

Northern Virginia Regional Local Human Rights Committee
Monday June 5, 2006 at 6:30pm
NVTC, Building #1, Executive Conference Room

| Committee Members: | Status | Committee Members: | Status |
|---------------------------|---------------|------------------------------|---------------|
| Patricia Fuller | present | Ivenia May | absent |
| Ann Pascoe | present | Lucy Sotar | excused |
| Mary Griffith | present | Amy Ashley | absent |
| A.Michelle Petrini | present | Human Rights Advocate | Status |
| Denise Kaffka | excused | Tim Simmons | present- late |
| W. Bruce Jennings | excused | | |

General Attendance: Suzanne Schuler, Norma Lester, Amber Bradgley- St. Coletta of Greater Washington; Avis Burney- Phoenix and Peace; Christine Macke- Beyond Behaviors and Sarah Briggs- INOVA Kellar Center.

Meeting Minutes:

Corrected April minutes reviewed and approved. May minutes approved with minor typo corrections.

Renewed affiliated program update: IBTC has sent point system info. Info was given to each member for review and the Committee will discuss further at the next meeting. Adolescent and Family Growth Center also sent an updated copy of their Human Rights consent form. A copy was given to each member present and it will be reviewed further at the next meeting. A new form was distributed by the Chair. It lists all affiliated programs and their reported services provided. This information was email to the Child Advocate for his information per the discussion at the May meeting.

New Member update:

No new applicants received by the advocate's office. No information was available. Norma Lester was present at the meeting and is interested in becoming a member. She will submit an application and the Secretary will set up a meeting with her and forward the interview evaluation to the Chair and Advocate for submission to the SHRC, as appropriate. It was requested that Ms. Lester be placed on the next SHRC agenda, but Mr. Simmons reported that he did not know the next meeting date.

Licensing: The Chair had a conversation with a licensing representative and while no meeting is currently set up, valuable information was exchanged and a brief overview was provided to the Committee. During the Chair's conversation with the licensing representative, it was discovered that Licensing seemed unaware that two programs were disaffiliated from the Committee in December with no further follow. The appropriate Licensing Specialist was given this information and reported that he will follow up. There currently is no clean guidelines regarding why a particular program may have more than one affiliation agreement with the same LHRC. In addition, it seems vague regarding why an agency may have an affiliation with a CSB based LHRC and an affiliation with the Regional LHRC. Advise will be sought from the new Regional Advocate per the recommendation of Licensing.

Program Presentation: St. Coletta of Greater Washington-Amber Badgley discussed the Day Treatment program services provided by St. Coletta for adults with mental retardation. While St. Coletta's is based out of Washington DC, they have a school (a private special education school)

and the adjoining day treatment program in Arlington, VA. St. Coletta's will update their Human Rights Consent form to include the current name and number of the Human Rights advocate assigned to their program. Phoenix and Peace- Avis Burney discussed the one residential group home which serves five male adults with mental retardation in Prince William County. Ms. Burney gave some background information regarding the original agency of Our Place I & II. Ms. Burney will also ensure that her agency updates its Human Rights Consent form to contain the current contact information. Beyond Behaviors- Chris Macke discussed the in-home services provided by her agency. Ms. Macke reported that approximately 90% of the clients are in DC and only 10% in VA. Ms. Macke's agency forms will be updated as needed. INOVA Kellar Center- Sarah Briggs discussed the varied services provided by the Kellar Center. The services include Adolescent day treatment, intensive outpt mental health and substance abuse services, outpt services to all ages; and in-home services. Ms. Briggs also reported that the agency will be moving all services to a new location and to one building. Ms. Briggs will email the new address information to the Chair along with Human Rights Consent forms. All programs provided informational materials to the Committee related to their respective programs. All programs and the Child Human Rights Advocate, departed at the break.

Brief Break.

Communication w/ LHRC

The Fairfax Human Rights Commission and its annual awards dinner was discussed as one of the Committee's member's husband was honored. A brief discussion was had regarding the newly elected officers and the newly reinstated officer position and the roles of the offices, Committee members and the Advocate's role on the Committee. This information was a follow up to a Sub Committee meeting with the new executive members and the Advocate to identify the various roles.

The mass mailing to all affiliated programs to inform the programs of the Committee's address change will be completed at the conclusion of the meeting. The Child Advocate card's will be included for those programs who work with the Child Advocate. Mr. Simmons did not have his business cards to enclose with the mailing.

Meeting minute information: The information presented by Pat Fuller several meetings ago was reviewed and deemed appropriate to include on the Meeting Dates form. The form will be revised to include the description of the Committee and will be handed out at the Annual Meeting in November. The Chair will email the proposed form to Suzanne who will translate the form to Spanish as a Spanish version will be included on the back of the form.

The idea of having an Annual Dinner for the Committee was discussed. It appeared that the proposed date was not a good choice for most members. The Chair will try to find another date or delay until the fall. Emails will be sent to all Committee members to find a mutual date.

A new email has been set up for Quarterly Reports to LHRC. It is NOVAregionalLHRC_QP@yahoo.com (note underscore not hyphen).

Advocates Report:

Per Mr. Simmons no Formal or Informal complaints were filed since the last meeting.

Mr. Simmons also reported that there is no new information about the LHRC training in September. The Chair highlighted a few questions the Committee will need answer in order to make arrangements for members to attend. Mr. Simmons reported he will email the Chair/ Committee members following his next staff meeting where he anticipates he will receive further information about the conference. The Committee members will be email information about the conference since the Committee does not meet before the scheduled conference.

Mr. Simmons distributed to Committee members a copy of the New Member Handbook.

Mr. Simmons also reported that a new Regional Advocate had not yet "officially" been

announced. The Committee discussed the possible whereabouts of a file box which contains the Committee's affiliated program information. Mr. Simmons reported that the box may be in his office. He will look for the box and follow up via email with the Chair.

Agenda for Mandatory Annual Meeting in November:

Items to be discussed with affiliated programs was discussed. Current topics approved by the Committee include: Distribution of Meeting Notices with the request that the meeting notice be posted; question to each program regarding which providers have restrictive behavior plans; question to providers regarding who can provide a web site to post our meeting minutes, etc for no dues; the revised Application/ Renewal Form which includes the question about what Licensing Specialist is assigned to the provider and a secondary contact was approved; and discussion regarding quarterly reports and the new email for quarterly report submission.

Sub-Committee/ Bylaws update

The Bylaws subcommittee will meet after the meeting and will present a draft at the September meeting.

Old Business: none discussed.

New Business: none discussed.

Adjourn: The meeting was adjourned at 9:15pm. Next meeting September 11, 2006 at 6:30pm at NVTC 9901 Braddock Road, Building One, Executive Conference Room.