

I. Call to Order

- a. Chair, Monica Lucas called the Central Area Local Human Rights Committee meeting to order at 10:15am at the Guiding Lights, LLC, Prince George, VA.

II. Establishment of a Quorum:

- a. The following committee members were present including Monica Lucas, Felecia Daniels, Ronald Tucker, Rachel Hill, Carol Gittman and Edward Barlow which provided a substantial body of persons to conduct the business of the committee.

III. Approval of Minutes

- a. A review of the minutes from the July 13, 2011 meeting was completed. A motion was made by Carol Gittman and seconded by Edward Barlow to accept the minutes with corrections.

IV. There were no public comments.

V. Financial Report

- a. The financial report was presented and distributed to the affiliates who were present by Danielle Hunt. Ms. Hunt reported all expenses as of Wednesday, October 12, 2011.
- b. Also during this time affiliates discussed annual dues and costs for LHRC supports (i.e. location, set up, refreshments, mileage, etc.).
- c. A follow up discussed was done in regards to the need to file taxes. This was taken care of by Mr. Ovelton Malone.
- d. Ms. Lucas, reminded everyone that the committee members are not allowed to vote on any financial decisions for the Central Area LHRC. All decisions and discussions are to be made among the providers.

VI. Advocate's Report

- a. Beverly Garnes discussed and passed out papers informing everyone of the time frames that have been established for submitting reports.
- b. A memorandum was emailed to each affiliate and copies were made available during the meeting in regards to the process for providers seeking DBHDS approval for the addition of a new location of a licensed service in the same region.

- c. She informed everyone of the importance of maintaining all affiliate reports for three years and Human Rights’ minutes are to be kept for five years.
 - i. The report schedule will cover all four quarters

| | |
|---------------|-------------------------|
| Quarter 1 | January 1 – March 31 |
| Quarter 2 | April 1 – June 30 |
| Quarter 3 | July 1 – September 30 |
| Quarter 4 | October 1 – December 31 |
| Annual Report | Due by January 15 |

VII. Old Business

- a. At this time Ms. Lucas ensured that Cooperative Agreements were signed and turned in; as well as the 2010 Annual Reports.

VIII. New Business

Ms. Lucas discussed the following:

- Previous Absences & Report Submissions:

| February 2011 | April 2011 | July 2011 |
|------------------------|-------------------|--------------------------|
| LEVOC | LEVOC | EVOLVE |
| New Hope Home | New Hope Home | New Beginning |
| Family Guidance | Family Guidance | Negril |
| Legacy Family Services | Negril | Strategic Youth Services |
| | | Family Guidance |

Ms. Lucas informed the affiliates if at any time a quarterly report was not submitted it’s important to do so prior to the next meeting.

- With the guidance of Mrs. Beverly Garnes, Ms. Lucas went over the new format of the Quarterly Activities Report and the Annual Report. She also reiterated the Quarterly Report submission dates for 2012

IX. Human Rights Quarterly Activity Reporting:

Reports from each provider on events occurring during the reporting period of July 1, 2011 –September 29, 2011.

- **Karisma Consulting** –
Intensive In-Home
No activity to report. No program changes.
- **The Outreach Foundation** – No activity to report. No program changes.
- **LEVOC Family Services** – No activity or program changes to report.
- **Evolve Therapeutic Counseling Services** – No Report Submitted
- **Phase One Mental Health Support-
Day Treatment** - No activity to report.
No activity to report
- **Metro Area Support Services** – No activity to report.
- **Guiding Lights, LLC** - No activity to report.
- **Guiding Lives, Inc.** - No activity to report. No program changes. They are still in the licensing process.
- **New Beginning Residential Services** – No Report Submitted
- **Middleton Gee Community Home** – No activity to report. No program changes.
- **Exceptional Treasures:** No allegations to report. No program changes to report
- **Legacy Family Services:** No activity to report. Two staff termination and one new hire. On July 13, 2011 six month full license issued
- **Delivering H.O.P.E** – No activity to report

Central Area Local Human Rights Committee Meeting

Guiding Lights, LLC – Prince George, VA

Wednesday, October 12, 2011 at 10:00AM

- **Future Generation Youth Services** – One incident of inappropriate behavior.
 1. Hired 4 QMHP
 2. 14 Clients
 3. Awaiting the approval of program modification for Mental Health Support.
 - **A New Idea Clinical Consulting, LLC** – No activity or program changes to report. Not yet licensed.
 - **Family Guidance, Inc.**- No Report Submitted
 - **Angelic Homes, LLC/Intensive In-Home** : No Report Submitted
 - **Extreme Counseling Solution, Inc.** – No activity to report. Eight new clients. Two new in home counselors have been hired.
 - **Strategic Youth Services, LLC.** – No activity to report
 - **Negril** – Will submit a copy of report prior to next meeting. Reported one allegation of abuse, but was unfounded.
 - **Putt Family First** – No activity to report
- X. **Chairperson's Comments:** Monica thanked Guiding Lights, for providing a meeting location and refreshments for the meeting. Monica informed the affiliates to begin looking into other locations to hold upcoming meetings.

XI. Adjournment

- a. There being no further business, the meeting was adjourned at 12:20 PM. The next regular scheduled meeting will be held Wednesday, January 11, 2012.

Monica Lucas, Chair

(Date)