



Northern Arizona Human Rights Committee
Health Choice Integrated Care
1300 S. Yale St., Flagstaff, AZ 86314
Mohave Room

Date: August 28, 2017	Northern Arizona Human Rights Committee Draft Minutes
Committee Members Present: Christopher Gonzalez (Interim Secretary), Chris “Link” Duarte (Interim Chair), Dorothy “Dot” O’Brien (interim Vice Chair), Keran O’Brien, Ann Gunty, Jalalieh Marian, Scott Lindbloom	
Non-Committee Members Present: Jesse Sharber (HCIC), Veronica Welch (HCIC), Yisel Sanchez (AHCCCS)	
Other Attendees: Anna Branson (Az Center for Disability Law), Ryan Mulcahy (Congressman Tom O’Halloran’s Office)	
Committee Members Absent: Maegan Van Wyck, Michael Sanderfer	
Next Meeting: September 18, 2017	
Approved: _____, Chairperson	

Item	Discussion	Follow-Up/Action	Person(s) Responsible for Follow Up	Target Completion Date
Welcome and Introductions	<ul style="list-style-type: none"> • Meeting opened at 10:37a. • Chair led introductions, expressed that we are working within 6 counties and have a lot of work and responsibilities to facilitate. • Chair introduced himself as ‘Link’ and expressed that this is the name that he prefers. • Ann Branson (Az Center for disability Law), expressed that she will begin 	N/A	N/A	N/A



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	<p>sitting in on committee meeting to be a resource for the committee.</p> <ul style="list-style-type: none"> • Ryan Mulcahy, Outreach Director, with Congressman Tom O’Halloran’s Office. Expresses that he can be a resource and support to the committee regarding funding/grant opportunities. • All other committee members introduced themselves. 			
<p>Minutes from 7-17-17, 8-28-17 – additions, corrections or edits? Approval</p>	<ul style="list-style-type: none"> • Minutes from the previous meeting held on 7-17-17 will be tabled for approval at the next meeting, along with today’s (8-28-17 meeting minutes. 	<p>Will send out prior to scheduled meeting on 9-18-17 for review by the committee; this way committee is prepared with additions/correction/edits at the next meeting.</p>	<p>Secretary – to send minutes out on or before 9-6-17.</p> <p>All – for review and approval.</p>	<p>9-18-17</p>
<p>I. Confidentiality continued</p>	<ul style="list-style-type: none"> • Katy needs to sign the loyalty oath/confidentiality form. • Chair will begin retaining the committee forms (nom forms, confidentiality forms, Loyalty Oath forms, etc.) 	<p>Yisel provided form at meeting to Katy for review and signature.</p>	<p>Katy reviewed and signed required form and submitted back to Yisel at the meeting.</p>	<p>N/A</p>



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II. Guidelines, discussion continued	<ul style="list-style-type: none"> • For this committee the term “Bylaws” is changed to “guidelines”. • Jesse sent out the first draft of initial changes to the Guidelines on 7-24-17 for the committee to review the first draft changes. It was recommended that the term “Guidelines” needs to be used consistently across all applicable forms and used by all committee members when verbally communicating. • Letter G of the R9’s list 6 jurisdictions that the committee is responsible for the oversight of, and should be listed in the Guidelines between the committee mission statement and the definitions applicable to the Guidelines. Any other applicable articles shall be listed to notify the community of the committee’s oversight is, and, to maintain alignment with the state legislature. • Ann reminded us to be consistent with language in the Guidelines. • Chair recommends that we interject site visit requirement into the guidelines and then the procedure in the operating guide for site visit. Reference the AHCCCS site visit procedures in the guidelines 	<ul style="list-style-type: none"> • Need to submit Guidelines and all other forms that are created and updated to the Director of AHCCCS 3 months into the committee development and are due by sept 30 2017. • Review the first draft guidelines. Always site the articles specifically with numbers to make accurate identification to the reference. • Jesse will send out the guidelines (2nd draft). • Secretary will collect the guideline feedback from committee members and have them ready for the doodle poll meeting. • Develop a site visit packet for each committee member 	All	<p>Guidelines submitted to the Director of AHCCCS by COB, sept 30 2017.</p> <p>Site Visit packet due date: TBD</p>



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	accordingly.			
III. Operating Guidelines, discussion continued	<ul style="list-style-type: none"> • Jalal recommended Vice Chair to keep attendance and retain documents. 	N/A	N/A	N/A
IV. Site visits-checklist, procedure continued	<ul style="list-style-type: none"> • Secretary self-identified that he should not be the one receiving the special assistance spreadsheet since he is a contracted provider with HCIC/AHCCCS. • Develop a site visit packet for each committee member, so all have a master copy. • What is the screening process within the organizations contracted with AHCCCS to self-assess special needs and compliance? • How is the NAHRC assessing this within the healthcare system? • What were the trends in past site visits? • HRC wants to be a partner rather than a foe. How can the providers use the HRC as prevention tool rather than a punitive action authority. • Need to develop a list of partners within 	<ul style="list-style-type: none"> • Put together a draft site visit packet for the committee to review and approve prior to delivery to committee members as their master copy. • Need to develop a list of partners within the community • Yisel sent an email reminder to AHCCCS rep to have this sent out. • Request tours and create provider forum to introduce HRC. • Secretary will do the research on how this committee can qualify for grants and/or other funding opportunities. 	<ul style="list-style-type: none"> • Secretary will put together a draft site visit packet. 	TBD



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	<p>the community and building a partnership. The purpose is to provide prevention measures, identify service gaps, medical necessities for the client/person served.</p> <ul style="list-style-type: none"> • Secretary reports that he has not received a batch of deliverables (Special need spreadsheet/report). • Developing a sub-committee to conduct the site visits (q: objectivity vs. consistency). • Senator Barto works closely with HRC's and the Congressman that Dot visited with also supports and works closely with HRC's. • Recommended that the committee members start to think about whom we are colleagues with and supporting stakeholders for the reason of funding opportunities and to create relationship(s) to support our mission and the work this committee is doing within the communities we serve. • Social media – create a hotline/ email to provide HRC info and to receive complaints/supports. • Can the HRC have intern (can this be 			



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	allowed with regards to HIPAA) <ul style="list-style-type: none"> • Funds can be utilized for the following; copies, materials, mileage , etc. and then does the HRC need to be a 501 c 3 non-profit. How do we qualify? 			
VIII. Officers and Committee Chairs/members and/or Task Force Chairs/members (i.e.- site visits, advocacy, press/media, public awareness?)- discussion continued	<ul style="list-style-type: none"> • Recommended that the Vice Chair be the historian/retain documents. • Committee discussed having a Treasurer position to manage the funds/grants. 			
Future Agenda Items – Approval	<ul style="list-style-type: none"> • Functional form on applying our meeting minutes via google doc. • Future funding opportunities • Guidelines completion • Committee areas of interest • Marketing the HRC (AZ 211/Facebook/linked in/twitter) • Five mins for committee members to make announcement for events in their respective GSA(s). 			
MEETING ADJOURNED	12:50pm			
NEXT MEETING	September 18, 2017 from 10:30a-1:00pm			



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