



**Northern Virginia Regional
Local Human Rights Committee**
Monday September 10, 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	Excused
W. Bruce Jennings	present		
Norma Lester	present	Human Rights Advocate	Status
Sue Lowry	present	Deb Lochart	present

General Attendance: n/a

Call to Order: Meeting was called to order at 6:40pm.

Program status: Review report submission status and discuss provider updates. Delinquent report letters continue to be sent out. No motion made. Email verification project initiated by Chair will continue. No motion made.

Personnel: Roster updated and reviewed, as necessary.

LHRC Administrative Action: New Affiliation Agreement will be emailed BEFORE October meeting for committee member approval BEFORE October meeting. Please read and submit comments and/ or approval so that a final draft may be printed for the October meeting. By laws will need to be approved at October meeting due to changes to Affiliation Agreement and by law requirement for annual review. No motion made.

Annual Meeting: Meeting location will remain the same. Dues increase discussed and rationale for increase discussed. Motion made to approve dues rate increase to \$100.00. Motion carried and past. October mailing items discussed and reviewed. Introduction letter was reviewed. Motion made to approve Mandatory Annual Meeting invitation letter as written and presented. Motion carried and passed. Motion made to have October mailing include the following items; Invitation letter, Affiliation Agreement, Application/ Renewal Form and scheduled meeting dates flyer. Motion carried and passed. Agenda for annual meeting discussed. Motion made to approve agenda for annual meeting as present. Motion carried and passed.

Advocates Report: No formal nor informal complaints. New Office of Licensing Specialist. Discussion and education regarding "core" programs and impact on LHRC. New program interested in entering NOVA and seeking affiliation.

By Law Subcommittee: Bylaws will be reviewed at October meeting. Affiliation Agreement (addendum A of by laws) will also be approved at October meeting.

Affiliation Agreement Subcommittee: Discussion about new elements to be included in new affiliation agreement. Committee discussed new report requirements which allow for only two delinquent report reminders per year before a program is considered non-compliant with affiliation agreement. Office of Licensing will be notified with third notice annually of any provider who fails to submit reports by deadlines. Motion made to approve new policy regarding report submission. Motion carried and passed.

Adjourn: The meeting was adjourned at 8:00pm. The next meeting will be held at NVTC, Building One, Executive Conference Room on Monday October 1, 2007