



**Northern Virginia Regional
Local Human Rights Committee**
Monday March 5, 2007 at 6:30pm
NVTC, Building #1, Executive Conference Room

Committee Members:	Status	Committee Members:	Status
Amy Ashley	absent	Ann Pascoe	present
Mary Griffith	present	Michelle Petrini	present
W. Bruce Jennings	present	Suzanne Schuler	absent
Norma Lester	present	Human Rights Advocate	Status
Sue Lowry	present	Deb Lochart	present

General Attendance: Cheryl Burtis- St. Coletta's of Greater Washington

Call to Order: The meeting was called to order at 6:40pm

Meeting Minutes: The meeting minutes from the February meeting were reviewed and approved as written. **Non Compliant Program status:** St. Coletta of Greater Washington to present at the meeting in order to seek re-affiliation with the LHRC. Ms. Burtis explained that it was an oversight and a USPS delivery issue that preventing St. Coletta's from receiving timely notices of the Mandatory Annual Meeting and subsequent non-compliant letters. Ms. Burtis discussed staff changes that also contributed to the mis-communication. Ms. Burtis reported that she is currently aware of the requirements in order to affiliate with the NOVA Regional LHRC. Ms. Burtis was informed that she would be informed in writing of the LHRC's decision. Follow an unanimous committee vote, it was agreed to allow St. Coletta's to resume affiliation with the LHRC. In addition, St. Coletta's would be informed that they are also responsible for all of the reports currently due to the LHRC per the Affiliation Agreement.

A dis-affiliation letter will be sent to Phoenix N Peace via certified mailed. The committee reviewed and approved the letter.

The committee also reviewed and approved a letter to be sent to Ethos Foundation requesting a copy of the agency's policies and procedures as it relates to human rights. The Regional Human Rights Advocate (RHRA) will provide assistance to the LHRC if necessary, in order to obtain a copy.

Phoenix N Peace: no response was received. The committee reviewed and approved the discontinuation letter which the Chair will mail.

Still awaiting clarification from Institute for Family Centered Services of NOVA regarding sending the committee a copy of Affiliation Agreement. The Chair will continue to follow up.

General LHRC Business:

Application/ Renewal Form information: Adolescent and Family Growth listed DSS licensing specialist not DMHMRSAS Licensing Specialist. The program and the licensing specialist have been made aware of the problem and correction has been noted.

The only programs that indicated they utilize restrictive behavior plans: WMTC, FMTC, Estelle Place. North Spring does not utilize any restrictive behavior plans as previously indicated. They have a 'point system' but no specific behavior plans. The committee will review their point

system as appropriate. In addition, Residential Youth Services also indicated that they utilize a point system.

Paperwork/ report inventory: All reports that have been received have been documented. All programs who still have documentation due to the committee will receive a notice. The committee reviewed and approved of the letter to be sent to programs. The Chair and Secretary will complete the letters after the meeting. All human rights forms were divided among committee members. Members will review the human rights forms to ensure that they meet the state requirements. Members will report at the next meeting.

LHRC cell phone: The Chair discussed the idea of having a cell phone for committee use. The Chair has done preliminary investigation into a Trac Fone. It appears that it will cost approximately \$100 for the initial purchase of a phone with speaker phone capabilities. The committee agrees to this purchase. The Chair will provide follow up at the next meeting.

Agenda format has been revised. All members agreed with revised format.

Advocates Report: No formal nor informal complaints to report. A tour of Ethos with the committee members has been postponed because Ethos does not have a specific site to tour. The RHRA will conduct a program review and provide follow up to the committee. The committee's bylaws will be submitted to the SHRC and the RHRA will report results once available.

Subcommittees:

By Law Subcommittee: The committee awaits the response from the SHRC.

Nominating Subcommittee: The Chair for two volunteers to head up the nominating committee. Elections will take place in May and officers will assume their roles June 1st. All nominations must be presented prior to the May meeting. Mary Griffith (committee Vice-Chair) and Michelle Petrini (committee Secretary) will head up the Nominating Subcommittee.

Adjourn:

The meeting was adjourned at 8:50pm. The next meeting will be held April 3, 2006 at NVTC, Building One, Executive Conference Room at 6:30pm.