

**NORTHERN VIRGINIA
REGIONAL LHRC MEETING**

May 3, 2010

Members Present: Susan Lowry, Mary Grady-Griffith, Norma Lester, Rob Jones,
Linda Muniz

Members Absent: Bruce Jennings

Advocate Present: Deb Lochart

Guests Present: Everett R. Foxx, M.ED, Dominion Day Services
Ramos Esordi, Dominion Day Services

Call to Order:

The May 3, 2010 meeting was called to order by Susan Lowry, Chair, at 6:40 PM.

Affiliate Presentation:

The Committee welcomed Mr. Everett Foxx and Mr. Ramos Esordi, of Dominion Day Services. Mr. Foxx briefed Committee members on the mission and services of Dominion Day Services, offering a clinical day treatment program for children and adolescents who are exhibiting ongoing difficulties in the home, school and community. Mr. Foxx stressed that the goal of Dominion Day Services is to cultivate a healthy and functional environment for children with problematic behaviors, utilizing a holistic, family approach. Dominion Day Services requested affiliation in order to provide on-sight day treatment services to Alexandria City Schools through professionals within the school guidance department, teachers, and intake and assessment workers within the school system. All required documentation was reviewed and approved by Deb Lochart and Susan Lowry. Motion was made and seconded by the Committee to accept application in favor of Dominion Day Services on the condition that they fax their Human Rights Policy to Deb Lochart. Mr. Foxx agreed to do this within the next few days. The following contact information was submitted by Mr. Foxx:

Everett R. Foxx, M.ED
Dominion Day Services
6767 Forest Hill Ave., Ste #315
Richmond, VA 23225
Cell: 804-386-6860
Work: 804-323-7595
Fax: 804.323-7598
efoxx@dominiondayservices.com
resordi@dominiondayservices.com

Minutes:

The March 1, 2010 Minutes were reviewed and accepted by the Committee as submitted.

Budget:

Norma Lester reviewed and approved receipts presented by Susan Lowry for reimbursement. Current balance reported as \$3,050.83.

Advocates Report:

Deb Lochart recommended Committee members visit Residential Youth Services Group Home in Newington. Deb agreed to provide Committee members via e-mail, with the Residential Youth Services Group Home Telephone Policy for Committee review for compliance with Human Rights Regulations. Some other concerns included cleanliness issues & treatment plans without signatures from all parties. Deb Lochart will coordinate a date and time with Committee members to visit Residential Youth Services over the next few months.

LHRC Records Retention

Deb Lochart presented the Office of Human Rights’ Records Retention Schedule to the Committee. The OHR adheres to the following established time frames for the retention of LHRC records:

- LHRC minutes - permanent retention
- Memos and Correspondence – 2 years
- By-Laws – permanent retention

By-Laws:

Sue Lowry reviewed the Committee’s By-Laws, reporting that some of the language included in the By-Laws is somewhat confusing. Deb Lochart will contact Margaret Walsh to find out if there is one set of standardized By-Laws from the SHRC for all LHRC’s, and Deb will get back to Sue regarding this. Sue will then send out to Committee members, either the standardized By-Laws from the SHRC, or recommended revisions of the current By-Laws at least two weeks prior to the next meeting for Committee review.

Elections:

An Election Committee consisting of Norma Lowry and Mary Grady-Griffith was appointed by Susan Lowry. Ballots were distributed and collected with the following unanimous results: Susan Lowry, Chair, Rob Jones, Vice-Chair and Linda Muniz, Secretary.

Committee Refreshments:

Some Committee members expressed a preference for salads at the next meeting. Linda asked members to please send her information on various restaurants in the area that would deliver salads.

Adjournment:

The meeting adjourned at 7:45 PM. The next meeting is scheduled for Monday, September 13, 2010, @ 6:30 PM in the NVTC’s Executive Conference Room.

Linda J. Muniz, Secretary NOVA Regional LHRC	Date

Approved:

Susan R. Lowry, Chair NOVA Regional LHRC	Date