

Commonwealth Local Human Rights Committee
3600 West Broad Street, Suite 400
Richmond, VA 23230

October 20, 2011
Quarterly Meeting Minutes

Committee Members Present:

Anika Allen, Vice Chairperson
Donald Thompson

Committee Members Absent:

Demetrius Whitehurst

Human Rights Representative:

Beverly Garnes, Human Rights Manager

Call to Order:

The meeting was called to order by Ms. Anika Allen, Vice Chairperson, at 6:05 PM. Introductions of committee members and human rights representative were made.

Public Comments:

There were no public comments.

LHRC Member Election:

The election of a Chair, Vice-Chair, and Secretary was deferred until the January 2012 LHRC meeting.

Approval of Minutes:

Minutes from the January 20, 2011, April 21, 2011, July 21, 2011 LHRC meeting were approved.

Old Business:

- Affiliation for the following service providers was approved: Guiding Light Family Services, LLC, All Care Family Services, or New Directions Community Outreach Services, Inc.

New Business:

- Committee members approved the following service providers with full affiliation.
- **The Skye Is the Limit Residential Services** for an adult group home for adults over age 18 with intellectual disabilities in Chesterfield County. All documentation for affiliation approval was submitted.
- **Serenity C&C, Inc. Sponsored Residential Services** for two additional sites located at 40 Vial Rd. and 5330 White Pickett Rd.

- **Second Chance for Youth, LLC** for a Mother-Baby residential services program located at 1119 Wilderness Dr. in Henrico County.
- **Quality Health Care, Inc** for a Mental Health Support program servicing adults ages 18-65.
- **Unity Family Services** for an additional site at 467 Forest Lane, Petersburg, VA 23803. The site has reportedly been licensed since April 27, 2011.
- **Fig Tree** for an Intensive-In Home program to provide services in Chesterfield County.
- **Central Virginia Health Care Association**, affiliated for Mental Health Support Program.
- **Elk Hill** for Goochland County Public Schools.

Affiliate Reports:

1. Richmond Department of Juvenile Justice: No representative present.
2. Unity Family Services: No Changes
3. All Care Family Services: No changes.
4. Elk Hill: No Changes.
5. New Direction Community Outreach: No changes.
6. Second Chance for Youth, LLC: No activity to report at this time.
7. Serenity C&C, Inc.: One (4) reported incident of resident aggression towards staff, Client had a seizure, and client A.W.O.L twice.
8. Abraham Youth & Family Services, LLC: No Activity.
9. Cornerstone Support Services: One (1) Neglect by staff during peer to peer incident.
10. Quality Health Care, Inc.: No Activity
11. Mending Fences, LLC: No Activity
12. Guiding Light Family Services: No Activity
13. Virginia Home Based & Virginia Supportive Services: No Activity
14. Youth and Family Services: No Activity to report

Treasurer's Report:

Mr. Ancell Hamlin reported a current balance of \$2,106.00. There was a withdrawal of \$465 for catering services.

Human Rights Advocate Report:

- Ms. Garnes reviewed cooperative agreement forms with all providers. Providers were asked to sign the agreement and submit the signed form to the committee within 10 business days.
- Ms. Garnes reviewed key points from the cooperative agreement.
- A revised annual reporting form was handed out to all affiliates present.
- A revised quarterly reporting form was handed out to all affiliates present.
- Ms. Garnes requested that all affiliates submit reports to Ms. Brandy Barkins 10 days and carbon copy emails to at Beverly.Garnes@dbhds.virginia.gov prior to the scheduled committee meeting. A schedule of meeting dates was provided to each affiliate.
- Affiliates were reminded attendance at quarterly meetings is required in accordance with the Cooperative Agreement and the Commonwealth LHRC By-laws. Affiliate or a representative must be present. If reports are not submitted timely and/or if affiliate fails

to attend quarterly committee meetings, notification will be made to that affiliate's licensing specialist.

Ms. Garnes shared information from the SHRC Sub-committee on LHRC structure to include: Affiliates and committee were advised there are two mandated positions which must be filled on each committee. Two committee seats must be held by consumers and one by a health care provider. She reminded affiliates of their responsibilities to recruit for appropriate membership to the committee. Currently, the Commonwealth LHRC only has three members on the committee. If these positions are not filled within one year, the committee may be dissolved and/or combined with another committee. Providers would have to affiliate with other committees. When committees do not have the mandated positions on their committee, the option of a floating committee member during a LHRC hearing was discussed. Ms. Garnes also encouraged providers to refer LHRC members for the committee.

The meeting of the Commonwealth Local Human Rights Committee was adjourned at 8:03 PM by Ms. Anika Allen, Vice Chairperson. The next scheduled meeting is January 19, 2012 at 6:00 pm.