

Fairfax-Falls Church Local Human Rights Committee (LHRC)

Meeting Minutes

March 14, 2012

Committee Members in Attendance: Joyce Stuart (Vice-Chair), Louise Evertt, Ronald Lambert

Committee Members Absent: Mary Jane Billinger (Chair), Pat Miles (Secretary)

Others in Attendance: Deb Lochart (HR Advocate), David Mangano (Fairfax-Falls Church CSB), Mary T. Collard and Holly Rhodenhizer (Chimes), Ava Kim (JFGH), John Goff and Nicole Myrick (St John's), Robin Bell (CSI), Sutapa Ghosh (SS-CF), and Erin Bloom (LHRC Admin Support)

The meeting convened at 12:25 p.m. The February 8, 2012 minutes were unanimously approved with no corrections.

1. Annual Report Presentations

- a. Chimes
- b. Fairfax-Falls Church CSB; presentation included an update on the training the CSB provides to CSB staff and is available to other affiliates.
- c. St. John's Community Services
- d. Jewish Foundation for Group Homes
- e. Community Systems, Inc.
- f. ServiceSource-Central Fairfax

2. Quarterly Summary Submissions

- a. Scheduled Quarterly Reports submitted.

3. Executive Session

- a) Executive session convened at 12:30 PM
- b) Executive session adjourned at 12:37 PM

1. Committee Business Session

A. Old Business

- a. Dave Mangano, Director of Consumer and Family Affairs and LHRC liaison presented information on the use of electronic monitoring at a CSB site. Mr. Mangano submitted copies from the client handbook, orientation checklist for new placements, and a copy of the sign posted in the hallway area where monitors are used.

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Committee members were satisfied that residents were adequately informed of the use of electronic monitoring in public areas of the facility.

- b. RIVA – revised Annual and 4th Quarter reports were submitted.
- c. MVLE – Submitted revised Annual Report.
- d. Alternative House – Erin Bloom will contact the LHRC liaison to request information on the staff training schedule at hire and during employment.
- e. Community Living Alternatives – Submitted revised 3rd & 4th Quarter Reports.
- f. Committee follow up with volunteer – R Collingsworth, Joyce Stuart will contact this volunteer and invite her to the April meeting, Wednesday, April 10, 2012.
- g. Proposed schedule for annual presentation/quarterly submission reports – in compliance with the new reporting submission and presentation requirements the following schedule was discussed by Deb Lochart, Local Human Rights Representative and committee members for implementation:
 - Quarterly Reports are due from affiliates by the 15th of the month following the quarter.
 - Quarter 1: Jan – Mar, due to the CSB by April 15
 - Quarter 2: Apr – Jun, due to the CSB by Jul 15
 - Quarter 3: Jul – Sep, due to the CSB by Oct 15
 - Quarter 4: Oct – Dec, due to the CSB by Jan 15
 - Annual Report – due to the CSB by Jan 15
 - The LHRC Committee proposed a new meeting schedule (quarterly) with one mandatory annual meeting with all affiliates as illustrated below (item h.). The committee will be visiting affiliate locations in the months with no meeting.
 - The committee agreed to continue to retain the second Wednesday of each month for affiliate visits enabling more committee members to participate. This day is flexible depending on the needs and schedule of the facility being visited.
 - The committee addressed the issue of reviewing behavior plans for which the reviewing period does not coincide with a quarterly meeting. This matter will be re-addressed at the May meeting.
- h. Discussion of mandatory annual meeting with affiliates – the new LHRC meeting schedule will include 4 quarterly meetings as illustrated above and one mandatory annual meeting. The annual meeting will occur in June and will include training and discussion, the opportunity to sign new Cooperative Agreements, and the

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opportunity to pay the administrative fee to the affiliate providing these services (currently the FX-FC CSB). The LHRC Committee may request an affiliate presence at any of the 4 quarterly meetings; adequate notice will be given.

- i. Review of documentation for the affiliate reports training, March 19, 2012 - Louise Evertt, committee member, prepared documents for the scheduled training. The documents were reviewed and approved with Ms. Bloom to provide copies at the training.
- j. LHRC Log Update - The Human Rights Documentation Training scheduled for Monday, March, 19, 2012 will address the difficulties with completing the Annual and Quarterly Reports. Following the training, Erin Bloom will contact the affiliates as needed to correct submitted Quarterly and Annual Reports that did not accurately reflect the reporting period.

B. New Business

- a. Request for site addition – Blue Ridge Residential Services memo: the committee acknowledged notice of the new site and requested that Ms. Bloom record the new location.
- b. LHRC Log Update – the LHRC log was updated to reflect tasks recorded for follow up by the committee members.

2. Advocate's Report

a) Affiliate Training

Ms. Lochart worked with committee members to design a new meeting schedule of quarterly LHRC meetings and one mandatory, annual meeting (item 1g above). This new schedule will allow the committee members time to schedule visits to providers affiliated with the Fairfax-Falls Church CSB. Ms. Bloom will notify the affiliates via email of the new schedule.

The new LHRC meeting schedule places the next LHRC meeting on May 9. The annual meeting will be 6/13/12. Ms. Bloom will contact the affiliates initially scheduled to attend the April Meeting and inform them of their new presentation date of 5/9/12

b) Citations Website Address

Deb shared that all citations are posted on the DBHDS website. Anyone can go to the following location to view citations issued. www.dbhds.virginia.gov. Use the Licensing link on the menu bar at the left of the screen. Follow the printed instructions to locate the information you are seeking.

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The meeting was adjourned at 4:10 pm. The next meeting is scheduled for **Wednesday, May 9^h, 2012 at 12:30 pm** in **Room 836A** of the Pennino Building, 12011 Government Center Parkway, Fairfax County Government Center Complex.