

## Northern Virginia Hospital's Local Human Rights Committee

Meeting Date: March 22, 2006

Location: Northern Virginia Mental Health Institute [NVMHI] in the Meeting Room

### **MINUTES:**

<b>Members</b>	<b>Present</b>	<b>Absent</b>
Jim Merrill	X	
Christopher Harrison	X	
Robert Dupwe		X
Nancy Merrill		X
Frederic Puhan	X	
Betty Jo McDevitt	X	

**Advocates Present** Tim Simmons, Office of Human Rights

### **Providers Present**

Inova Fairfax Hospital	Inova Mt. Vernon Hospital	Teresa Moros
Inova CATS	Inova Loudoun Hospital	
NVMHI	Sally Garrett	
Virginia Hospital Center	Kitty Harold	

### **Call to Order**

The meeting was called to order at 7:05PM.

### **Introductions**

Committee members and providers introduced themselves.

Kristin Cooper of VOPA was a guest.

### **Approve Minutes**

The minutes were reviewed and approved.

### **Agenda**

The agenda was approved.

### **Announcements**

Chris Harrison announced that the PAMI Advisory Council is looking for members. Interested individuals may contact Chris.

### **Public Comments**

There were no public comments.

### **Standing Reports**

Teresa Moros reported out, clarification was provided regarding the increase in the number of informal complaints.

Kitty Harold reported out.

Sally Garrett gave an update of the reorganization of their NVMHI program

## **Human Rights Advocate Report**

The State HRC Committee issued recommendations for updating by-laws. Tim handed out copies of these guidelines. Discussion of items contained in the document included the addition of a health care professional to the committee. Tim encouraged resolution of this issue in order to be in compliance. There was also discussion of the definition of a "Quorum" and it was agreed that a Quorum is a "simple majority plus one". Further discussion of guidelines followed including yearly number of meetings and the removal of a member.

A question was posed by the Human rights Advocate regarding the posting of minutes. The minutes will be e-mailed to Tim Simmons and he will post them on the State web site.

Tim handed out a newsletter from the state to be published quarterly and is available on the web site.

## **Old Business**

No old business to discuss.

## **New Business**

The committee discussed amending by-laws to include a health care professional.

They discussed the recruitment of a health care professional and suggestions were offered by the providers present as to how to proceed.

There was discussion of provision of the secretary signing off on the approved LHRC meeting minutes. There was discussion of the process of minute taking, initial draft of meeting minutes and how the draft will be disseminated to the members and providers for input prior to approval. A procedure for taking the minutes was formulated.

There was discussion of up coming membership turnover. Jim Merrill and Nancy Merrill will have completed their second full term as of June 30, 2006. Jim requested volunteers for new officers to serve beginning in July 2006. There was discussion of the by-laws/regulations regarding officers.

The next election date is May 24, 2006. Affiliates were requested to help with the recruitment of new members for the committee.

## **Items for next meeting**

Discuss the recruitment of a health care professional.

Discuss template for recording, sending and posting of LHRC meeting minutes.

Discuss new committee members and officers.

## **Adjournment**

Meeting adjourned at 9:00PM

The next meeting is April 26, 2006 at NVMHI

Respectfully submitted,

Teresa Moros RN  
Inova Mt Vernon Hospital