

Minutes

James City Regional LHRC

Date: Wednesday, May 6, 2009

Members Present: Cheryl A. Hilsman Chair, Shenita Brown Vice Chair,
Audra R. Weaver Secretary, Victory Whitaker

Others Present: Reginald T. Daye, Regional Advocate, Region V,
Brian D. Whitley, Human Rights Advocate

Call to Order: The Meeting was called to order by Cheryl A. Hilsman, Chair at 9:05am. The meeting took place at Fam Mat 813 Forrest Drive, Suite C Newport News VA 23606

Adoption of Agenda: A motion was made, seconded and approved to adopt the agenda.

Approval of minutes: This is the first meeting of the James City Regional LHRC.

Old Business: Mr. Daye welcomed all members of the James City Regional LHRC. He also informed them of the terms of their appointment.

New Business: All members introduced themselves.

Training: Mr. Daye trained the LHRC on the following:

1. Their role and function as LHRC members;
2. The Freedom of Information Act;
3. How to conduct a meeting;
4. How to conduct an LHRC interview.
5. How to conduct a fact finding hearing/conference.

Closed session: A motion was made, seconded and approved to go in to closed session pursuant to the Code of VA 2.2-3711 A, at 9:40 am to conduct an interview of Jeannette Ralph. A motion was made, seconded and approved to come out of closed session.

- Open Session: Each committee member certified that only the interview for membership on the LHRC took place while in closed session. A motion was made, seconded and approved to recommend to the State Human Rights Committee, the appointment of Jeannette Ralph to the James City Regional LHRC.
- Bylaws: Mr. Daye presented draft Bylaws to the committee. A motion was made, seconded and approved to recommend to the SHRC approval of the James City Regional LHRC Bylaws, as submitted.
- Election of Officers: A motion was made, seconded and approved to elect the following officers: **Chair:** Cheryl A. Hilsman, **Vice Chair:** Shenita Brown, **Secretary:** Audra R. Weaver.
- Affiliate agreement: A motion was made, seconded and approved to enforce the attendance portion of the Affiliation Agreement and Bylaws as follows:
“A provider’s affiliation will be changed from permanent to a 90-day temporary by vote of the LHRC if a representative is not present for a scheduled LHRC meeting. The provider is required to attend the next scheduled meeting, explain the absence and request the affiliation be restored to permanent status. The decision rest with the LHRC. All temporary affiliations are 90 days and will expire if a representative is not present for a scheduled LHRC meeting, to request a continuation of the 90-day affiliation. (This will be reported to the Office of Licensure) The provider will be required to attend the next scheduled meeting, explain the absence and request to be reinstated to a 90-day affiliation. The decision rest with the LHRC.”
- Public Comment:** None

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Next Meeting: June 19, 2009 at 9:00 am
Fam Mat
813 Forrest Drive Suite C
Newport News VA, 23606

Adjourned: The meeting was adjourned at 12:03 by Cheryl A. Hilsman,
Chair.