

**Northern Virginia Regional
Local Human Rights Committee
Monday December 4, 2006 at 6:30pm
NVTC, Building #1, Executive Conference Room**

Committee Members:	Status	Committee Members:	Status
Amy Ashley	excused	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	excused

General Attendance: Nancy Price- Meier Clinics and Phil Brennan-Ethos Foundation.

Call to Order: The meeting was called to order at 6:35pm

Meeting Minutes: The meeting minutes from the November meeting were reviewed and approved with two minor changes noted.

Non Compliant Program status: A grid was distributed to all members with follow up to the Mandatory Annual meeting. All Affiliation Agreement copies were mailed 11/20. *Ethos Foundation* attended the Annual Meeting and is therefore now affiliated.

Innovative Behavior Treatment Center was sent a letter regarding non compliance with the Mandatory Annual Meeting. Members reviewed the letter sent to IBTC. The letter was CC'ed to Licensing. Per information received from the Regional Human Rights Advocate (RHRA), this program no longer exists, is not affiliated with the LHRC. No further correspondence with this program is necessary.

St. Coletta of Greater Washington also was sent a letter regarding non compliance with the Mandatory Annual Meeting. The members reviewed the letter sent which was also CC'ed to Licensing. *St. Coletta's* reportedly placed a phone call to the RHRA following their receipt of the non compliance letter. The RHRA advised *St. Coletta's* to attend the meeting this evening. No representative from this provider was present. The members agreed that if no representative attended the meeting then a final non-compliance letter (CC'ed to Licensing) will be sent. As a result of *St. Coletta's* non compliance status, this agency does not have a current signed Affiliation Agreement with this LHRC.

Phoenix N Peace did NOT submit via USPS their Affiliation Agreement, Applications/ Renewal Form, nor their dues as was agreed upon at the Mandatory Annual Meeting. A letter was sent to this agency following the deadline issued to the program. The letter was reviewed by the members. This agency was also advised to attend the December LHRC meeting. Again, the members agreed that if no representative attended the meeting then a final non compliance letter (CC'ed to Licensing) will be sent.

A copy of the Affiliation Agreement was received by Institute for Family Centered Services of NOVA and the reasons are unclear. The Chair will email and follow up with this provider.

Programs to Present: Nancy Price of *Meier Clinics* provided informational brochure for her agency and discussed the services provided, staffing information and client human rights information. Ms. Price presented at the December LHRC meeting as she was unable to attend her scheduled presentation in the previous fiscal year. The LHRC appreciated the information provided regarding her agency.

Dr. Phil Brennan of *Ethos Foundation* also presented. Ethos Foundation is a returning/ newly affiliate program and therefore came before the LHRC to provide program information. Limited handouts were provided and several of the human rights practices were not cleared. The LHRC later discussed a desire to receive a tour of this program. The Chair will discuss this option with the RHRA. The Vice-Chair and the Secretary will attend the tour on behalf of the LHRC and report back to the LHRC at the next meeting following the tour. In addition, the LHRC will request a copy of the human rights policies for Ethos Foundation for review by the LHRC.

General LHRC Business: The Chair reviewed the **public comment** that was made by the Chair on behalf of the LHRC regarding the proposed human rights regulation changes.

The **Application/ Renewal form** was reviewed and deemed to still be appropriate and no changes necessary at this time. Members discussed the line which requests a program to indicate if the program utilizes restrictive behavior plans. The members expressed concern that if a provider failed to answer this question accurately, how would the LHRC be made aware of this discrepancy. The Chair reported that she will follow up with the RHRA regarding which programs indicate they utilize restrictive behavior plans to ensure that this list matches the RHRA information.

A **report tracking form** was reviewed and it was discussed the best way for the human rights paperwork to be reviewed by the LHRC. The LHRC will review all submitted reports at the February meeting and discuss the best way for the LHRC members to review the reports. The only paperwork received to date is from Beyond Behaviors.

The LHRC discussed sending **reminder emails** to providers regarding the due date of reports since this is a new process to the providers. The Chair agreed to send out the reminder emails. The LHRC agreed that a written/ hard copy correspondence was not necessary at this time. In addition, the LHRC agreed that at the next November Mandatory Annual Meeting, all programs would be reminded again of the reports and that no further email reminders will be sent. The LHRC agreed to focus in the coming year on the reports and information contained within them from the providers.

Advocate's Report: The RHRA was not able to attend this meeting. The RHRA will provide her report at the next scheduled meeting. The Chair will follow up with the RHRA regarding the status of the LHRC's bylaws and the submission and review by the SHRC.

Adjourn: The meeting was adjourned at 9:05pm. The next meeting will be held February 5, 2006 at NVTC, Building One, Executive Conference Room at 6:30pm.