

<b>Date:</b> March 19, 2018	Northern Arizona Human Rights Committee Minutes
<b>Voting Members Present:</b> Christopher Gonzalez (Secretary), Chris “Link” Duarte (Chair), Dorothy “Dot” O’Brien (Vice Chair), Keran O’Brien, , Katy Welty	
<b>Non-Voting Members Present:</b> Yisel Sanchez (AHCCCS), Dana Hearn (AHCCCS)	
<b>Other Attendees:</b> Anna Branson (Az Center for Disability Law), Molly Freibott (community member)	
<b>Committee Members Absent:</b> Ann Gunty, Scott Lindbloom, Megan Van Wyck	
<b>Next Meeting:</b> April 16, 2018	
<b>Approved: January 29, 2018 NAHRC Committee meeting minutes as amended approved by NAHRC Committee on 3-19-18</b>	

Item	Discussion	Follow-Up/Action	Person(s) Responsible for Follow Up	Target Completion Date
<b>Welcome and Introductions:</b>  <b>(Establish Quorum)</b>	<p>Quorum established ( 5 members)</p> <p>Start of meeting: 11:02a</p> <p>Committee members introduced themselves and their position on the committee and the reason that brought them to the Northern Arizona Human Rights Committee (NAHRC).</p> <p>Non-committee members introduced themselves to the NAHRC committee and what brought them to attend the NAHRC</p>	N/A	All	N/A
<b>Minutes Review:</b>	1-29-18 minutes reviewed.	1. N/A	<p>1. N/A</p> <p>2. Secretary will</p>	<p>1. N/A</p> <p>2. by</p>

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	<p>Dot O. motioned to approve the minutes and Keran O. seconded the motion. Meeting minutes accepted and approved as amended by committee.</p> <p>Chris G has structural questions; meeting and minutes template- ensure clear communication</p> <p>Questions: Documentation of committee and non-committee members; committee and non-voting should be listed separately- Send 2 emails with invites; one to committee members and one to the public or non-voting members</p> <p>Leave the approval block blank and fill in the day approved on the day of the meeting and it would be approved by quorum- not just the chair</p> <p>Statute- no RHBA and providers ok</p> <p>Code says no to providers as well- R921-105</p> <p>New potential member or new visitor- "committee welcomed new guests"</p> <p>In f/u column, add the action items that are to be done on the minutes so proper tracking can be accomplished</p> <p>Per Dana, "as we move forward, need to know f/u items for proper tracking- possibly color code the action items to each individual committee member that has f/u items"</p>	<p>2. One invite is to be sent to the voting members of the committee with the draft minutes from the meeting and the agenda for the next meeting. A separate invite will be sent to non-voting members (public) with the draft minutes from the committee meeting and the agenda for the next meeting.</p> <p>3. develop email letter to new potential committee</p>	<p>develop draft for committee approval</p> <p>3. Chair and Secretary to develop email letter to new potential committee members to present to committee for approval.</p>	<p>April 16, 2018</p> <p>3. by April 16, 2018</p>

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	<p>Agenda needs to go out 24 hours minimum before the meeting Identify edits while committee is here: Dot moves to approve, 2<sup>nd</sup> by Keran- Approved by quorum</p> <ol style="list-style-type: none"> <li>1. Committee discussed the structure of the committee agenda template, the draft-meeting minute's template: and how minute items/tasks will be organized and cross-referenced to the agenda.</li> <li>2. Need to develop one committee meeting invite for the voting committee members and the non-voting committee meeting members (public)</li> <li>3. develop email letter to new potential committee</li> </ol>			
<b>Membership:</b>	<ul style="list-style-type: none"> <li>• Megan Van Wyck</li> <li>• Scott Lindbloom</li> </ul> <p>Committee moved to leave both Megan and Scott on the committee to ensure quorum.</p> <p>After potential committee members have</p>	<ol style="list-style-type: none"> <li>1. Each committee member is to recommend 3 individuals to attend the meeting by April 16, 2018 and should be submitted to Link (Committee Chair via email). This</li> </ol>	<ol style="list-style-type: none"> <li>1. All</li> <li>2. Chair</li> <li>3. Chair</li> </ol>	<ol style="list-style-type: none"> <li>1. April 16, 2018</li> <li>2. April 16, 2018</li> <li>3. April</li> </ol>

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	<p>submitted their application and any initial paperwork, the Director of AHCCCS needs to provide a letter of approval to move individual to "Official" voting member of the committee.</p> <p>Dot O. recommended that as a follow up item under membership to add Sue Hernandez and Mandy Rodriguez to future agenda items.</p> <p>Secretary will send out introduction email to visitors as follow up to attend committee.</p> <p>When seeking new committee members review level of commitment to the NARHC to ensure sustainability. In addition, looking at commitment that goes well beyond the passion; but rather looking at the tenure of their interest, passion and advocacy.</p> <p>We need to develop a team of trust within the NAHRC.</p>	<p>recommendation will include their name and current contact information.</p> <p>2. Review Christopher Gonzalez and Katy Welty's participation as a voting member of the NAHRC and place on the future agenda item for April 16, 2018. Link (Chair) will follow up on this action item</p> <p>3. Follow up with Mandy Rodriguez</p>		<p>1, 2018</p>
<p><b>Operations and Guidelines:</b></p>	<p>1. Guidelines for the NAHRC are pending and are in process.</p> <p>Governance of the NAHRC Should reflect the rules of "attendance". The committee will</p>	<p>1. Place on future agenda item to April 16, 2018</p>	<p>1. Chair will follow up on guidelines and will deliver</p>	<p>1. April 16, 2018</p>

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	<p>describe the process in becoming a voting committee member and the identified timeframes. Currently the process is 3-4 months before potential committee members can officially becoming a voting committee member.</p>		<p>“draft” to committee and AHCCCS</p>	
<b>Chair Report:</b>	<p>Link has been facilitating outreach to new potential membership.</p> <p>New RBHA and AHCCCS Complete Care contracts have been awarded. The awards can be found on the AHCCCS website.</p> <p>May NAHRC committee meeting will not be able to be facilitated at FIC in Prescott Valley.</p>	<p>1. Committee will need to schedule new location for the May 2018 meeting.</p>	<p>1. Secretary will follow up on this action item.</p>	<p>1. March 23, 2018</p>
<b>Sub-committee(s):</b>	<p>1. Sub-committee is still in process development and is pending facilitation.</p> <p>Agenda and meeting minutes are to be developed and submitted to the NAHRC accordingly for review, discussion and approval.</p> <p>For the record, the NAHRC Secretary has been approved and has had access since the development of the NAHRC.</p>	<p>1. Place on future agenda items</p> <p>2. will send the site-visit sub-committee meeting minutes to NAHRC</p>	<p>1. Secretary</p> <p>2. Dot O.</p>	<p>1. April 16, 2018</p> <p>2. April 16, 2018</p>

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<b>LGBTQ Advisory:</b>	No report provided at this time.	Chair will follow up in May 2018	Link Duarte	
<b>Future Agenda Items:</b>	<ol style="list-style-type: none"> <li>1. NAHRC branding (various communication venues, access to internet and phones and transportation methods/availability)</li> <li>2. Start brainstorm on communicating within the rural areas and communities, north of Williams, AZ.</li> <li>3. Intro to Special Assistance training (20 mins). Katy will send the handouts via email to Yisel before the next meeting. Dana Hearn can send the FAQ from AHCCCS regarding special assistance.</li> <li>4. Gaps in systems, between systems, gaps with emergency responder's discussion of Police CIT training.</li> <li>5. Communication regarding gaps in service due to standards not being universal throughout AZ.</li> <li>6. Discussion of "billable age reduced from 21 to 18."</li> <li>7. Add legislative update to monthly agenda</li> </ol>	<ol style="list-style-type: none"> <li>1. Chair sent out brochure for review to the NAHRC and has not received any draft feedback at this time. Feedback should include reflection of "branding" and updated NAHRC information.</li> <li>2. Pending: remain on future agenda item</li> <li>3. Katy provided "Special Assistance for persons determined to have a serious mental illness" power point to the NAHRC. Katy provided NAHRC with review of the information. Keep on future agenda items for further follow up.</li> <li>4. Pending: remain on future agenda item</li> <li>5. Pending: remain on future agenda item</li> <li>6. Pending: remain on future</li> </ol>	<ol style="list-style-type: none"> <li>1. All</li> <li>7. Secretary</li> </ol>	<ol style="list-style-type: none"> <li>7. March 22, 2018</li> </ol>

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		agenda item 7. Add legislative update to monthly agenda		
<b>Public Comment:</b>	<p>Discussed 3 month process of approval for voting committee member being problematic as this will delay their assistance with the NAHRC; in conjunction, with potential disruption of their commitment to the NAHRC</p> <p>Recommend further review of guardianship vs. special assistance.</p> <p>1. The public asked about the issue of interpreters being involved in site visits.</p>	<p>1. Pending need further follow up</p> <p>2. Recommend further review of guardianship vs. special assistance.</p>	<p>1. Link (Chair)</p>	<p>1. April 16, 2018</p>
<b>MEETING ADJOURNED</b>	1:29pm			
<b>NEXT MEETING</b>	April 16, 2018 (Monday) from 11:00am to 1:00pm			