

## **Fairfax-Falls Church Local Human Rights Committee**

### **Meeting Minutes**

October 12, 2011 at 12:30 pm

Pennino Building / Human Services Center

12011 Government Center Parkway

Room 836A

**Committee Members in Attendance:** Mary Jane Billinger, Louise Evertt, Ronald Lambert, and Joyce Stuart

**Committee Members Absent:** Judy Regner (Chair), Pat Miles (member)

**Others in Attendance:** Tim Simmons (HR Advocate), Lewis Wood, (Platinum Healthcare Services), Emily Radakovich (APTS), Joel Pace (MVLE), and Erin Bloom (LHRC Admin Support)

The meeting convened at 12:40 p.m. The September 14th minutes were approved with 2 corrections

#### **I. Advocate's Report**

Tim distributed copies of the RIVA/Sunrise updates to the RIVA Sunrise policies and letter to the family as recommended at the hearing. Member Joyce Stuart offered to read over the report with the assistance of Secretary Pat Miles upon Pat's agreement (absent from this meeting) or Member Louise Evertt. Joyce and Pat/Louise will share their findings at the November 9th meeting. Tim further suggested that any comments or recommendations be reviewed by the committee and then forwarded to RIVA staff following the November 9<sup>th</sup> LHRC meeting.

#### **II. LHRC Committee Member Visit to CFS**

Committee members Mary Jane Billinger, Joyce Stuart, and Judy Regner attended a peer support group meeting at Central Fairfax Services (CFS). Mary Jane and Joyce reported positively on the visit. The members indicated their desire to schedule more site visits; Erin is to assist with this process. Mary Jane offered to write a thank you note to CFS for members to sign at the November 9<sup>th</sup> meeting.

#### **III. End of Term Recognition for Committee Chairman**

Committee members discussed the upcoming retirement of Judy Regner, Committee Chair scheduled for February 2012. It was agreed to schedule an honorary lunch and memorial gift to

be decided upon at a later meeting. Joyce will contact Judy to determine her choice of restaurant. Tim will address a formal recognition from the SHRC with Deb Lochart. Mary Jane will speak with Lisa Blecker to investigate recognition by the BOS.

#### **IV. Quarterly Summaries Due 10/12/11 (covering period 7/1 – 9/30)**

Nine affiliates were scheduled to submit quarterly reports to the LHRC in compliance with the new state issued regulations. Due to the change in administrative support insufficient notice was given to the affiliates and not all could comply. Three reports were submitted, five are pending and one is no longer needed (see Committee Business Session for explanation). Mary Jane agreed to write a 'form letter response' (draft copy attached) to quarterly submissions which will go to the submitting affiliate.

#### **V. Annual Summary Presentation Dates**

A motion to limit the annual presentation reports to the first four months of the following year was made, seconded, and voted on. Erin is to update the report schedule for review at the November 9, 2011 meeting.

#### **VI. Restrictive Plan Discussion**

A motion for the Fairfax-Falls Church LHRC to go into Executive Session pursuant to Virginia Code Section 2.2-3711 (a) (15) for the protection of the privacy of individuals and their records in personal matters not related to public business, namely to review Behavior Plans and Quarterly Plans was proposed, seconded and approved. The LHRC went into closed executive session at 1:50 p.m. and came out at 3:55 p.m. The behavior plans were reviewed by the committee.

#### **VII. Committee Business Session**

##### Invitation to SHRC –

Committee members would like to meet with Deb Lochart to clarify a statement that Deb may have made regarding the volume of behavior plans reviewed in Northern Virginia. The committee members will discuss the plan with Tim before moving forward.

##### Hopewell House –

The LHRC determined that Hopewell House was affiliated with the Arlington County LHRC. Mary Jane will write a letter to Hopewell House informing them that their affiliation with Arlington disallows their affiliation with other LHRC's per state regulations. Therefore Hopewell House is not affiliated with the FX-FC LHRC.

##### Sun Rise – requested documentation –

Please see Advocate's Report in reference to the policies forwarded to the LHRC. A motion to accept the letter that RIVA staff sent to the family as written was made, seconded and voted on.

#### Signed Affiliate Agreements –

There has been no response from any affiliate to date. Erin was asked to investigate further and if necessary to re-send the affiliate agreements and dues invoices. Tim explained that affiliate dues are no longer collected and that a new Cooperative Agreement was issued by the state in accompaniment to updated regulations in January 2011. Tim explained that the new regulations indicate that the affiliates are responsible for meeting to determine how admin support is provided or compensated. Tim will email copies of the new regulations as well as the cooperative agreement to Erin for follow up. This is to be done in a timely manner as there is a deadline for new processing of cooperative agreements. Erin is to follow up with Diane to ensure no formal withdrawals from the FX-FC LHRC have been received in the last year.

#### LHRC Log Procedure –

A motion for LHRC members to review the log entries at the end of each meeting to ensure task responsibility was made, seconded and voted on.

#### Chimes of Virginia, Inc – requested documentation –

Erin is to follow up with Ed Hartman of Chimes, Inc. to request copies of the “No Secrets’ training that Chimes uses with staff and consumers.

#### Training Opportunities for Members–

Committee members discussed further training opportunities to allow them to more fully meet the needs of their position. Tim will provide members with a copy of the SHRC training manual which has been used in the past. Tim will provide the manual at the November 9<sup>th</sup> meeting.

#### Items to be discussed at future meetings –

Affiliated agency quarterly reports will be reviewed by each member between meetings and then discussed at the following meeting.

The meeting was adjourned at 4:35 pm. The next meeting is scheduled for **Wednesday, November 9<sup>th</sup> at 12:30 pm in Room 836A** of the Pennino Building, 12011 Government Center Parkway, Fairfax County Government Center Complex.