

**PRINCE WILLIAM COUNTY
LOCAL HUMAN RIGHTS COMMITTEE
MINUTES**

June 3, 2009

Attendees:

Committee Members Present: Myra Wilson, Stanley Miles, Ann Pascoe,
Carol Stair, Karyn Trader-Leigh

Committee Members Absent: Pam Horak, Hattie Payne

CSB Staff: Cora Swett

LHRC Affiliates Present:

Association for Retarded Citizens/INSIGHT, Inc. – Susan Rudolph, Terri Collins,
Jessie Rogers, Tammy Comer

CRI – Julie Allen

VOA – Vanessa Hill, Mae Bennett

HaynesView/Destiny – LaBrenda Haynes, Valerie Trent

Community Concepts, Inc. – Paula Welsh

MVLE – Cheryl Simpkins

Behavior Consultants:

Alternative Path Training School – Jim Copland

Regional Human Rights Advocate:

Deb Lochart, Regional Human Rights Advocate

The regular scheduled meeting of the Prince William Local Human Rights
Committee was convened on June 3 at 3:05 p.m. in the Conference Room, Prince
William Club, 8521 Phoenix Drive, Manassas, Virginia.

HUMAN RIGHTS TRAINING

Deb Lochart, Regional Advocate, continued her training on review of Behavior Plans and what the Committee should be looking at when they are conducting their review. She distributed a handout which will be helpful to the Committee when going through the review process.

APPROVAL OF MINUTES

RESOLUTION 06-03-01

MOTION: Wilson

SECOND: Pascoe

WHEREAS, the Prince William Local Human Rights Committee has reviewed the minutes of May 6, 2009,

NOW, THEREFORE, BE IT RESOLVED that the Prince William Local Human Rights Committee does hereby approve the minutes of the May 6, 2009 regular meeting, as amended.

Vote:

Ayes—Wilson, Miles, Pascoe, Stair, Trader-Leigh

Nays—None

Abstained--None

Absent During Vote—None

Absent From Meeting—Horak, Payne

AFFILIATE PRESENTATION

AUTHORIZED CLOSED SESSION

RESOLUTION 06-03-02

MOTION: Pascoe

SECOND: Miles

WHEREAS, the Prince William County Local Human Rights Committee desires to discuss in Closed Session client related matters; and

WHEREAS, pursuant to VA Code 2.1-344(A) paragraph 15 for the protection of the privacy of individuals and their records in personal matters not related to public business such discussions may occur in Closed Session;

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Local Human Rights Committee does hereby authorize discussion of the aforestated matters in Closed Session.

Vote:

Ayes—Wilson, Miles, Pascoe, Stair, Trader-Leigh

Nays—None

Absent During Vote—None

Absent From Meeting—Horak, Payne

CERTIFICATION OF CLOSED SESSION

RESOLUTION 06-03-03

MOTION: Pascoe
SECOND: Miles

WHEREAS, the Prince William County Local Human Rights Committee has this day adjourned into Closed Session in accordance with a formal vote of the Committee, and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, the Freedom of Information act requires certification that such Closed Session was conducted in conformity with the law;

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Local Human Rights Committee does hereby certify that to the best of their knowledge only matters lawfully exempted from open meeting requirements and only such matters for the protection of the privacy of individuals and their records in personal matters not related to public business were heard, discussed or considered.

Vote:

Ayes—Wilson, Miles, Pascoe, Stair, Trader-Leigh

Nays—None

Absent During Vote—None

Absent From Meeting—Horak, Payne

ARC/INSIGHT, Inc.

Susan Rudolph presented the ARC/INSIGHT, Inc. Annual Report in closed session to protect the identity of specific clients. She distributed copies of the ARC of Greater prince William’s newsletter to the Committee.

Community Concepts, Inc.

Paula Welsh presented the yearly report for Community Concepts, Inc. There were 11 reported incidents. She has also opened a second home located at 6213 Oscar Ct., Woodbridge.

REVIEWED HOUSE RULES FOR HAYNESVIEW, LLC. PROGRAM

The Committee suggested further changes to the proposed House Rules and asked that they be placed on the agenda for July 8, 2009.

REVIEWED RESTRICTIVE BEHAVIOR PLANS:

AUTHORIZED CLOSED SESSION

RESOLUTION 06-03-04

MOTION: Pascoe

SECOND: Miles

WHEREAS, the Prince William County Local Human Rights Committee desires to discuss in Closed Session client related matters; and

WHEREAS, pursuant to VA Code 2.1-344(A) paragraph 15 for the protection of the privacy of individuals and their records in personal matters not related to public business such discussions may occur in Closed Session;

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Local Human Rights Committee does hereby authorize discussion of the aforestated matters in Closed Session.

Vote:

Ayes—Wilson, Miles, Pascoe, Stair, Trader-Leigh

Nays—None

Absent During Vote—None

Absent From Meeting—Horak, Payne

CERTIFICATION OF CLOSED SESSION

RESOLUTION 06-03-05

MOTION: Pascoe
SECOND: Miles

WHEREAS, the Prince William County Local Human Rights Committee has this day adjourned into Closed Session in accordance with a formal vote of the Committee, and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, the Freedom of Information act requires certification that such Closed Session was conducted in conformity with the law;

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Local Human Rights Committee does hereby certify that to the best of their knowledge only matters lawfully exempted from open meeting requirements and only such matters for the protection of the privacy of individuals and their records in personal matters not related to public business were heard, discussed or considered.

Vote:

Ayes—Wilson, Miles, Pascoe, Stair, Trader-Leigh

Nays—None

Absent During Vote—None

Absent From Meeting—Horak, Payne

REVIEWED RESPONSE TO LETTERS FROM MAY 7, 2009 MEETING

Updates were provided to the Committee in writing and questions answered by Jim Copland, APTS.

APPROVED RESTRICTIVE BEHAVIOR PLAN FOR EDDIE N.

RESOLUTION 06-03-06

MOTION: Pascoe

SECOND: Wilson

WHEREAS, the new Restrictive Behavior Plan for Eddie N. has been reviewed and approved by the Behavior Management Committee of the Prince William County Community Services; and

WHEREAS, the new Restrictive Behavior Plan for Eddie N. has been reviewed by the Prince William Local Human Rights Committee;

NOW, THEREFORE, BE IT RESOLVED that the Prince William Local Human Rights Committee does hereby approve the use of the new Restrictive Behavior Plan for Eddie N.

Vote:

Ayes—Wilson, Miles, Pascoe, Stair, Trader-Leigh

Nays—None

Abstained: None

Absent During Vote—None

Absent From Meeting --Horak, Payne

APPROVED RESTRICTIVE BEHAVIOR PLAN FOR DEANA F.

RESOLUTION 06-03-07

MOTION: Stair

SECOND: Miles

WHEREAS, the quarterly Restrictive Behavior Plan for Deana F. has been reviewed and approved by the Behavior Management Committee of the Prince William County Community Services; and

WHEREAS, the quarterly Restrictive Behavior Plan for Deana F. has been reviewed by the Prince William Local Human Rights Committee;

NOW, THEREFORE, BE IT RESOLVED that the Prince William Local Human Rights Committee does hereby approve the continued use of the Restrictive Behavior Plan for Deana F.

Vote:

Ayes—Wilson, Miles, Pascoe, Stair, Trader-Leigh

Nays—None

Abstained: None

Absent During Vote—None

Absent From Meeting --Horak, Payne

APPROVED NEW RESTRICTIVE BEHAVIOR PLAN FOR DAVID L.

RESOLUTION 06-03-08

MOTION: Pascoe

SECOND: Trader-Leigh

WHEREAS, the new Restrictive Behavior Plan for David L. has been reviewed and approved by the Behavior Management Committee of the Prince William County Community Services; and

WHEREAS, the new Restrictive Behavior Plan for David L. has been reviewed by the Prince William Local Human Rights Committee;

NOW, THEREFORE, BE IT RESOLVED that the Prince William Local Human Rights Committee does hereby approve the use of the new Restrictive Behavior Plan for David L.

Vote:

Ayes—Wilson, Miles, Pascoe, Stair, Trader-Leigh

Nays—None

Abstained: None

Absent During Vote—None

Absent From Meeting --Horak, Payne

APPROVED NEW RESTRICTIVE BEHAVIOR PLAN FOR ASHLEY C.

RESOLUTION 06-03-09

MOTION: Stair
SECOND: Wilson

WHEREAS, the new Restrictive Behavior Plan for Ashley C. has been reviewed and approved by the Behavior Management Committee of the Prince William County Community Services; and

WHEREAS, the new Restrictive Behavior Plan for Ashley C. has been reviewed by the Prince William Local Human Rights Committee;

NOW, THEREFORE, BE IT RESOLVED that the Prince William Local Human Rights Committee does hereby approve the use of the Restrictive Behavior Plan for Ashley C.

FURTHER, BE IT RESOLVED that the Committee suggests that on the Quarterly Report, the information about PICA be removed since it has been taken out the plan.

FURTHER, BE IT RESOLVED that the Committee request clarification as to when and how much time will lapse during an incident before using physical escort.

Vote:

Ayes—Wilson, Miles, Pascoe, Stair, Trader-Leigh

Nays—None

Abstained: None

Absent During Vote—None

Absent From Meeting --Horak, Payne

APPROVED RESTRICTIVE BEHAVIOR PLAN FOR LAMONT W.

RESOLUTION 06-03-10

MOTION: Pascoe

SECOND: Trader-Leigh

WHEREAS, the quarterly Restrictive Behavior Plan for Lamont W. has been reviewed and approved by the Behavior Management Committee of the Prince William County Community Services; and

WHEREAS, the quarterly Restrictive Behavior Plan for Lamont W. has been reviewed by the Prince William Local Human Rights Committee;

NOW, THEREFORE, BE IT RESOLVED that the Prince William Local Human Rights Committee does hereby approve the continued use of the Restrictive Behavior Plan for Lamont W.

FURTHER, BE IT RESOLVED that the Committee suggests that 11.A.4 Physical Blocking for elopement should be put in the right section.

Vote:

Ayes—Wilson, Miles, Pascoe, Trader-Leigh, Stair

Nays—None

Abstained: None

Absent During Vote—None

Absent From Meeting --Horak, Payne

CERTIFICATION OF CLOSED SESSION

RESOLUTION 06-03-11

MOTION: Pascoe

SECOND: Miles

WHEREAS, the Prince William County Local Human Rights Committee has this day adjourned into Closed Session in accordance with a formal vote of the Committee, and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, the Freedom of Information act requires certification that such Closed Session was conducted in conformity with the law;

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Local Human Rights Committee does hereby certify that to the best of their knowledge only matters lawfully exempted from open meeting requirements and only such matters for the protection of the privacy of individuals and their records in personal matters not related to public business were heard, discussed or considered.

Vote:

Ayes—Wilson, Miles, Pascoe, Stair, Trader-Leigh

Nays—None

Absent During Vote—None

Absent From Meeting—Horak, Payne

BREAK: 5:30 – 6:00 P.M.

AUTHORIZED CLOSED SESSION

RESOLUTION 06-03-12

MOTION: Pascoe

SECOND: Stair

WHEREAS, the Prince William County Local Human Rights Committee desires to discuss in Closed Session client related matters; and

WHEREAS, pursuant to VA Code 2.1-344(A) paragraph 15 for the protection of the privacy of individuals and their records in personal matters not related to public business such discussions may occur in Closed Session;

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Local Human Rights Committee does hereby authorize discussion of the aforestated matters in Closed Session.

Vote:

Ayes—Wilson, Miles, Pascoe, Stair, Trader-Leigh

Nays—None

Absent During Vote—None

Absent From Meeting—Horak, Payne

CERTIFICATION OF CLOSED SESSION

RESOLUTION 06-03-13

MOTION: Pascoe

SECOND: Stair

WHEREAS, the Prince William County Local Human Rights Committee has this day adjourned into Closed Session in accordance with a formal vote of the Committee, and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, the Freedom of Information act requires certification that such Closed Session was conducted in conformity with the law;

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Local Human Rights Committee does hereby certify that to the best of their knowledge only matters lawfully exempted from open meeting requirements and only such matters for the protection of the privacy of individuals and their records in personal matters not related to public business were heard, discussed or considered.

Vote:

Ayes—Wilson, Miles, Pascoe, Stair, Trader-Leigh

Nays—None

Absent During Vote—None

Absent From Meeting—Horak, Payne

APPROVED RESTRICTIVE BEHAVIOR PLAN FOR DWAYNE M.

RESOLUTION 05-03-14

MOTION: Stair

SECOND: Trader-Leigh

WHEREAS, the quarterly Restrictive Behavior Plan for Dwayne M. has been reviewed and approved by the Behavior Management Committee of the Prince William County Community Services; and

WHEREAS, the quarterly Restrictive Behavior Plan for Dwayne M. has been reviewed by the Prince William Local Human Rights Committee;

NOW, THEREFORE, BE IT RESOLVED that the Prince William Local Human Rights Committee does hereby approve the use of the Restrictive Behavior Plan for Dwayne M.

FURTHER, BE IT RESOLVED that the Committee recommends that tracking of property destruction incidents should be improved.

FURTHER, BE IT RESOLVED that the Committee recommends that consideration be given to developing fading criteria for decreasing the use of the harness.

FURTHER, BE IT RESOLVED that the Committee recommends that in order to better determine how long he is in the harness, the tracking form should be adjusted to reflect where he is going.

Vote:

Ayes—Wilson, Miles, Pascoe, Trader-Leigh, Stair

Nays—None

Abstained—None

Absent During Vote—None

Absent From Meeting --Horak, Payne

REVIEW OF PSYCHOTROPIC MEDICATION FOR EMMANUEL M.

The review of the psychotropic medication for Emmanuel M. was withdrawn because it will not be used.

APPROVED RESTRICTIVE BEHAVIOR PLAN FOR JAMES R.

RESOLUTION 06-03-15

MOTION: Pascoe

SECOND: Wilson

WHEREAS, the quarterly Restrictive Behavior Plan for James R. has been reviewed and approved by the Behavior Management Committee of the Prince William County Community Services; and

WHEREAS, the quarterly Restrictive Behavior Plan for James R. has been reviewed by the Prince William Local Human Rights Committee;

NOW, THEREFORE, BE IT RESOLVED that the Prince William Local Human Rights Committee does hereby approve the continued use of the Restrictive Behavior Plan for James R.

Vote:

Ayes—Wilson, Miles, Pascoe, Trader-Leigh, Stair

Nays—None

Abstained--None

Absent During Vote—None

Absent From Meeting --Horak, Payne

APPROVED RESTRICTIVEHAVIOR PLAN FOR JOYCE M.

RESOLUTION 06-03-16

MOTION: Pascoe

SECOND: Trader-Leigh

WHEREAS, the annual Restrictive Behavior Plan for Joyce M. has been reviewed and approved by the Behavior Management Committee of the Prince William County Community Services; and

WHEREAS, the annual Restrictive Behavior Plan for Joyce M. has been reviewed by the Prince William Local Human Rights Committee; and

NOW, THEREFORE, BE IT RESOLVED that the Prince William Local Human Rights Committee does hereby approve the annual Restrictive Behavior Plan for Joyce M.

Vote:

Ayes—Wilson, Miles, Pascoe, Trader-Leigh, Stair

Nays—None

Abstained—None

Absent During Vote—None

Absent From Meeting --Horak, Payne

APPROVED RESTRICTIVEHAVIOR PLAN FOR JACQUELINE C.

RESOLUTION 05-06-17

MOTION: Pascoe

SECOND: Trader-Leigh

WHEREAS, the quarterly Restrictive Behavior Plan for Jacqueline C. has been reviewed and approved by the Behavior Management Committee of the Prince William County Community Services; and

WHEREAS, the quarterly Restrictive Behavior Plan for Jacqueline C. has been reviewed by the Prince William Local Human Rights Committee; and

NOW, THEREFORE, BE IT RESOLVED that the Prince William Local Human Rights Committee does hereby approve the continued use of the Restrictive Behavior Plan for Jacqueline C.

Vote:

Ayes—Wilson, Miles, Pascoe, Trader-Leigh, Stair

Nays—None

Abstained—None

Absent During Vote—None

Absent From Meeting --Horak, Payne

DISCUSSION ITEMS:

REVIEW BEHAVIOR PLANS IN ADVANCE OF MEETING

Because the number of behavior plans continue to increase, the Committee discussed how best to handle the reviews of these plans in order to keep the length of the meetings to a reasonable time. Some ideas discussed were to appoint a sub-committee that would review the plans in advance of the meeting and bring their questions to the meeting. Members of the sub-committee could rotate every month. Another suggestion was to divided up the plans so that a sub-committee could review one-half and another sub-committee could review the other half and the questions would be brought to the meeting.

A consensus could not be reached, so this will be placed on the next agenda for further discussion.

REVIEW POLICIES & PROCEDURES OF AFFILIATES WHO ADMINISTER PRN MEDICATIONS

The Committee will request in the Affiliate Agreement that any one who administers PRN medications, provide the Committee with their Policies and Procedures regarding Medication Management ten days prior to the Annual Meeting.

The form that is used to present the affiliates annual report will be changed to include “any human rights violations that have resulted in a licensing citation for the reporting period”.

DRAFT AFFILIATES AGREEMENT

At the July 9 meeting, the Affiliates will be requested to attend the meeting at 2:00 p.m. to sign the Affiliation Agreement and pay their annual fee. A mini-training will be provided by the Regional Advocate and light refreshments will be provided.

HUMAN RIGHTS ADVOCATE REPORT

Deb Lochart gave a report of some of the issues she has been addressing in Prince William County.

As the State has been cutting back, the Office of Human Rights has tried to streamline their process. New providers will not have to submit their Policies and Procedures to the Office of Human Rights for approval. Instead a check list will be provided to the new applicant and they will be asked to check off and verify that they have policies and procedures to address all aspects of the Human Rights Regulations.

LHRC VISITS TO AFFILIATED AGENCIES

The Committee will visit Volunteers of America Aurora Group Home on June 23, 2009 at 4:30 p.m.

OTHER BUSINESS:

The Ready to Discharge List was distributed to the Committee for their review.

ADJOURNMENT

RESOLUTION 06-03-18

MOTION: Pascoe

SECOND: Wilson

There being no further business to discuss, the June 3, 2009 meeting of the Local Human Rights Committee was adjourned at 8:10 p.m.

Vote:

Ayes—Wilson, Miles, Pascoe, Trader-Leigh, Stair

Nays—None

Absent During Vote—None

Absent From Meeting—Horak, Payne
