

DRAFT MINUTES
OCEAN VIEW REGIONAL LOCAL HUMANRIGHTS COMMITTEE MEETING

Date of Meeting: December 8, 2008

Members Present: Deborah Coley, Carleton B. Hunt, Odulia Brown, Rosalyn Wiggins

- **Others Present:** Reginald Daye (Regional Advocate; Narcissa dela Cruz, Jen & C Home Care, LLC; Josefina E. Galon, Jen & C Home Care, LLC; Raymond Desvarieux, Valdemar Home Care; Adalay Wilson, United Methodist Family Services In-Home Family Services Program.

- **Call to Order:** The acting chair of the local human rights committee, Ms. Debbie Coley, called the meeting order at 10:00 a.m. The meeting was held at Southeastern Virginia Training Center, located at 2100 Steppingstone Square, Chesapeake VA 23320-2591.

- **Adoption of Agenda:**

The local human rights committee voted to adopt the meeting agenda as submitted.

- **Approval of Minutes:**

The LHRC voted to approve the minutes of the November 17, 2008, meeting as submitted.

- **Old Business:**

Reginald Daye, Regional Advocate, informed the members of the local human rights committee that on December 5, 2008, the State Human Rights Committee approved their bylaws as submitted.

Mr. Daye was asked to go over the draft affiliation agreement which was mailed to the committee members several weeks prior to the meeting. Copies of the draft affiliation agreement were disseminated to the providers in attendance. The local human rights committee voted to approve the affiliation agreement which will go into affect immediately for any providers seeking to affiliate with the Ocean View Regional Local Human Rights Committee. **In approving the affiliation agreement, the local human rights committee has indicated that it shall enforce the affiliate attendance requirement in accordance with its bylaws and the regulations as follows: “A provider’s affiliation will be changed from a permanent to a 90-day temporary, by vote of the LHRC, if a representative is not present for a scheduled LHRC meeting. The provider is required to attend the next scheduled meeting, explain the absence and request the affiliation be restored to a permanent status. This decision will rest with the LHRC.**

All temporary affiliations are 90 days and will expire if a representative is not present for a scheduled LHRC meeting, to request a continuation of the 90-day affiliation. (This will be reported to the Office of Licensure by the Regional Advocate). The provider will be required to attend the next scheduled meeting, explain the absence and request to be reinstated to a 90-day temporary affiliation. If the affiliate is not represented at the next meeting, the affiliation with the LHRC by said provider may be terminated. The decision will rest with the LHRC.”

This language is included in the affiliation agreement.

The local human rights committee also voted to require a \$300 annual affiliation fee for all new program affiliates. This fee will be reviewed on an annual basis to determine if it should be reduced or terminated.

- **New Business:**

The committee entertained requests for temporary affiliation from the following providers: Jen & C Home Care, LLC, and Valdemar Home Health Care.

1. Ms. dela Cruz presented an overview of the Jen & C Home Care program and the client population it serves. Jen & C indicated that it will operate a five-bed group home located at 905 Aragona Boulevard, Virginia Beach, Virginia, 23455. **The local human rights committee voted to grant Jen & C Home Care a 90-day temporary affiliation with the committee.** The committee also agreed to review Jen & C Home Care’s Rules of Conduct and Behavior Management Policy at its next scheduled meeting.

2. Mr. Desvarieux provided the committee members with a program description and an overview of the clients it plans to serve in its five-bed group home. The group home will be located at 208 Pilot Avenue, Hampton, Virginia 23664. **The local human rights committed voted to grant Valdemar Home Care a 90-day temporary affiliation with the committee.** The LHRC agreed to review the Valdemar Home Health Care program Rules of Conduct and Behavior Management Policy at its next meeting.

- **General Information:**

The local human rights committee voted to appoint Jen & C’s, Ms. dela Cruz, as the program support treasurer.

The local human rights committee voted to appoint Mr. Raymond Desvarieux of the Valdemar Home Health Care as the LHRC Support Secretary for the next 12 months.

- **Public Comment:**

There were no individuals who wished to address the committee during the public comment period.

- **Closed Session (Virginia Code 2.2-3711A):**

There was no closed session required during this meeting.

- **Meeting Location:**

Ms. Adalay Wilson of the United Methodist Family Services In Home Family Services Program, located at: 817 Baker Road, Virginia Beach, Virginia, 23467, telephone number (757) 490-9791, agreed to host the next meeting. The meeting will begin at 10:00 a.m. on February 2, 2009.

- **Election of Officers:**

The local human rights committee voted to appoint Ms. Debbie Coley as Chairperson; Ms. Rosalyn Wiggins, Secretary and Mr. Carleton Hunt as Vice Chair.

- **Adjournment:**

The local human rights committee voted to adjourn the meeting at 11:30 a.m.