

# CRATER LOCAL HUMAN RIGHTS COMMITTEE

Petersburg, Virginia 23803

- I. **Call to Order** - The Crater Local Human Rights Committee (LHRC) held their regular meeting Thursday, September 11, 2008, at District 19 CSB, 20 West Bank Street, Petersburg, VA 23803. Ms. Gittman called the meeting to order at 5:50 PM.
- II. The Committee had planned to present a plaque to Mr. Parham tonight in recognition of Rosa Parham's service. However, the committee hasn't been able to contact Mr. Parham to arrange this. Mr. Dickens left a note in his doorway today and the committee will wait to hear from him.

### III. Roll Call

**Members Present:**

Carol Gittman, Chair  
Joseph P. Dickens, Vice Chair  
Jean Grim

**Members Absent:**

Pamela A. Waitkus  
Mable Jones

**Human Rights Advocate Representation:**

Beverly Garnes

**Affiliates' Attendance:**

Adult Activity Services – James R. Scott, III  
Agape Unlimited I, Inc. – Marilyn C. Newby  
Agape Unlimited II – Beatrice Johnson  
ARC-Petersburg – Felicia B. Daniels  
Benchmark Residential Services – Clarence E. Dillworth  
Dan-Poe-Dil, Inc. – Clarence E. Dillworth  
DePaul Family Services – not present  
District 19 CSB – Jocelyn Hamilton  
John Randolph Medical Center – Annette B. Richardson  
Low Ground Visions, Inc. – Tiffany Batts  
New Beginning Inc. – Marilyn C. Newby  
Phoenix-N-Peace, Inc. – Marilyn C. Newby  
Pryor House – Jeronica Page  
Southside Regional Medical Center – Inpatient Services, Sandra C. McCabe  
Outpatient Services, Sandra C. McCabe  
TLAB, Inc. – Janine Johnson  
Visions Family Services, Inc. – Dr. Denise B. Malone

### IV. Public Comments - none

V. **Approval of Minutes** – On page 2, under New Business, “The LHRC Committee” should be changed to just LHRC. The minutes were approved with this change.

VI. **Advocate’s Comments**

- A. Beverly Garnes has been reviewing Community Abuse Allegation/Neglect Reports and not everyone is completing the entire form. In particular, the section “Notification of Findings and Right to Appeal Dates” on page 2 of the form isn’t being completed. Beverly needs to know that the advocate, the client, the surrogate decision-maker, and the case manager were all notified in writing and the date they were notified. She can’t close cases without this information. Beverly requested that affiliates who have submitted reports without this information between November 1, 2007, and the present, re-submit the reports to her with this information by October 1, 2008. Beverly reminded affiliates that an authorized representative needs to be notified of a report within 24 hours as well as a serious injury.
- B. Beverly also reported that she has received at least ten names of people interested in serving on the Committee.

VII. **Old Business**

- A. Ms. Gittman briefly mentioned advertising LHRC meetings in local papers. They are currently advertised on the website.
- B. Closed Session – The committee held a closed session to interview an applicant for the Committee. Beverly will notify the applicant of their decision once her application is reviewed by the SHRC.
- C. The committee approved Visions Family Services policies and procedures regarding the use of the cameras with one change. Beverly requested that the Human Rights Advocate be added to the list of persons who may view a portion of a tape. Dr. Malone reported that the cameras have been turned off since the last meeting.
- D. Ms. Gittman is going to call the Office of Human Rights to get the date and location of the next SHRC meeting for affiliates who are interested in attending this meeting to present their concerns regarding consumers’ medications.

VIII. **New Business** – Beverly reported there is going to be a regional LHRC training at Southside Virginia Training Center on October 17, 2008. The training is open to LHRC members and those who assist with LHRC meetings. This includes D19. The training may open up to affiliates if there’s enough room.

- IX. **Affiliates' Reports** - Affiliates reported complaints and allegations to the Committee and the reports were accepted by the committee.
- X. **Other Actions** – The ARC-Petersburg will host the November 13, 2008, meeting.
- XI. **Adjournment** – The meeting was adjourned by the Chair at 7:40.

---

Carol Gittman, Chair

(Date)