

CENTRAL AREA LOCAL HUMAN RIGHTS COMMITTEE

MEETING AGENDA FOR October 13, 2010 @ 10AM Virginia Motor Sports Park

I. Call to Order / Introductions (Committee Members, Affiliates & Visitors)

The CALHRC meeting was called to order at 10:05am by Monica Lucas, Chair. Introductions of all of the Committee Members, Human Rights Advocate, Beverly Garnes and Affiliate Members were completed.

II. **Establishment of a Quorum:** The committee had all of its members present including Monica Lucas, Carol Gittman, Paul Coleman, Rachel Hill, Felicia Daniels and Eddie Barlow which provided a substantial body of persons to conduct the business of the committee.

➤ **Introduction of the CALHRC's Newest Committee Members**

Mr. Eddie Barlow & Ms. Carol Gittman: Mr. Barlow and Ms. Gittman were introduced (by M. Lucas) as the newest committee members after having completed the interview process, with approval being granted and submitted to the SHRC for their participation.

➤ **Introduction of CALHRC's Administrative Assistant**

Ms. Fabri Claiborne: Ms. Fabri Claibourne was introduced to the CALHRC body (by M. Lucas) as the new Administrative Assistant to the committee for the cause of handling meeting notations, submissions from affiliates and any other administrative duties. The chair reiterated that the addition of Ms. Claiborne was following a vote at the July 21st meeting by the committee to contract an individual who could complete these tasks in support of the committee's operational duties. The chair acknowledged that the committee members had met with Ms. Claiborne since the previous meeting to discuss her suitability for the position and were satisfied with her beginning to perform her duties in this capacity. The chair also acknowledged that there had been a concern raised about the feasibility of having Ms. Claiborne to serve in this capacity and opened the floor for a discussion despite concerns from a committee member (P. Coleman) that the appointment had been discussed, voted upon and approved by the committee at the previous meeting and did not need to be discussed further. A discussion ensued regarding the appointment, as an affiliate (O. Malone) voiced concerns about the burden of liability with the committee securing an "employee." The result of the lengthy debate was several key points requiring further clarification:

- There were concerns about whether the committee members have the authority to designate the use of LHRC funds for such usage as to "hire" an administrative assistant or does the affiliate body have a voice regarding how these funds are used.

- Whether the current status of the CALHRC treasury account was feasible to allow for an annual allotment of \$600 (\$150 per meeting) for the cost of having an administrative assistant given its other regular expenses.
- What would be the tax status of any person performing duties for the committee, such as 1099 Tax status?
- Would there be a burden of liability assumed by the committee or affiliates for having an administrative assistant and if so, who would be responsible?

The discussion concluded with the Chair requesting that Mr. Malone and Ms. Hunt (Co-Treasurers) provide within 1 week an account of the financial feasibility of the committee's funds for having Ms. Claiborne to serve as the administrative assistant for \$600 annually. There were no other objections from the affiliate body concerning Ms. Claiborne's appointment and it was agreed that despite the interruption to her completing her duties as planned at this meeting, that she would be compensated \$150.00 for her time and participation in the Oct. 13th meeting. The Chair announced additional follow-up with these concerns with Beverly Garnes, Regional HR Advocate and Margaret Walsh, State HR Director. In addition Ms. Garnes referenced a memo from the State HR Director, which stipulated traditional usage of LHRC funds (refreshments, mileage costs for committee members, trainings, supplies, etc.), however she stated that additional recommendations regarding the functions of LHRC's would be forthcoming in an attempt to clear up any misunderstandings regarding committee functions. Committee Member, P. Coleman reiterated that there is nothing within the state code that stipulates that affiliates have the power to override or veto a vote by the committee such as in the this case of the CALHRC voting to secure an administrative assistant. The Chair promised that additional follow up would be provided to these concerns and apologized for the tone of the discussion and asked the affiliates to embody a spirit of cooperation and positive cohesiveness as we seek to carry out the duties of this committee.

III. Review and Approval of Minutes from July 21, 2010 Meeting

A review of the minutes from the July 21, 2010 meeting was completed with the minutes being approved by the committee.

IV. Public Comment

There was no public comment.

V. Financial Report: Danielle Hunt / Ovelton Malone

➤ Projected Expenses for the October 13, 2010 meeting

Mr. Malone and Ms. Hunt provided a verbal report of the committee's financial status. It was reported that the committee's account has a balance of 3,970.49. It was reported that there were several affiliates whose annual dues had not been received and accounted for since the due date of the July 21, 2010 meeting. These affiliates named are New Beginnings Residential Services, LLC, New Hope, Grove House and Middleton Gee. There was some discussion that NBRS and Middleton Gee had sent their dues; however the Chair asked that representatives from these programs address this matter

with Mr. Malone and Ms. Hunt to ensure clarity. The financial report was approved as presented.

VI. Advocate's Report: Beverly Garnes, Regional Advocate Office of Human Rights

VII. Requests for Affiliation:

- **Family Guidance Inc: presenter Felicia Mason**
- **Guiding Lives, Inc: presenter Samaria Lewis**
- **The Outreach Foundation: presenter Daniel Moore**
- **Angelic Homes, LLC: presenter Alfred J. Hill/ Hazel Hill**

The committee heard requests for affiliation from representatives from Family Guidance, Inc., Guiding Lives, Inc, The Outreach Foundation and Angelic Homes and following random questions, each of the committee members voted unanimously for the affiliation of each program. The affiliates were advised by the Chair that they would receive information regarding their affiliation agreement and the quarterly HR reporting form via email prior to the next meeting.

VIII. Program Expansion/ Program Affiliation:

- **Put Family First**

Franchette May of Put Family First presented an affiliation request for their Mental Health Support program. The committee approved the affiliation of the Mental Health Support program for Put Family First. Affiliates were reminded that when you are affiliated for more than one service, a separate quarterly reporting form must be presented for each licensed program provided under each affiliate organization.

IX. Presentation of 2009 Annual Reports: (3-5 minute presentation of your program's Human Rights Activity for the 2009 calendar year based upon the Annual Report format)

- **Rest Assured, LLC**
- **Phase One**
- **Karisma Consulting**
- **Exceptional Treasures Group Home**
- **Legacy family Services**

The committee heard the 2009 Annual Reports from the following affiliates Rest Assured, LLC; Phase one, Karisma Consulting, Exceptional Treasures Group Home, and Legacy Family Services. The committee posed random questions, but voted to approve each of the 2009 Annual Reports as presented. The Chair advised that information regarding procedures and scheduling for submission of the 2010 Annual Reports would be provided at the January 2011 meeting.

X. Quarterly Activities Reporting:

- **Put Family First, LLC: No Incidences to Report, Adding a Mental Health Support program**
- **New Beginning Residential Services: No Incidences to Report**
- **EVOLVE Therapeutic Counseling Services*: No Report Presented**
- **LEVOC Family Services: No Report Presented**

- **New Hope Home:** No Report Presented, No Representative present at the meeting
- **Family Face 2 Face Services:** No Incidences to Report
- **Guiding Lights:** No Incidences to Report
- **Grove House:** No Report Presented, No Representative present at the meeting
- **Exceptional Treasures:** 2 clients were hospitalized due to medical conditions, nothing involving a human rights violation, affiliated advised to report any incidence of medical or mental health emergency to OHR and OL
- **Phase One:** No Incidences to Report
- **Rest Assured, LLC:** No Report Presented
- **Karisma Consulting:** No Incidences to Report
- **Legacy Family Services:** No Incidences to Report, Program Licensed
- **Delivering H.O.P.E.:** No Incidences to Report, awaiting sight visit
- **Middleton Gee:** No Incidences to Report, Program Licensed
- **Future Generation Youth Services:** There was an allegation of abuse reported by a client alleging abuse by his mother, following investigation the allegation was deemed unfounded.
- **A New Idea Clinical Consulting:** No Report Presented, No Representative present at the meeting

XI. Chairperson's Comments:

- **Request for Suspension of Affiliation for Grove House:**

The Chair advised that a letter would be sent to the Grove House program regarding the suspension of their affiliation with CALHRC due to their failure to attend meeting, failure to submit their quarterly activities report and failure to pay their annual dues as of 7/21/10. This is the second time that this program has been advised of the stipulations of their affiliation agreement with no improvements to the commitment relative to their continued affiliation.

- The Chair reminded affiliates that there would be no tolerance for affiliates failure to maintain their commitment to their affiliation which requires attendance at each meeting, payment of annual dues (on time) and submission of the Quarterly Activity Report (when due). The Chair stated that based on the number of programs, which were either absent or failed to present their QAR, that suspension would be a consequence for programs which fail to comply proceeding forward.

- **Streamlining the CALHRC Process: Submission Process**

The Chair discussed the importance of streamlining the committee's process with respect to some of the tasks that are a standard function of the committee. The chair explained new processes which would make the submission of Quarterly Activity Reports more efficient. The process would require affiliates to email their QAR two weeks in advance so that the committee members would have an opportunity to review them prior to meeting as a means of maximizing and managing the time allotted for each meeting. The chart below offers details regarding the submission process as well as a

schedule for refreshments and set up/break down procedures for each meeting. The Chair asked for a volunteer to handle the setup/break down for the July 13th meeting and Legacy Family Services agreed to handle this task.

- Additionally a motion was approved by the committee for the Financial Report to be presented in writing and copies provided at each meeting for the committee members and each affiliate.

XII. Submission of Affiliation Agreements & Payment of 2010–2011 Dues
 (Please make checks out to the Central Area LHRC.)

This was an error on the agenda. Dues were due at the July 21, 2010 meeting.

XIII. Final Comments & Adjournment

➤ Next Meeting: January 12, 2011 @ 10AM

The meeting was adjourned at 12:33pm

Meeting & Submission Dates for 2011

Meeting Date	Submission Deadline	Affiliate Responsible for Refreshments	Affiliate Responsible for Set Up/Break Down
January 12, 2011	December 29, 2010	Evolve, LLC	Evolve, LLC
April 13, 2011	March 30, 2011	New Hope Home	New Hope Home
July 13, 2011	June 29, 2011	Legacy Family Services	
October 12, 2011	September 28, 2011	Exceptional Treasures	

Submissions sent to CALHRCsec@yahoo.com