

## Fairfax-Falls Church Local Human Rights Committee (LHRC)

### Meeting Minutes

January 11, 2012

**Committee Members in Attendance:** Judy Regner (Chair), Pat Miles (Secretary), Louise Evertt, Ronald Lambert, and Joyce Stuart

**Committee Members Absent:** Mary Jane Billinger (Vice-Chair)

**Others in Attendance:** Deb Lochart (HR Advocate), Lisa Blecker (FX-FC CSB), Tom Schuplin (PRS, Inc.), Catherine St. Ours (Blue Ridge), Betsy Schatz and Maureen Gum (Langley Residential), Natasha Lantz (Hartwood Foundation), Doug Slothouber (Pathway Homes, Inc.), Lewis Wood (Platinum Healthcare Services), Kristina Kallini (UMFS, Leland House), and Erin Bloom (LHRC Admin Support)

The meeting convened at 12:29 p.m. The December 12, 2011 minutes were unanimously approved with one correction.

#### 1. **Committee Business Session**

##### A. Old Business

###### a) Annual Report Presentations (7)

Seven reports were presented by representatives from each affiliate as requested; with the Annual Report for UMFS/Leland House presented early. One affiliate was requested to resubmit their Annual Report in the format as published by the state. A template will be furnished via email following the meeting for this purpose.

###### b) Quarterly Report Response

Tom Schuplin, PRS INC. was prepared to respond to the committee's previous request however the issue had been resolved. in coordination with Annual Report presentation.

###### c) Quarterly Report Submissions

Six affiliates submitted 4<sup>th</sup> Quarter Reports. Five as scheduled and one affiliate presented early as they were scheduled to submit for the 2/8/12 LHRC Meeting. Two other affiliates were reminded to submit 4<sup>th</sup> Quarter Reports in addition to their annual Reports. There has been some confusion regarding the Report Schedule. Deb Lochart, Regional Human Rights Advocate clarified that each affiliate is to submit four quarterly Reports and one Annual Report on an annual/calendar year basis.

##### Sun Rise – requested documentation

Mary Jane Billinger (Vice-Chair) was absent and unable to review the Sun Rise/RIVA documentation as scheduled. *This has been tabled for the 2/8/12 LHRC meeting.*

### Signed Affiliate Agreements –

Three affiliates had not responded with a signed Cooperative Agreement at the conclusion of this meeting. Ms. Lochart will issue citations to each affiliate for non-compliance.

### LHRC Recruitment Poster

The poster was unanimously approved and copies were given to each Annual Report Presenter upon request. Erin Bloom will forward an electronic color copy of the poster to all affiliates with a cover letter indicating the need for new members in all categories. Several affiliate representatives requested further information on the requirements for volunteering with the LHRC.

### LHRC Log Update

Ms. Lochart did not have the log for updates at this meeting and will obtain the log from Tim Simmons for the next meeting on February 8, 2012. There was a brief discussion regarding keeping the log at the meeting location. This will be decided at the February 8, 2012 LHRC meeting.

## B. NEW BUSINESS

### Replacement of Chair person

Mary Jane Billinger, current vice chair will take over as chair when Judy Regner's term is up

### Nomination of Vice Chair

Chairperson Joyce Stuart was nominated to fill the position of Vice-Chair (if vacated by Ms. Billinger upon election to Interim Chair). Both nominations were unanimously approved and will be held until the end of the current fiscal year (6/30/12). Voting will be held at the February 8, 2012 LHRC meeting.

## 2. **Advocate's Report**

### Training

Committee members and Ms. Lochart discussed scheduling training for the affiliates on the new reporting forms and procedures. Ms. Lochart will work in cooperation with Lisa Blecker (F-FC CSB) to determine date, location and agenda. The meeting is suggested to be two hours in length and may include pre-submitted questions. Further information will be furnished as the details are confirmed.

Ms. Lochart is continuing her communication with Ann Pascoe about scheduling Regional Training Meetings.

The meeting was adjourned at 2:55 pm. The next meeting is scheduled for **Wednesday, February 8<sup>th</sup>, 2012 at 1:30 pm in Room 836A** of the Pennino Building, 12011 Government Center Parkway, Fairfax County Government Center Complex.