

NEWPORT NEWS REGIONAL LOCAL HUMAN RIGHTS COMMITTEE (LHRC)

March 9, 2010

MINUTES

PRESENT:	
Joyce O'Brien	LHRC Member, Chairman
Felicia Tyler	LHRC Member
Deborah Elliott	LHRC Member
Robin Rukin	LHRC Member
Stewart Prost	Office of Human Rights (OHR)
Chris Ruble	Keystone Newport News
Jill Adrian	Keystone Newport News
Kerry Dryden	Chessen and Associates
LuJuan Lee	Family Solutions
Gregory Smith	Residential Living Options
Stephen Parker	Brighter Futures
Patricia Bills	Alexander House
Coston Griffin	Alexander House
Rachel Hyson	Family First of Virginia Beach/Lydia's House
Allon Wright	Families in New Directions
ABSENT:	
Christine Pearce	LHRC Member
Carey Chappell	Keystone Newport News

I. **CALL TO ORDER**

The meeting was called to order by Joyce O'Brien, Chairman at 2:10pm. All present introduced themselves to other committee members.

II. **REVIEW OF THE MINUTES**

The minutes for the January 19, 2010 meeting were reviewed. A motion was made by Ms. Tyler to accept the minutes as written. Motion was seconded by Ms. Elliott. Vote was taken, all in favor.

III. **OLD BUSINESS**

A. **Topic: Family First of Virginia Beach/Lydia's House requesting continued temporary affiliation of Girls Group Home**

Discussion: Family First of Virginia Beach/Lydia's House requested continued temporary affiliation for an additional location for girls ages 12-17 with moderate to serve emotional behavioral problems. Continued temporary affiliation was granted at the January 19, 2010 meeting.

Action: Family First of Virginia Beach/Lydia's House requests continued temporary affiliation for new location (girls group home). A motion was made by Ms. Elliott to continue temporary affiliation for new location (girls group home) until the next LHRC meeting this motion was seconded by Ms. Tyler. Vote was taken, all in favor.

IV. NEW BUSINESS

A. Topic: Election of new LHRC officers

Discussion: Per Ms. O'Brien, LHRC Chairman the election of new LHRC officers needed to take place due to her upcoming departure from the committee in June 2010. Vice Chairman and Secretary also needed to be elected due to an oversight after the departures of Ms. Beveridge, Vice Chairman and Ms. Walters, Secretary.

Action: Ms. Tyler nominated herself as the Chairman, Ms. Elliott nominated herself as the Vice Chairman, and Ms. Rukin nominated herself as the Secretary. Ms. Tyler made a motion to formally slate herself as the Chairman, Ms. Elliott as the Vice Chairman, and Ms. Rukin as the Secretary. Motion was seconded by Ms. Rukin. Vote was taken, all in favor

V. ADVOCATE'S REPORT

- Mr. Stewart Prost from the OHR re-stated that Mr. Brian Whitley has left their agency. At this time the OHR will not be replacing the position. Your representatives at the OHR are Reginald Daye, Stewart Prost, and Willie Barnes.
- The interim Commissioner is James Stewart he used to be the Inspector General. The interim Inspector General is John Pezzoli who used to be the Executive Director of Region 10 Community Service Board (years ago). Everyone is working on interim appointments; however business goes on as usual.
- Mr. Prost stated that the Newport News Regional LHRC is currently in good shape with their board members (5 board members); however Ms. O'Brien LHRC Chairman will end her second term in June 2010 and she is not eligible for reappointment for one year. Mr. Prost asked the board members and the affiliates to start looking for eligible candidates (General) to apply. If a viable candidate is found contact Mr. Prost. A special meeting with OHR and the LHRC board members can be conducted at Keystone Newport News to interview potential candidates. Applications can be obtained from Mr. Prost or Ms. Adrian.
- Mr. Prost re-explained the revised process when a provider is establishing a new program/additional services that are not covered by current human rights policies and procedures. The provider must complete a "Human Rights Compliance Verification" form, which is submitted to Ms. Margaret Walsh, State Human Rights Director. The verification lists the required policies and procedures and these policies and procedures must be sent to Ms. Walsh for review. At the same that a provider is submitted the verification form and their policies, they should also submit a service modification request to their assigned licensing specialist. Once the new policies and procedures are reviewed the provider will be directed to the OHR who will than assign the provider to a LHRC to request temporary affiliation. Prior to attending the LHRC meeting a package needs to be created containing a letter asking for temporary affiliation, a program description, copy of the new human rights policies and procedures, a copy of the behavior management policy (if different from other programs), and a copy of the new program rules. Once the program is licensed and has served at least one individual for 180 days, the provider should contact the Office of Human Rights. When the new program is fully licensed an affiliate should receive a license/letter with the license number; send a copy of that license/letter to the LHRC board members prior to the next meeting so you can request permanent affiliation.

- **Important Note:** If a provider is just adding a location they are not required to send in the verification form; however the provider does need to notify:
 - Licensing
 - OHR – Letter to Reginald Daye (Regional Advocate) required containing new address, phone/fax number(s), POC(s), and the following statement, “New location will fall under existing human rights policies and procedures, behavior management policy, and program rules.” (If not, they must submit the aforementioned for review and approval)
 - LHRC - Letter to board members requesting temporary affiliation for new location. Contact LHRC minutes administrator to have request placed on the meeting agenda.

- Mr. Prost ended his report by providing the annual FOIA / Meeting Minute training to the board members and Ms. Adrian. The affiliates stayed for the training due to the importance of the data/training being provided.

VI. STANDING REPORTS

Topic: **General Information**

Discussion: Affiliates were asked to bring any issues that include resident information to be heard in the closed session.

Action: Reports were read aloud and received from all affiliates in attendance.

VII. PUBLIC COMMENT

The following comment was made by Deborah Elliott, LHRC Board Member:

- Ms. Elliott shared with the committee the next Competent C.A.R.E: Culturally Appropriate and Respectfully Engaging training session. The session will be at The Cultural Arts Center, Tuesday May 4, 2010, 9am – 3pm. For more information about this training, go to: <http://www.dbhds.virginia.gov/adm-CalendarDetails.asp?MeetingId=640>. The main focus of the training will be Standards 1-3 of the Standards for Culturally and Linguistically Appropriate Services.

The following comment was made by Chris Ruble, Keystone Newport News:

- Mr. Ruble shared with the committee and the providers the significant budget issues that are being considered at the General Assembly, which currently affect all our lines of business. Mr. Ruble encourages everyone to get involved!

The following comment was made by Joyce O’Brien, LHRC Chairman:

- Ms. O’Brien wanted to speak for the all the board members by thanking the affiliates for their hard work and dedication in support of our LHRC.

VIII. CLOSED SESSION

Motion: At 2:30pm Ms. Rukin moved that the LHRC go into executive session, pursuant to Virginia Code 2.2-371(A), for the protection of privacy of individuals and their records in personal matters not related to public business, namely to conduct a hearing pursuant to the Regulations, namely to review serious incidents from Alexander House, Residential Living Options, Family Solutions, and Keystone Newport News. Ms. Tyler seconded the motion to go into closed session.

IX. RECONVENED IN OPEN SESSION

Motion: At 3:10pm a motion was made by Ms. Rukin to reconvene into Open Session. Motion seconded by Ms. O'Brien along with making the following statement, "each member shall certify that to the best of their knowledge that matters only 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."

X. LOCAL HUMAN RIGHTS COMMITTEE RECOMMENDATIONS

Alexander House:

- No recommendations

Residential Living Options:

- No recommendations

Family Solutions:

- No recommendations

Keystone Newport News:

- No recommendations

XI. MEETING SCHEDULE 2010 (2:00-4:00pm): June 8 / September 14 / December 14

XII. NEXT SCHEDULED MEETING

The next regular LHRC meeting is scheduled for Tuesday, June 8, 2010 at 2:00pm at Keystone Newport News.
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XIII. ADJOURNMENT

Ms. O'Brien adjourned the meeting at 3:15pm

RESPECTFULLY SUBMITTED:

Joyce O'Brien, Chairperson

JO/ja