



**Northern Arizona Human Rights Committee**  
**Health Choice Integrated Care**  
**1300 S. Yale St., Flagstaff, AZ 86314**  
**ASPEN ROOM**

<b>Date:</b> June 29, 2017	Northern Arizona Human Rights Committee Draft Minutes
<b>Committee Members Present:</b> Chris Duarte, Chair (via phone); Dorothy O'Brien, interim Vice Chair; Christopher Gonzalez (Secretary); Ann Gunty; Katy Welty; Michael Sanderfer; Keran O'Brien;	
<b>Non-Committee Members Present:</b> Jesse Sharber; Veronica Welch; Dana Hearn; Yisel Sanchez, HRC Coordinator	
<b>Other Attendees:</b> Jalalieh Marian	
<b>Committee Members Absent:</b> Scott Lindbloom	
<b>Next Meeting:</b> July 17, 2017 10:30 am – 12:30 pm	
<b>Approved:</b> _____, Chairperson	

Item	Discussion	Follow-Up/Action	Person(s) Responsible for Follow Up	Target Completion Date
<b>Call to Order and Introductions</b>	Meeting called to order by Yisel Sanchez at 10:30am. Individuals present and by Zoom introduced themselves.	NA	NA	NA
<b>Committee Roles, Responsibilities, Powers, Confidentiality and Open Meeting Law (handout) – Yisel Sanchez</b>	<p><b><u>Operating Guidelines:</u></b></p> <ul style="list-style-type: none"> <li>Committee is required to meet at least four times per year. This is usually on a quarterly basis but the Committee can create their schedule to accommodate for its needs.</li> <li>The Committee might want to meet more often in order to get on its feet and familiar with what is required.</li> </ul>	HRC to create a meeting schedule complete with dates, times and meeting place. HRC to take into consideration members who can attend via Zoom or GoToMeeting.	HRC	July 17, 2017



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	<ul style="list-style-type: none"> <li>• Committee requirements as stated in the statutes, which Yisel provided copies to everyone, is to come up with operating guidelines within the first three months after having a full Committee. This needs to be completed within three months of today's meeting and in the hands of the AHCCCS Director.</li> <li>• The Committee needs to select a Chairperson who is the single point of contact between the HRC and AHCCCS. There needs to be a Co-Chair as a backup in case the Chair is unable to attend a meeting.</li> <li>• Committee monitors Special Assistance and receives a thorough reporting from Dana Hearn at AHCCCS.</li> <li>• Committee is responsible for submitting quarterly reports, which is a summary of what the Committee has accomplished during those three months.</li> <li>• Committee must submit an annual report, which is all three of the prior quarterly reports put together and if all of the Committee goals were met. Initially these can be month-to-month goals and then work on long-term goals.</li> </ul>	<p>Yisel will provide examples of the operating guidelines from other HRC's and give to the Committee at the next meeting.</p> <p>Committee will focus on electing officers and developing job descriptions and scope of work/duties. Dana will provide examples from other HRC's.</p> <p>The Committee needs to work on setting short-term and long-term goals and sub-committees.</p>	<p>Yisel Sanchez</p> <p>HRC</p> <p>Dana Hearn</p> <p>HRC</p>	<p>July 17, 2017</p> <p>July 17, 2017</p> <p>July 17, 2017</p> <p>July 17, 2017</p>



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	<ul style="list-style-type: none"> <li>• Committee can submit recommendations or suggestions on how to make the HRC's better.</li> <li>• Committee will receive several deliverables from the RBHA or AHCCCS that require specific work done with them. These include redacted incident reports, accident reports, death reports, quality of care concerns and seclusion &amp; restraint reports.</li> <li>• AHCCCS has a web portal where the RBHA's upload all of the deliverables/reports that would be accessible by members in the HRCs. AHCCCS is working on getting Share Point for one specific person on the HRCs to review the seclusion and restraint reports.</li> <li>• Site visits are based on the Special Assistance reports the HRCs receive on the 25<sup>th</sup> of every month. After reviewing the reports, the HRC will determine which sites to visit. There is a Check List of what questions can and cannot be asked from the other HRCs. Each Committee member has been provided a badge to use when conducting site visits.</li> <li>• Dana provided a brief overview of what</li> </ul>	<p>AHCCCS will provide (FTP server) to review the redacted S&amp;R reports on the computer instead of printing out on paper.</p> <p>Secretary- Christopher Gonzalez to move process forward with data exchange form completion and submission.</p> <p>HRC to determine site visits after reviewing reports.</p> <p>Yisel to provide the Site Visit procedures that one of the other HRCs put together.</p> <p>Yisel will provide a copy of the Site Visit Check List for the Committee.</p> <p>Dana can go into further depth of</p>	<p>AHCCCS</p> <p>Christopher Gonzalez</p> <p>HRC</p> <p>Yisel Sanchez</p> <p>Yisel Sanchez</p> <p>Dana Hearn</p>	<p>TBD</p> <p>July 2017</p> <p>TBD</p> <p>July 2017</p> <p>July 2017</p> <p>TBD</p>



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	<p>Special Assistance is and covered in Arizona Administrative Code R9-21 aka SMI Rules.</p> <ul style="list-style-type: none"> <li>• HRC reviews and provides feedback regarding policies for AHCCCS or the RBHA when requested/public comment.</li> <li>• Address complaints and decide whether it is something to bring before the Committee and make recommendations to the appropriate department.</li> <li>• Yisel provided a rundown of all the duties expected of the HRC and provided the information in a packet to everyone in the group.</li> <li>• Confidential and protected information or protected health information (PHI), 41-3803 and 41-3804. Yisel provided two copies of the Confidentiality Agreement for each member. One is for AHCCS to be on the Committee and the other is for you to read. Yisel gave an overview of what PHI is.</li> <li>• Yisel let the Committee know that there will be other attendees at these meetings such as people from OIFA , providers, people from the community, etc.</li> </ul>	<p>what Special Assistance is at a later date.</p> <p>Yisel will check on the Confidentiality Agreement for correctness and send out to everyone for signatures and review.</p> <p>All Committee members need to sign the Confidentiality Agreement and get it back to Yisel within 7 days.</p>	<p>Yisel Sanchez</p> <p>HRC</p>	<p>July 2017</p> <p>July 2017</p>



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<b>Future Meeting Structure</b>	<ul style="list-style-type: none"> <li>• Chris Duarte suggested this Committee meet more often than a quarterly basis. He recommends meeting at least one time per month, possibly the third Monday of every month and move the meeting site around the County. This gives a better chance to meet and get to know the providers.</li> <li>• AHCCCS does not provide stipends.</li> </ul>			
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Everyone at the meeting is a Council Member with the exception of Jalalieh Marian who is a public attendee.</li> <li>• Once the Committee has seven members, then Yisel cannot bring in any new members. Afterward it would be the Committees task.</li> <li>• Need to make sure there are enough Committee members to ensure proper representation in case other members are not able to make the meeting.</li> <li>• Dorothy O'Brien volunteered as interim Vice-Chair; Christopher Gonzalez volunteered as interim Secretary and Chris Duarte volunteered as interim Chair.</li> <li>• Jalalieh Marian introduced herself as a parent of a child under 18 who receives services.</li> </ul>	<p>Christopher Gonzales motioned Chris Duarte as Chair of NAHRC; Ann seconds; all approve</p> <p>Keran O'Brien motioned Dorothy O'Brien as Vice Chair of NAHRC; Michael Sanderfer seconds; all</p>	<p>Christopher Gonzalez Ann Gunty</p> <p>Keran O'Brien Michael Sanderfer</p>	<p>6/29/2017</p> <p>6/29/2017</p>



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		<p>approve. Katy Welty motioned Christopher Gonzales as Secretary; Dorothy O'Brien seconds; all approve.</p> <p>Dorothy O'Brien moves to accept Jalalieh Marian and Megan Van Wyck as additional members to the Committee; Christopher Gonzales seconds the motion; all in favor.</p> <p>Nominations will be forwarded to AHCCCS Director for approval.</p>	<p>Katy Welty Dorothy O'Brien</p> <p>Dorothy O'Brien Christopher Gonzalez</p> <p>Yisel Sanchez</p>	<p>6/29/2017</p> <p>6/29/2017</p> <p>July 2017</p>
<b>MEETING ADJOURNED</b>	Keran O'Brien adjourned meeting at 12:20.			
<b>NEXT MEETING</b>	July 17, 2017 10:30AM-12:30PM Health Choice Integrated Care 1300 S. Yale Street, Flagstaff, AZ 86001			