

**HENRICO LOCAL HUMAN RIGHTS COMMITTEE MINUTES**

DATE: **December 4, 2007**

MEETING TIME: **6:30 p.m.**

MEETING PLACE: **Virginia Center Crossing Resort, 1000 Virginia Center parkway, 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; Edward McIntosh, Visitor; Otto C. Watford, Sr., Visitor**

**AFFILIATES PRESENT: Jonnette M. Hayes, Erica Garris, Aunt Ann's Home for Adolescents; Audra Ruffin, Derwin Hickman, Clearr Vission Support Services; Lisa Reid, Maureen Mayer, Braley & Thompson, Inc.; Alyssa Coates, Clinical Alternatives; Jennifer Boyden, Community-Based Services; Mary Milby, Family Focus; Lolita Jones, Charlene Fox, Family Life Services; Lisa Smith, Sandra Simon, Hartwood Foundation; Terry Barnes, Heart Havens; Judith Beitzel, Henrico Area Mental Health & Retardation Services; Gerry O'Neill, Institute for Family Centered Services; Taneika Goldman, Lutheran Family Services, Inc.; Teshana Henderson, Pamela Hagues, Chantay Jordan, NDUTIME Youth and Family Services, Inc.; Lillian J. Mitchell, Mary Shelton, LONCHMNS; Isaac Abraham, St Mary's Behavioral Health; Monica Mastro, The Center for Child and Family Services; Brendan Hayes, The Family Counseling Center for Recovery**

**AFFILIATES ABSENT: Tree of Life; The Attachment & Trauma Institute; Intercept Youth Services; Seton House**

**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 7:00 PM		
<b><u>Old Business:</u></b>			
Approval of Minutes	October 2, 2007 Minutes approved		
Public Comment:	There was no public comment		
HLHRC Member Resignation	Ms. Helen O'Beirne, Chair submitted her resignation from the HLHRC effective following the conclusion of the December 4, 2007	The Committee publically recognized Ms. O'Beirne for her leadership, insight and direction and reluctantly accepted her resignation.	None

	meeting.		
HLHRC Request for Follow-up RE: Intercept Youth Services, Inc	At the October 2, 2007 HLHRC meeting, 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 and moved to submit a written response addressing the HLHRC's concerns regarding the high frequency of AWOLS. The HLHRC reviewed the letter at the 12/4/07 meeting.	Pending	Due to the resignation of the HLHRC Chair from the HLHRC, the committee agreed to defer discussion of this issue to the February 5, 2008 HLHRC meeting
<b><u>New Business:</u></b>			
Follow-up to Request for Affiliation for Maxwell's Place: Policy & Procedure Review	LONCHMNS – Maxwell's Place presented its Human Rights Policies and procedures for review	Following a review of the human rights policies and procedures, the HLHRC approved a motion to affiliate Maxwell's Place under LONCHMNS	None
Review of Provider Attendance Data:	17 of 21 providers attended	None	None
Review of Bi-monthly Reports Received September/October 2007	21 of 21 Bi-monthly Reports received for September/October. Ms. Helen O'Beirne, Chair addressed providers concerning the need to use the most recent version of the Bi-monthly Reporting Form.	None	None
Review/Update of <b>overdue</b> Bi-monthly Reports Received July./August 2007:	Bi-monthly Report reviewed for July/ August 2007.	Report reviewed and accepted for Institute for Family Centered Services	None
Review/Update of <b>overdue</b> Bi-monthly Reports Received May./June 2007:	Bi-monthly Report reviewed for May/June 2007.	Report reviewed and accepted for Institute for Family Centered Services	None
Review/Update of <b>overdue</b> Bi-monthly Reports March /April 2007:	Bi-monthly Report reviewed for March/April 2007.	Report reviewed and accepted for Family Counseling Center for Recovery	None
Review/Update of <b>overdue</b> Bi-monthly Reports Jan.	Bi-monthly Report reviewed for Jan. /Feb 2007	Report reviewed and accepted for Family Counseling Center for Recovery	None

/February 2007:			
HLHRC Expenditure Update:	HLHRC October balance - \$1,215.32 which includes deductions for copying, mailings, food, meeting space and other incidental expenses. Ms. Fox stated that affiliation fees for 2008 are due by January 15, 2008. Ms. Fox will send invoices to each provider.	The HLHRC accepted Ms. Fox's financial report	The HLHRC will plan to receive an update of its expenditures, affiliation fees received and new balance at the February 5, 2008 HLHRC meeting.
HLHRC Meeting – Change of Location	Effective February 5, 2008, the HLHRC will hold its regular meetings at Maxwell's Place located at 6025 Staples Mill Road, Richmond, VA 23228.	All providers will be sent this information prior to the February 5, 2008 HLHRC meeting.	None
Recognition of Family Life Services, LLC	The HLHRC honored Ms. Lolita Jones, and Ms. Charlene Fox of Family Life Services for providing excellent accommodations and support services to the HLHRC for four years.	The HLHRC presented Ms Jones and Ms. Fox with certificates of appreciation and much applause.	None
State Office of Human Rights Updates:-Regional Human Rights Consultant	<p>Mr. Curseen reminded providers and HLHRC members 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</p>		<p>None</p> <p>None</p>

	to be in compliance with their licensing requirement.		
HLHRC candidates for membership	<i>The HLHRC went into executive session pursuant to VA Code subsection 2.2-3711 for the protection of the privacy of individuals and their records in personal matters not related to public business.</i>	The HLHRC returned to open session and <i>each member certified that to the best of their knowledge, that only matters lawfully exempted from open meeting requirements and only such matters for the protection of the privacy of individuals and their records in personal matters not related to public business were heard, discussed or considered.</i> The HLHRC approved a motion to recommend Mr. Edward McIntosh for appointment to the HLHRC and to submit his nomination to the State Human Rights Committee for review and approval.	
Adjournment:	The meeting adjourned at 8:40 PM		