

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

**July 8, 2009**

**Attendees:**

**Committee Members Present:** Myra Wilson, Hattie Payne, Stanley Miles,  
Karyn Trader-Leigh

**Committee Members Absent:** Carol Stair, Ann Pascoe, Pam Horak

**CSB Staff:** Cora Swett

**LHRC Affiliates Present:**

VOA – Vanesia Hill

CRI –Julie Allen, Cynthia Netefo, Susan Zimbrow, Nkem Emile

HaynesView – Valerie Trent, LaBrenda Haynes

Community Concepts, Inc. – Jennifer Chellis, Kimberly McCall

Elite Healthcare Services – Bobson Bangura

FOCUS Group Solutions – Dorothy Butts-Gordon

**Behavior Consultants:**

Alternative Path Training School – Jim Copeland

**Regional Human Rights Advocate:**

Deb Lochart

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**AFFILIATES ANNUAL MEETING:**

**The annual affiliation meeting was held from 3:00 – 4:00 p.m.**

Representatives from the following agencies were present: Jireh Place, LLC; Estelle Place; Destiny Place; Provident Arc, LLC; FOCUS Group Solutions; Volunteers of America; Community Concepts; Community Visions; Community Residences; Creative Family Solutions; Didlake, Inc; Therapeutic Interventions; Calvary Counseling Center; Prince William Family Counseling; INSIGHT, Inc.; and HaynesView, LLC.

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The regular scheduled meeting of the Prince William Local Human Rights Committee was convened on July 8, 2009 at 4:15 p.m. in the Conference Room, Prince William Club, 8521 Phoenix Drive, Manassas, Virginia.

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**By consensus, the Committee agreed to add the Request to Affiliate by Family Outreach Community Uniform Services Group Solution (FOCUS), Inc. to the agenda.**

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**APPROVAL OF MINUTES**

**RESOLUTION 07-08-01**

**MOTION:** Wilson

**SECOND:** Miles

**WHEREAS**, the Prince William Local Human Rights Committee has reviewed the minutes of June 3, 2009;

**NOW, THEREFORE, BE IT RESOLVED** that the Prince William Local Human Rights Committee does hereby approve the minutes of the June 3, 2009 meeting.

**Vote:**

Ayes—Wilson, Payne, Trader-Leigh, Miles

Nays—None

Abstained--None

Absent During Vote—None

Absent From Meeting—Stair, Horak, Pascoe

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**APPROVED HOUSE RULES FOR HAYNESVIEW, LLC.**

**RESOLUTION 07-08-02**

**MOTION:** Payne

**SECOND:** Wilson

**WHEREAS**, the Human Rights Regulations require that rules of conduct that could effect the rights of one or more consumers must be reviewed and approved by the Local Human Rights Committee; and

**WHEREAS**, the House Rules for HaynesView, LLC. have been reviewed by the Prince William County Local Human Rights Committee;

**NOW, THEREFORE, BE IT RESOLVED** that the Prince William County Local Human Rights Committee does hereby approve the House Rules for HaynesView, LLC.

**Vote:**

Ayes—Payne, Wilson, Trader-Leigh, Miles

Nays—None

Abstained--None

Absent During Vote--None

Absent From Meeting—Stair, Horak, Pascoe

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**APPROVED AFFILIATION WITH FAMILY OUTREACH COMMUNITY  
UNIFORM SERVICES GROUP SOLUTION (FOCUS), INC.**

**RESOLUTION 07-08-03**

**MOTION:** Wilson

**SECOND:** Payne

**WHEREAS**, the Human Rights Policies and Procedures for Family Outreach Community Uniform Services Group Solution (FOCUS), Inc. has been reviewed and approved by the Office of Human Rights; and

**WHEREAS**, in order to meet licensing and human rights regulations, FOCUS Group Solutions must affiliate with a local Human Rights Committee; and

**WHEREAS**, FOCUS Group Solutions is requesting to affiliate with the Prince William Local Human Rights Committee;

**NOW, THEREFORE, BE IT RESOLVED** that the Prince William Local Human Rights Committee does hereby approve the affiliation of FOCUS Group Solutions.

**Vote:**

**Ayes**—Trader-Leigh, Payne, Miles, Wilson

**Nays**—None

**Absent During Vote**—

**Absent From Meeting**—Stair, Horak, Pascoe

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**APPROVED SLATE OF OFFICERS FOR FY-10**

**RESOLUTION 07-08-04**

**MOTION:** Wilson

**SECOND:** Miles

**WHEREAS**, the Chairman of the Prince William Local Human Rights Committee appointed a Nominating Committee to recommend a slate of officers for FY-10; and

**WHEREAS**, the Committee has nominated the following slate of officers for FY-10:

Chairman – Karyn Trader-Leigh  
Vice Chairman – Carol Stair  
Secretary – Hattie Payne; and

**WHEREAS**, nominations from the floor have been requested;

**NOW, THEREFORE, BE IT RESOLVED** that having received no nominations from the floor, the Committee does hereby approve the following Slate of Officers for FY-10:

Chairman – Karyn Trader-Leigh  
Vice Chairman – Carol Stair  
Secretary – Hattie Payne

**Vote:**

Ayes—Wilson, Payne, Trader-Leigh, Miles

Nays—None

Absent During Vote—None

Absent From Meeting—Stair, Horak, Pascoe

**REVIEW OF RESTRICTIVE BEHAVIOR PLANS**

**AUTHORIZED CLOSED SESSION**

**RESOLUTION 07-08-05**

**MOTION:** Wilson

**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, Payne, Miles, Trader-Leigh

**Nays**—None

**Absent During Vote**—None

**Absent From Meeting**—Stair, Horak, Pascoe

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**CERTIFICATION OF CLOSED SESSION**

**RESOLUTION 07-08-06**

**MOTION:** Wilson

**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, Payne, Miles, Trader-Leigh

**Nays**—None

**Absent During Vote**—None

**Absent From Meeting**—Stair, Horak, Pascoe

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**REVIEWED RESPONSE FROM 6/3/09 MEETING**

The response was reviewed and accepted regarding Estelle Place and Community Residences.

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**APPROVED RESTRICTIVE BEHAVIOR PLAN FOR NAOMI H.**

**RESOLUTION 07-08-07**

**MOTION:** Wilson

**SECOND:** Miles

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

**WHEREAS**, the Restrictive Behavior Plan for Naomi H. 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 Naomi H.

**Vote:**

**Ayes**— Wilson, Trader-Leigh, Miles, Payne

**Nays**—None

**Abstained**—None

**Absent During Vote**—None

**Absent From Meeting** --Stair, Horak, Pascoe

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**APPROVED RESTRICTIVE BEHAVIOR PLAN FOR GERALD M.**

**RESOLUTION 07-08-08**

**MOTION:** Payne

**SECOND:** Miles

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

**WHEREAS**, the Restrictive Behavior Plan for Gerald 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 new Restrictive Behavior Plan for Gerald M.

**Vote:**

**Ayes**—Wilson, Trader-Leigh, Miles, Payne

**Nays**—None

**Abstained**--None

**Absent During Vote**—None

**Absent From Meeting** --Stair, Horak, Pascoe

**APPROVED NEW RESTRICTIVE BEHAVIOR PLAN FOR DANIEL L.**

**RESOLUTION 07-08-09**

**MOTION:** Wilson

**SECOND:** Payne

**WHEREAS**, the Restrictive Behavior Plan for Daniel L. is an emergency plan and the Behavior Management Committee of the Prince William County Community Services has not reviewed the Plan; and

**WHEREAS**, the Restrictive Behavior Plan for Daniel L. has been reviewed by the Prince William Local Human Rights Committee on an emergency basis;

**NOW, THEREFORE, BE IT RESOLVED** that the Prince William Local Human Rights Committee does hereby approve the use of the Restrictive Behavior Plan for Daniel L. with review by the Behavior Management Committee on July 14, 2009.

**Vote:**

**Ayes**—Wilson, Trader-Leigh, Payne, Miles

**Nays**—None

**Abstained:** None

**Absent During Vote**—None

**Absent From Meeting** --Stair, Pascoe, Horak

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**APPROVED RESTRICTIVE BEHAVIOR PLAN FOR ROBBIE K.**

**RESOLUTION 07-08-10**

**MOTION:** Wilson

**SECOND:** Payne

**WHEREAS**, the new Restrictive Behavior Plan for Robbie K. 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 Robbie K. 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 Robbie K.

**Vote:**

**Ayes**—Wilson, Miles, Trader-Leigh, Payne

**Nays**—None

**Abstained**—None

**Absent During Vote**—None

**Absent From Meeting** --Stair, Pascoe, Horak

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**APPROVED RESTRICTIVE BEHAVIOR PLAN FOR ROBBIE A.**

**RESOLUTION 07-08-11**

**MOTION:** Wilson

**SECOND:** Miles

**WHEREAS**, the Restrictive Behavior Plan for Robbie A. has been reviewed and approved by the Behavior Management Committee of the Prince William County Community Services; and

**WHEREAS**, the Restrictive Behavior Plan for Robbie A. 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 continued approve the use of the Restrictive Behavior Plan for Robbie A.

**Vote:**

**Ayes**—Wilson, Trader-Leigh, Miles, Payne

**Nays**—None

**Abstained**--None

**Absent During Vote**—None

**Absent From Meeting** --Stair, Pascoe, Horak

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**APPROVED RESTRICTIVE BEHAVIOR PLAN FOR MATTHEW P.**

**RESOLUTION 07-08-12**

**MOTION:** Wilson

**SECOND:** Payne

**WHEREAS**, the Restrictive Behavior Plan for Matthew P. has been reviewed and approved by the Behavior Management Committee of the Prince William County Community Services; and

**WHEREAS**, the Restrictive Behavior Plan for Matthew P. 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 Matthew P.

**Vote:**

**Ayes**—Wilson, Payne, Trader-Leigh, Miles

**Nays**—None

**Abstained**--None

**Absent During Vote**—None

**Absent From Meeting** --Stair, Horak, Pascoe

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**APPROVED RESTRICTIVE BEHAVIOR PLAN FOR MARTIN R.**

**RESOLUTION 07-08-13**

**MOTION:** Payne

**SECOND:** Miles

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

**WHEREAS**, the Restrictive Behavior Plan for Martin 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 Martin R.

**Vote:**

**Ayes**—Wilson, Payne, Trader-Leigh, Miles

**Nays**—None

**Abstained**--None

**Absent During Vote**—None

**Absent From Meeting** --Stair, Horak, Pascoe

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**The Update provided for David H. was reviewed.**

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**APPROVED RESTRICTIVE BEHAVIOR PLAN FOR CHRISTIANA S.**

**RESOLUTION 07-08-14**

**MOTION:** Payne  
**SECOND:** Wilson

**WHEREAS**, the Restrictive Behavior Plan for Christiana S. has been reviewed and approved by the Behavior Management Committee of the Prince William County Community Services; and

**WHEREAS**, the Restrictive Behavior Plan for Christian S. 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 Christiana S.

**Vote:**

**Ayes**—Wilson, Payne, Trader-Leigh, Miles

**Nays**—None

**Abstained**--None

**Absent During Vote**—None

**Absent From Meeting** --Stair, Horak, Pascoe

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**APPROVED RESTRICTIVE BEHAVIOR PLAN FOR MICHAEL T.**

**RESOLUTION 07-08-15**

**MOTION:** Wilson

**SECOND:** Miles

**WHEREAS**, the Restrictive Behavior Plan for Michael T. has been reviewed and approved by the Behavior Management Committee of the Prince William County Community Services; and

**WHEREAS**, the Restrictive Behavior Plan for Michael T. 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 Michael T.

**Vote:**

**Ayes**—Wilson, Payne, Trader-Leigh, Miles

**Nays**—None

**Abstained**--None

**Absent During Vote**—None

**Absent From Meeting** --Stair, Horak, Pascoe

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**APPROVED RESTRICTIVE BEHAVIOR PLAN FOR PAULA F.**

**RESOLUTION 07-08-16**

**MOTION:** Payne

**SECOND:** Wilson

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

**WHEREAS**, the Restrictive Behavior Plan for Paula 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 Paula F.

**Vote:**

**Ayes**—Wilson, Trader-Leigh, Payne, Miles

**Nays**—None

**Abstained**--None

**Absent During Vote**—None

**Absent From Meeting** --Stair, Horak, Pascoe

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**APPROVED RESTRICTIVE BEHAVIOR PLAN FOR PATRICIA S.**

**RESOLUTION 07-08-17**

**MOTION:** Wilson

**SECOND:** Payne

**WHEREAS**, the Restrictive Behavior Plan for Patricia S. has been reviewed and approved by the Behavior Management Committee of the Prince William County Community Services; and

**WHEREAS**, the Restrictive Behavior Plan for Patricia S. 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 Patricia S.

**Vote:**

**Ayes**—Wilson, Payne, Miles, Trader-Leigh

**Nays**—None

**Abstained**--None

**Absent During Vote**—None

**Absent From Meeting** --Stair, Horak, Pascoe

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**APPROVED RESTRICTIVE BEHAVIOR PLAN FOR JAMES H.**

**RESOLUTION 07-08-18**

**MOTION:** Wilson

**SECOND:** Payne

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

**WHEREAS**, the Restrictive Behavior Plan for James H. 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 H.

**Vote:**

**Ayes**—Wilson, Payne, Miles, Trader-Leigh

**Nays**—None

**Abstained**--None

**Absent During Vote**—None

**Absent From Meeting** --Stair, Horak, Pascoe

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**APPROVED RESTRICTIVE BEHAVIOR PLAN FOR JOSEPH H.**

**RESOLUTION 07-08-19**

**MOTION:** Payne

**SECOND:** Miles

**WHEREAS**, the Restrictive Behavior Plan for Joseph H. has been reviewed and approved by the Behavior Management Committee of the Prince William County Community Services; and

**WHEREAS**, the Restrictive Behavior Plan for Joseph H. 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 Joseph H.

**Vote:**

**Ayes**—Wilson, Payne, Trader-Leigh, Miles

**Nays**—None

**Abstained**--None

**Absent During Vote**—None

**Absent From Meeting** --Stair, Pascoe, Horak

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**DISCUSSION ITEMS:**

**REVIEW BEHAVIOR PLANS IN ADVANCE OF MEETING**

**Because there were committee members absent from meeting, this item will be placed on the agenda for August.**

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**REVIEW POLICIES & PROCEDURES OF AFFILIATES WHO ADMINISTER PRN MEDICATIONS**

The request to review PRN Medication policies and procedures of affiliates who administer PRN medications has been put on the form that is used when providing the annual report for affiliates. This form was distributed at the Affiliates annual meeting.

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**HUMAN RIGHTS ADVOCATE REPORT**

Due to client related matters, the Human Rights Advocate's report was given in Closed Session. There is nothing to report out of the Closed Session.

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**LHRC VISITS TO AFFILIATED AGENCIES**

Karyn Trader-Leigh and Cora Swett visited the Aurora Group Home operated by Volunteers of America on June 23, 2009. The Committee plans to visit the Sharon Road Group Home operated by INSIGHT, Inc. on July 21, 2009.

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**OTHER BUSINESS:**

None.

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**ADJOURNMENT**

**RESOLUTION 07-08-20**

**MOTION:** Payne

**SECOND:** Miles

There being no further business to discuss, the July 8, 2009 meeting of the Local Human Rights Committee was adjourned at 7:25 p.m.

**Vote:**

**Ayes**—Wilson, Payne, Miles, Trader-Leigh

**Nays**—None

**Absent During Vote**—None

**Absent From Meeting** – Stair, Horak, Pascoe

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