

# **CRATER LOCAL HUMAN RIGHTS COMMITTEE**

***Petersburg, Virginia 23803***

I. **Call to Order** - The Crater Local Human Rights Committee (LHRC) held their regular meeting Thursday, November 19, 2009, at District 19 CSB, 20 West Bank Street, Petersburg, VA 23803. Ms. Grim called the meeting to order at 5:37PM. The Committee welcomed new member Daniel Moore.

## **II. Roll Call**

### **Members Present:**

Jean Grim, Chair  
Edward Barlow, Vice Chair  
Audrey Wood  
Stonewall Odom  
Mary Trotter  
Carlton Starke  
Daniel Moore

### **Members Absent:**

None

### **Human Rights Advocate Representation:**

Beverly Garnes

### **Affiliates' Attendance:**

Adult Activity Services – James R. Scott, III  
Agape Unlimited I, Inc. – Marilyn C. Newby  
Family Resolution Services – Beatrice Johnson  
Benchmark Residential Services – Clarence E. Dillworth  
Dan-Poe-Dil, Inc. – Clarence E. Dillworth  
DePaul Community Resources – not present  
District 19 CSB – Jocelyn Hamilton  
John Randolph Medical Center – Surressa Burgess  
Low Ground Visions, Inc. – Chanda Batts  
New Beginning Inc. – Marilyn C. Newby  
Phoenix-N-Peace, Inc. – Marilyn C. Newby  
Progressive Adult Rehabilitation Center, Inc. (P.A.R.C.) – Felicia B. Daniels  
Pryor House – Jeronica Page  
Southside Regional Medical Center/Inpatient Services – Sandra C. McCabe  
Southside Regional Medical Center/Outpatient Services – not present  
TLAB, Inc. –?(attendance sheet not signed)

III. **Public Comments** – none

IV. **Approval of Minutes** – The committee approved the minutes from the September 10<sup>th</sup> meeting.

V. **Advocate's Comments**

- A. Ms. Garnes inquired as to why the minutes were not being taken in the new format that the committee previously requested. New format is the format Hanover CSB uses and would include a description of affiliates' reports. Miss Hamilton, minute-taker, informed Ms. Garnes that she had been instructed by her supervisor to continue taking the minutes in the current format.
- B. Ms. Garnes reported that the Human Rights training held on October went very well.
- C. Ms. Garnes informed the affiliates that there is a new requirement that money collected from affiliates be handled by two affiliate providers. The two providers will be responsible for submitted quarterly reports indicating all expenditures. Ms. Garnes asked for two volunteers. Ms. Newby and Ms. Daniels volunteered.

VI. **Old Business** - None

VII. **New Business**

- A. Mr. Barlow asked that all affiliates submit the following policies and procedures with their next reports so the committee can review them.
  - Restrictions of Freedom of Everyday Living.
  - Restraint
  - Program Rules/Rules of Conduct
  - Time-Out
  - Complaint Process
- B. Mr. Barlow requested that the committee receive a report of the reports not received on time when the packets are mailed to the committee so the committee will have a record of it. Mr. Barlow also asked affiliates to notify the committee when they are not able to attend a meeting.

VIII. **Affiliates' Reports** – The committee motioned to review JRMC's two reports at the next meeting. The committee asked JRMC to provide those reports to the committee in advance of the meeting.

IX. **Other Actions**

- A. Mr. Starke provided guidance to affiliates on actions they can take if they have an employee they suspect is committing Medicaid fraud. He encouraged affiliates to report suspected fraud to Licensing, Medicaid, and the Virginia State Police. He also encouraged affiliates to search the Office of Inspector General database to see if they have employees that are on the HS-OIG List. Mr. Starke provided a handout about the HS-OIG List. In addition, Mr. Barlow recommended that affiliates contact Linda Roberts with Background Investigations when they terminate an employee so Background Investigations will know the individual is no longer employed by your company. He believes this may help to serve as a red flag.
  - B. Ms. Garnes announced that her assistant Rose Mitchell is retiring this month. Her new administrative assistant is Yolanda Smith. Ms. Smith's phone number is 524-7321. Her fax number is 524-7398.
  - C. Ms. Garnes informed affiliates that there are new guidelines on the use of seclusions and restraints. She provided a handout to affiliates. Mr. Scott, Ms. Batts, and Ms. Page requested a copy of the handout (there were not enough handouts).
  - D. The next meeting will be held on January 14, 2010.
- X. **Adjournment** – The meeting was adjourned by the Chair at 7:07pm

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Jean Grim, Chair

(Date)