



Human Rights Committee Meeting Minutes
 Hickory, North Carolina
 August 15, 2017 @ 6:00 p.m.

MEETING CALLED BY	Pam Poteat	
PURPOSE OF MEETING	Human Rights Committee	
FACILITATOR	Pam Poteat	
RECORDER	Keshia Sandidge	
ROLL CALL & ATTENDANCE A=Absent; P=Present (There are no Non-Voting members on this committee)		
Absent or Present		
Kim Maguire		Present
Keshia Sandidge		Present
Terri Franco		Absent
Ron Schaeffer		Absent
Pam Poteat		Present
Donald Haynes		Present
Jennifer Warren		Absent
Kerry Washburn		Absent
Melinda Finger		Absent
Mark Fuhrmann		Present
Chip Ferguson		Present
Jane Hinson		Present
Melissa "Jill" Curtis		Present

1. Introductions – Acknowledgement of a Quorum

Discussion	Pam Poteat called the meeting to order at 6:00 p.m. and asked for roll call. A quorum was present.		
Action Items		Person(s) Responsible	Deadline
None.		N/A	N/A

2. Approval of Previous Meeting Minutes –

Discussion	The Human Rights Committee meeting minutes from 3/21/2017 were submitted for approval.		
Conclusions	Pam Poteat asked for a motion to approve the minutes.		
Action Items		Person(s) Responsible	Deadline
Jane Hinson noted necessary revisions to her attendance for 3/21/2017 meeting. Jane Hinson entered a motion to approve the minutes. Mark Fuhrman seconded the motion. The motion carried unanimously.		N/A	N/A

3. Public Comments – No Public Comments

Discussion	.		
Conclusions			
Action Items: None		Person(s) Responsible	Deadline
		N/A	N/A

4. Trainings

Discussion	Should the Consumer Relations Department offer provider trainings relative to reporting incidents in IRIS and HRC structure. The group discussed updates on provider HRC submissions to Partners Consumer Relations Department.		
Conclusions	Based on recent onsite investigations, requests from providers, and review of provider HRC minute submission/incident reports in IRIS there is a growing need for trainings that focus of these topics. Keshia Sandidge proposed to the committee offering a training to the provider community that will teach required elements for submitting incident reports and facilitating HRC's the meet state statutes. The training will be shared with the provider community by way of the Provider Council.		
Action Items:		Person(s) Responsible	Deadline

Kim Maguire will request attendance at the next scheduled Provider Council. Keshia Sandidge, Kim Miller, and Rodney Harris will develop the training via power point and alert committee members once the first training has been scheduled.	Kim Maguire/Keshia Sandidge	12/1/2017
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5. Motion to Move to Closed Session

Discussion	Mark Fuhrman entered a motion to move to Closed Session at pursuant to N.C. General Statutes, Section 143-318.11: (a)(1) to review Quarterly Reports. The Move was seconded by Jane Hinson. The motion carried unanimously,	
Conclusions	N/A	
Action Items:	Person(s) Responsible	Deadline
There were no action items	N/A	N/A

6. Closed Session-Fiscal Year Comparisons/Provider HRC Collection Report

Discussion	The committee discussed Partners' Database comparison of FY 2015/16 vs. FY 2016/17 relating to IRIS incident reports submitted by providers. Grievance Quarterly Reports for the 3 rd and 4 th quarters which included a fiscal year analysis. The committee reviewed the Back-Up Staffing Report for FY 2016/17. There are currently 81 providers who have not submitted HRC/CRC minutes to Partners'. Committee reviewed PRTF report developed by Partners' UM Department. Mark Fuhrman made a motion to approve Annual report with revisions including addition of Jane Hinson as the 3 rd board member on HRC in section 2 and add Mark Furman as a State CFAC member in section IV. Chip Ferguson seconded the motion	
Conclusions	The committee will receive orientation to the Database during its October 17, 2017 meeting from Partners' Consumer Relations staff Rodney Harris. Post orientation the committee will inform what data it would like to be reported/discussed ongoing. The committee will continue to review grievances quarterly no issues to report or follow-up requested. The committee showed concern relating to the increased amount of back-up staffing submissions in the 3 rd and 4 th quarters. As such clarity was requested to determine the accuracy of the numbers reported. The committee has requested to review the PRTF report at least quarterly to monitor restrictive interventions across providers.	
Action Items:	Person(s) Responsible	Deadline
Schedule for Rodney Harris to present the Database to Partners' HRC. Seek clarity from Teressa Gossett relating to the back-up staffing report #'s reported for Surry County.	Keshia Sandidge	9/1/2017

7. Motion to Move Back to Open Session

Discussion	Donald Haynes made motion to move back to Open Session. Move was seconded by Jane Hinson.	
Conclusions	The motion carried unanimously.	
Action Items:	Person(s) Responsible	Deadline
None	N/A	N/A

8. Announcements/Other Business

Discussion	Introduction of new HRC member Melissa Jill Curtis Reviewed current HRC Committee vacancies and ways to increase recruitment. Informed committee about upcoming trainings and Nami Open House in Forest City	
Conclusions	The next meeting will be held on Tuesday, October 15, 2017 @ 6:00 p.m.	
Action Items:	Person(s) Responsible	Deadline
Keshia Sandidge will forward a copy of the training/open house communication to the committee	Keshia Sandidge	8/18/2017

9. Adjournment

Discussion	With no further business to discuss, Jane Hinson made a motion to adjourn. Chip Ferguson seconded the motion and the motion carried unanimously. Meeting adjourned at 7:30 p.m.	
Conclusions		
Action Items:	Person(s) Responsible	Deadline

None	N/A	N/A
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Minutes submitted by: Keshia Sandidge

Next meeting: October 17, 2017 at 6:00 P.M.

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