

**NEW CREATION LHRC  
OCTOBER 3, 2007  
CHESTERFIELD C.S.B.  
6:00 P.M.  
MINUTES**

Committee Members Present:

Shirley Purnell  
Linda Jones  
Hasan Zarif  
Evelyn B. Branch

Committee Members Absent:

Carl Wells

Others Present:

James O. Bowser, Jr., Regional Advocate

**I. Welcome/Introductions:**

Linda Jones, Vice-Chair, called the meeting to order and asked each person to introduce themselves.

**II. Election of Chair:**

Hasan Zarif was unanimously nominated for chair of the Committee.

**A Motion was made and passed to elect Hasan Zarif as Chair of the LHRC.**

**III. Review and Approval of Bylaws:**

The draft bylaws of the LHRC were reviewed and minor corrections were made.

**A Motion was made and passed to approve the Bylaws of the LHRC.**

**IV. LHRC Function:**

James O. Bowser, Jr., Regional Advocate, discussed the function of the LHRC with particular emphasis on the role of the LHRC to review provider policy and procedures. Mr. Bowser suggested the number of affiliate members the LHRC could reasonably accommodate. Finally, Mr. Bowser provided the members with requirement for the frequency of LHRC Meetings and suggested possible meeting dates. Meeting locations were also discussed.

**A Motion was made and passed to approve meeting on a quarterly basis.**

**V. Next Meeting Date:**

**A Motion was made and passed to hold the next meeting December 5, 2007**

## **VI. Summary and Wrap-Up:**

Mr. Bowser discussed the timeframes for compiling the draft minutes and approved minutes for posting on the department's website. The draft minutes should be compiled and posted on the department's website within 10 business days. The approved minutes are to be compiled and posted on the department's website within 3 business days.

## **VII. Adjournment:**

There being no further business, the meeting was adjourned at 7:45 p.m.