

FINAL

**NORTHERN VIRGINIA
REGIONAL LHRC COMMITTEE MEETING
February 2, 2009**

Members Present: Sue Lowry, Bruce Jennings, Norma Lester, Linda Muniz

Members absent: Mary Grady-Griffith, Rob Jones

Advocate Present: Deb Lochart, Regional Advocate

Guests Present: Roma Farge, Adolescent & Family Growth Center
Shelly Fontanelli & Angela Lewis,
Fairfax & Woodbridge Methadone Clinics

Call to Order:

The meeting was called to order at 6:40 P.M.

Minutes:

The November 3, 2008 minutes were reviewed and a motion was made and seconded to approve them. The motion passed unanimously.

Discussion of how clients are informed of their rights by providers:

Ms. Roma Farge provided an update on the Adolescent and Family Growth Center, Ind., located in Springfield, Virginia. She presented an overview of the program and protocol for informing clients of their rights. Ms. Farge shared copies of the Human Rights form that is posted in the Lobby of their organization. She also shared information with members regarding the following organizational procedures to provide rights information to clients.

1. Client Rights Contract
2. General rules of conduct
3. Informed consent
4. Ethics Committee and Code of Ethics
5. Annual Human Rights Training
6. Informed consent for Therapy Services

Ms. Fontanelli and Ms. Lewis of the Methadone Clinics presented information to the Committee regarding how human rights information is shared with their patients. Each clinic site informs patients of their rights when they enter the program. A Patient Rights packet is given to each person which includes appeals information as well as advocate contact information. Each patient is required to sign and date a receipt of the Patient Rights packet.

Deb Lochart agreed to send Ms. Fontanelli an e-mail link to the Human Rights poster so that it can be displayed at the Clinic. Ms. Lochart will also send a link to translation assistance for human rights notification.

The Committee thanked the providers for their presentations and they then left the meeting room.

Budget:

The Chair reported that the current NOVA Regional LHRC account balance is \$3,529.62. A motion was made, seconded and approved to waive the fee for the Mandatory Meeting next November since the budget was adequate for the next year. Ms. Lochart will ask for guidance from Richmond regarding accounting and bank accounts for Committee fees.

Advocate's Report:

The Committee went into executive session to discuss business not related to public matters. After the report from the Advocate, the Committee exited the executive session and all members certified that only topics covered by the Code section had been discussed.

Old Business:

The Chair presented protocols and forms to Committee members for review. Ms. Lochart recommended putting dates on protocol forms to determine revision dates.

A motion was made, seconded and approved that Linda Muniz would take minutes for the Committee until the Nomination Committee recruitment of a Committee Secretary was determined. The new protocol for minutes included that a draft will be sent to the Committee Chair within 5 days of the meeting, The Chair will edit the draft and send it to the Secretary who will distribute it to the Regional Advocate, Kli Kinzie and other members of the Committee within 10 days of the meeting. The minutes will be presented to the NOVA Regional LHRC Committee at the next meeting and the Regional LHRC Secretary will send the final approved

minutes with any corrections to the Regional Advocate, Deb Lochart and Kli Kinzie.

The Chair reviewed with Committee members correspondence received from affiliates requesting provider forms or bills. A letter will be sent to the specific affiliates stating that the Affiliate Agreement needs to be signed as mandated by the Human Rights regulations and sent to the NOVA Regional LHRC Chair together with a check for the \$80 fee. If the agreement is not signed and the fee is not returned within ten working days, Ms. Lochart will refer the issue to Licensing.

New Business:

The Chair distributed a Draft NOVA Regional LHRC Mission Statement and asked Committee members to review the statement in preparation for discussion at the next meeting.

The Committee briefly reviewed a new protocol for the Mandatory Meeting in November and the subject will be reopened at the next meeting.

The Chair informed the Committee that a Nominating Sub-Committee needs to present nominations at the May meeting for Chair, Vice-Chair and Secretary so that a vote may be taken.

The next NOVA Regional LHRC Committee meeting is scheduled for Monday, May 4, 2009 at 6:30 p.m., at the Northern Virginia Training Center's Executive Conference Room, Administration Building #1,

The meeting was adjourned at 8:15 p.m.

Linda J. Muniz, Secretary

Approved:

Susan R. Lowry, Chair

NOVA Regional LHRC