



Northern Arizona Human Rights Committee

Date: December 18, 2017	Northern Arizona Human Rights Committee Minutes
Committee Members Present: Christopher Gonzalez (Secretary), Chris “Link” Duarte (Chair), Dorothy “Dot” O’Brien (Vice Chair), Keran O’Brien, Ann Gunty, Sue Hernandez	
Non-Committee Members Present: Jesse Sharber (HCIC), Veronica Welch (HCIC/OIFA)	
Other Attendees: Anna Branson (Az Center for Disability Law), Yisel Sanchez (AHCCCS)	
Committee Members Absent: Maegan Van Wyck, , Scott Lindbloom, Katy Welty	
Next Meeting: January 29, 2018	
Approved: Chris Duarte, Chairperson	

Item	Discussion	Follow-Up/Action	Person(s) Responsible for Follow Up	Target Completion Date
Welcome and Introductions (Establish Quorum)	<p>Meeting called to order at 10:42.</p> <ol style="list-style-type: none"> M. Sanderfer: resigned on 11-7-17 J. Marian: resigned 11-19-17 <p>Special Assistance:</p> <ol style="list-style-type: none"> Katy Welty (will be able to provide training regarding special assistance). Katy will discuss with Link Duarte in January. 	N/A	N/A	N/A



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	LGBTQIA Sub-committee: 2. Link Duarte 3. Christopher Gonzalez			
Minutes from: (additions, corrections or edits? Approval)	<p>10-16-17 meeting minutes (Approved)</p> <p>Sub-committee meeting minutes (site visits): approved. The committee recommends having the site visit checklist and questionnaire provide open-ended questions to motive discussion. Sub-committee removed duplicate/redundant questions to help streamline the interview process.</p> <p>Ann will follow up with Cindy Beckham regarding un-licensed facilities in Northern Az.</p> <p>Site Visit Sub-committee meeting schedule will need to be established. The development of this schedule will be after the holidays and will re-visit in January 2018 NAHRC meeting.</p> <p>Link reported on a previous conversation between Chair (Link), Dana Hearn and Yisel Sanchez had a discussion regarding new committee members attend the committee</p>		<p>All – for review and approval.</p> <p>Secretary will draft a flow chart for the special assistance and seclusion and restraint reports</p>	<p>1-22-18</p>

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	<p>meeting/sub-committee(s) prior to being voted onto the NAHRC Committee. Any NAHRC Committee member can attend a site visit. The sub-committee will notify the NAHRC Committee when these site visits will need to occur. The site visit representatives will need to be documented in the “site Visit review and reporting procedure”, as well as, referenced in the NAHRC Committee Guidelines; when distributing, these documents should both be distributed together. Dot will have access to the “Special Assistance report” and will work directly with the sub-committee and the Secretary will review the seclusion and restraint report and will review with Committee and HCIC Liaison. Minutes should reflect any site visit schedule(s).</p> <p>NAHRC organizational structure; get a copy from Link.</p>			
Confidentiality continued	<p>Recommend: Chair Report: will replace the “confidentiality continued” agenda item.</p> <p>Membership Issues, Discussion, Action: interject this agenda item above “Chair</p>		Secretary will get copies for the committee.	N/A



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	<p>Report”</p> <p>“Roberts Rules” and “open meeting law” get copies for the committee.</p> <p>Sue Hernandez: has fulfilled membership requirements. Sue has completed the Membership application, confidentiality form and references. Committee set motion and voted the approval for Sue as a voting member of the Board.</p>			
Guidelines, discussion continued	<p>NARHC Guidelines was not approved by AHCCCS and needs to be reviewed and edited for appropriate citing and referencing specific department(s). These edits/updates were noted as minor.</p>		All	
Operating Guidelines, discussion continued	<p>New location: the new location of the NAHRC has been identified and scheduled at FIC Prescott Valley. All committee meetings are scheduled for the calendar year of 2018, except for December 2018. All committee members have heard and will have the ability to video/call in for the meeting.</p>		N/A	N/A

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<p>Site visits-checklist, procedure continued</p>	<p>Site Visit Sub-committee:</p> <ol style="list-style-type: none"> 1. Ann Gunty 2. Dot O'Brien 3. Sue Hernandez 4. Keran O'Brien <p>Refer to the Site Visit Sub-committee meeting minutes12-3-18.</p> <p>This is where we discussed site visit checklist and procedure; as well as, the site visit packet and what content should be in this packet. There are currently in draft form and will continue the draft process in January 2018.</p> <p>Tentative site visit packet;</p> <ol style="list-style-type: none"> 1. Site visit procedures 2. Site visit checklist/questions 3. Questions whether or not they have a guardian in question 4. Release of Information 5. Confidentiality agreement <p>We then discussed sub-committee members versus HRC committee member conducting site visits and the vetting</p>			TBD



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	procedures/credentials; including confidentiality and paperwork requirements. Yisel Sanchez is working on picture ID's.			
Officers and Committee Chairs/members and/or Task Force Chairs/members (i.e.- site visits, advocacy, press/media, public awareness?)- discussion continued	By April 2018, the Committee will need a new Committee member that is a parent of a child under the age of 18 years. (At that time Ann Gunty will no longer be that representative, however will still be a Committee member).			
Five Minutes for Committee Members to make announcements for events in their respective Geographic Service Areas (GSA's)	<ul style="list-style-type: none"> LBTQIA stakeholders have been identified; recommend that we send a letter of interest regarding this sub-committee, identifying barrier/success'). Possible tentative locations in Williams and Sedona have been identified. 			
Future Agenda Items – Approval	<ul style="list-style-type: none"> Review/discussion continued NAHRC Guidelines Forming a LGBTQIA sub-committee Discussed other HRC meeting for this NAHRC Committee to attend when possible 			
MEETING ADJOURNED	12:44 pm			
NEXT MEETING	January 29, 2018 from 11:00am-1:00pm			



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	<p>See agenda for meeting location and communication information</p> <p>No NAHRC Committee meeting is scheduled in February 2018 and resume meeting in March 2018.</p>			