "I feel due to the past inconsistencies of the AHCCCS & DBHS documentation 			

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	<p>related to “member” and/or “voting member”, Lisa, Jim and Deb should be “Grandfathered” into our committee as voting members. All new considered members (going forward) should be vetted based upon the Statute and Regulations”</p> <ul style="list-style-type: none"> • Holly confirms this is her feeling also • Holly discusses her thoughts on those who have already been approved without distinction • Lisa dislikes the idea of voting and nonvoting issue at hand • Lisa wearing hat of a member receiving services from the system • Lisa uncomfortable with disobeying what is in code and statute • Joy feels status should be independent • Jack thinks there may be a way to change current statute • Jim would like to know if there is a distinction. • Jack stated there was not • Josh stated the regs are clear and state 			

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	<p>if a provider then nonvoting member</p> <ul style="list-style-type: none"> • Josh feels they have the flexibility with the current people in question • Josh references Dana’s comment at the last HRC meeting • Jack asks for clarification on comment made by Dana • Jim doesn’t feel current members don’t have an issue • Josh would like moving forward this be very clear to avoid revisiting this issue • Lisa clarifies that she works for RI consulting and this is not funded through AHCCCS, she is paid by entities outside of Arizona • Committee in agreement that she doesn’t work for a provider • Jack feel grandfathering in members is not a good idea • Jack recalls Deb being voted on a nonvoting member but somehow switched without committee knowledge • Jack suggest everyone be revisited and 			

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Annual Report	clarified <ul style="list-style-type: none"> • Joy would like clarification now so that this issue is avoided in the future • Jack stated forms should be more inclusive of requesting specific information from applicants • Josh suggest all be in agreement that a recommendation be made to the committee to approve the 3 people in question as voting members, Lisa, Jim D, and Deb • Jack suggest a form to each members to determine if requirements are met • Jack suggest this be sent before meeting giving time to review • Josh would like this done at the next meeting • Holly would like to have everyone sign an affirmation declaring no connection with a provider • Lisa volunteers to write report • Lisa reviews all other reports and suggest including more to this years • Scott unable to attend submitted 	Yisel shares the new nomination form with the group to reflect request for more information	Yisel	11/22/2017
		Lisa will have a draft out by November 27 th	Lisa St. George	11/27/2017

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	<p>comments by email, "Would like to collaborate on the report with everyone and include (require) all members to contribute and/or work on the final product"</p> <ul style="list-style-type: none"> • Holly stated that supports from AHCCCS has improved dramatically in the last few months • Josh suggest breaking up the report and assign to different committee members • Lisa will take care of bulk of it and send out to committee for revision • Holly will send a paragraph regarding AHCCCS recent issue with membership • Jack would like Senator Barto to be included within 			
NEXT MEETING	Date: TBD	Meeting adjourned at 11:47AM by Jack Potts		