

**HENRICO LOCAL HUMAN RIGHTS COMMITTEE MINUTES**

DATE: October 2, 2007

MEETING TIME: 6:30 p.m.

MEETING PLACE: 1248 Concord Avenue, Glen Allen, VA 23228

RECORDING: Gloria Watford

PRESIDING: Helen O'Beirne

MEMBERS PRESENT: **Gloria G. Watford, Heleen Anderson-Grant, Helen O'Beirne**

MEMBERS ABSENT:

OTHERS PRESENT: **Michael Curseen, Human Rights Advocate**

AFFILIATES PRESENT: **Jonnette M. Hayes, Erica Garris, Aunt Ann's Home for Adolescents; Audra Ruffin, Derwin Hickman, Clearr Vission Support Services; Lisa Reid, Braley & Thompson, Inc.; Kristen Kahwajy, Clinical Alternatives; Jennifer Boyden, Community-Based Services; Dawn Wadiak, The Attachment & Trauma Institute; Mary Milby, Family Focus; Lolita Jones, Charlene Fox, Family Life Services; Melissa Mitchell-Stueber, Sandra Simon, Hartwood Foundation; Wanda Jones, Heart Havens;**

**Judith Beitzel, Henrico Area Mental Health & Retardation Services; Gerry O'Neill, Martina George, Institute for Family Centered Services; Joe Morris, Intercept Youth Services; Taneika Goldman, Lutheran Family Services, Inc.; Teshana Henderson, Pamela Hagues, Chantay Jordan, NDUTIME Youth and Family Services, Inc.; Lillian J. Mitchell, Olivia's House; Edward Gerhard, Seton House; Isaac Abraham, St Mary's Behavioral Health; Pat Tiernan, Tree of Life**

AFFILIATES ABSENT: **Family Counseling Center for Recovery; The Center for Child and Family Services**

CHAIRPERSON SIGNATURE:

SECRETARY SIGNATURE:

<u>Topic/Agenda</u>	<u>Report/Discussion</u>	<u>Recommendation/Action</u>	<u>Follow-Up</u>
<u>Call to order:</u>	The meeting was called to order by Chairperson, Helen O'Beirne at 6:37 PM		
<b><u>Old Business:</u></b>			
Approval of Minutes	August 7, 2007 Minutes approved		
Public Comment:	There was no public comment		
HLHRC Request for Follow-up RE: Intercept Youth Services, Inc	The HLHRC received a follow-up summary of the total number of client AWOL's routinely reported. by house location.	The HLHRC reviewed the data submitted moved to submit a written response addressing the HLHRC's concerns regarding the high frequency of AWOLS	HLHRC Chair will submit the written response to the Executive Director / CEO of Intercept Youth services, Inc.
<b><u>New Business:</u></b>			

Request for Affiliation	NDUTIME Youth & Family Services, Inc. – requested affiliation of a therapeutic day treatment center, Community Based Services program under its current policies and procedures with the HLHRC.	The HLHRC approved NDUTIME’s request for affiliation of the Community Based Services program under NDUTIME’s current policies and procedures.	None
Policy & Procedure Review	LONCHMNS – Maxwell’s Place presented its Human Rights Policies and procedures for review	HLHRC deferred action to December 2, 2007 HLHRC meeting	HLHRC will review Human rights policies & procedures for Maxwell’s Place at December 2, 2007 HLHRC meeting
Review of Provider Attendance Data:	19 of 21 providers attended	HLHRC to draft letter to affiliates not meeting attendance requirement	HLHRC will review draft letter at December 2, 2007 HLHRC meeting
Review/Update of Bi-monthly Reports Received July./August 2007:	20 of 21 Bi-monthly reports for July /August 2007 received	Missing Report: Institute for Family Centered Services	To be added to December 2, 2007 HLHRC agenda
Review/Update of Bi-monthly Reports Received May./June 2007:	20 of 21 Bi-monthly reports for May. /June 2007 received	Missing Report: Institute for Family Centered Services	To be added to December 2, 2007 HLHRC agenda.
Review/Update of Bi-monthly Reports March /April 2007:	20 of 21 Bi-monthly reports for March /April 2007	Missing Family Counseling Center for Recovery	To be added to December 2, 2007 HLHRC agenda.
Review/Update of Bi-monthly Reports Jan. /February 2007:	20 of 21 Bi-monthly reports for Jan. /Feb 2007	Missing Family Counseling Center for Recovery	To be added to December 2, 2007 HLHRC agenda.
HLHRC Expenditure Update:	HLHRC October balance - \$6604.54 which includes deductions for the SHRC Seminar hotel accommodations and registration fees Deductions for copying, mailings, food, meeting space and other incidental expenses are not reflected in the available balance reported.	Ms. Charlene Fox, Staff Support for finances for the HLHRC will provide a detailed summary of all expenses and current balance information at the next HLHRC meeting	The HLHRC will plan to receive an update of its expenditures and balance at the December 2, 2007 HLHRC meeting.
State Office of Human Rights	Mr. Curseen shared that the revisions to the		None

<p>Updates:-Regional Human Rights Consultant</p>	<p>Rules &amp; Regulations became effective September 19, 2007 and explained that current providers have until December 2, 2007 to bring their programs' practices into compliance with the revised regulations and are required to revise their human rights policies &amp; procedures to reflect the revisions by March 2008.</p> <p>Mr. Curseen also repeated his previous request for all providers to actively solicit candidates to serve on the HLHRC and emphasized that this is necessary to ensure that the HLHRC continues to function so that providers can continue to be in compliance with their licensing requirement.</p> <p>Mr. Curseen shared information concerning training on the revisions to the Rules and regulations and distributed a schedule of training dates and locations and times. Mr. Curseen also stated that information concerning all relevant changes are available on the DMHMRSAS website.</p>		<p>None</p> <p>None</p>
<p>HLHRC Affiliation Agreements and Fees for 2008</p>	<p>The HLHRC deferred discussion of this issue.</p>		<p>None</p>
<p>Adjournment:</p>	<p>The meeting adjourned at 8:38 PM</p>		