

**NORTHERN VIRGINIA
REGIONAL LHRC MEETING**

September 14, 2009

Members Present: Sue Lowry, Chair, Mary Grady-Griffith, Bruce Jennings, Rob Jones, Norma Lester, Linda Muniz

Members Absent: None

Advocate Present: Deb Lochart, Regional Advocate

Guests Present: None

Call to Order:

The Chair called the meeting to order at 6:40 PM.

Minutes:

The May 4, 2009 minutes were reviewed and a motion was made and seconded to approve them. The motion unanimously passed.

Budget:

The Chair reported that she spent \$22.25 on paper and ink supplies, leaving a current balance of \$3,647.37. Expenses for the Committee dinner on 9/14/09 totaled \$44.50. Expenditures for the coming year were anticipated to be between \$400 & \$500 for supplies and meeting expenses. Norma Lester verified the budget and expenses and initialed confirmation. The Committee once again confirmed that the annual fee of \$80 normally charged to providers would be waived this year, and reviewed on a yearly basis. Motion was made and seconded to approve the budget. The motion unanimously passed.

Advocate's Report:

At 7:15 PM the Committee went into Executive Session; pursuant to Virginia Code 2.2-3711 A, paragraph 4, for the protection of the privacy of individuals in personal matters not related to public business. The Advocate's report was presented. At 7:32 PM, after the report from the

Advocate, the Committee exited Executive Session, and all members certified that only topics covered by the aforementioned Code Section had been discussed.

The Advocate announced upcoming LHRC training to be held at NVTC on Saturday, October 24, 10:00 AM to 2:00 PM. The Advocate will be sending out an announcement once a meeting room has been determined.

Old Business:

The Chair reviewed the Annual Meeting documents with Committee members, stressing the need to simplify paperwork requirements. Meeting dates for the coming year were determined to be:

- November 2, 2009, Mandatory Annual Meeting at Carlos O’Kelly’s
- February 1, 2010, at NVTC
- May 3, 2010, at NVTC
- September 13, 2010, at NVTC

Linda Muniz will set up a distribution list of all affiliates’ e-mail addresses. Deb Lochart will send Linda Muniz the flyer no later than October 1, announcing the Annual Meeting for Linda Muniz to send via e-mail to all affiliates.

Sue Lowry reviewed the packet of documents with Committee members asking for their input. The Committee discussed changing the Annual Meeting Sign-in Sheet to incorporate submission of renewal forms, agreement form, and annual/quarterly report. It was agreed that Linda Muniz will revise the sign-in sheet to reflect this change and send to all Committee members. The Committee also agreed to coordinate the sign-in for the November 2 Annual Meeting alphabetically as follows:

- A through E = will sign in with Mary Griffith
- F through K = will sign in with Norma Lester
- L through Q = will sign in with Rob Jones
- R through Z= will sign in with Linda Muniz

Bruce Jennings will direct individuals to the appropriate sign-in person and also ask them if they have all of their paperwork completed.

Name tags will be given once sign-ins have been completed. Sue Lowry will purchase the name tags for the meeting.

Sue Lowry will add a sentence to the packet cover letter regarding obtaining appropriate signatures, and advising that registration for the November 2 Meeting will be 6:30 through 7:00 PM. Linda Muniz will send all out with an e-mail announcement, in bold and caps, 2 weeks prior to the meeting, and no later than October 20, announcing the Annual Meeting, recapping the documents that the affiliates must bring to the annual meeting, with a copy to Deb Lochart and Licensing. Deb Lochart will send to Linda Muniz the names and e-mails of Licensing staff to be copied in this e-mail. This e-mail to the affiliates will have the following attachments:

- Official letter from the Chair announcing the Annual Meeting
- The November 2 Meeting Agenda
- An Affiliation Renewal Application
- The Affiliation Agreement
- The Annual Reporting Form
- 2009-2010 Meeting Dates

Extra documents will be provided at the Annual Meeting for those individuals who may not have a specific document with them.

Most efficient configuration of tables for registration/sign in at the Annual Meeting was discussed and Deb Lochart agreed to call Carlos O'Kelly's for appropriate set up. Committee members were asked to arrive at Carlos O'Kelly's no later than 6:00 PM to assist with set up and preparations.

Mission Statement:

The Chair asked Bruce Jennings to review the Mission Statement she presented last February and provide her with his comments and recommendations. Once she has received this, she will send it to all Committee Members for review.

New Business:

Deb Lochart proposed that Committee members consider visiting specific providers over the coming year. Deb Lochart agreed to look into various providers and send out information on them to Committee members.

Sue Lowry agreed to schedule this for discussion at the February meeting.

The meeting adjourned at 8:20 PM.

_____/_____/_____
Linda J. Muniz, Secretary

Approved:

_____/_____/_____
Susan R. Lowry, Chair
NOVA Regional LHRC