

**RICHMOND TRI CITIES
LOCAL HUMAN RIGHTS COMMITTEE
BUSINESS MEETING MINUTES
February 8, 2012**

LHRC members present: Tarah Comer, Jimmy Christmas, Janet Olivia Mitchell, Simone Mitchell (phone)

LHRC members absent: Veronica Harper-Thweatt, Dona Edmondson

Others present: Michael Curseen, Regional Advocate; Walter G “Buddy” Small, Advocate

I. Call to Order:

The meeting was called to order by Tarah Comer at 5:00 p.m.

II. Introductions:

LHRC Members and Other Attendees gave name and introductions

III. Public Comments:

No public comment given.

IV. New Business

1. Managing the LHRC Meeting Time

Meetings in the past have been at times starting almost 30 minutes to 1 hour late. In order to address this issue, the following will be implemented effective the next LHRC meeting March 2012.

1. LHRC board members will arrive to meeting location at 5:30 if possible in order to review agenda and plan accordingly for the meeting. Tarah Comer, Jimmy Christmas, Janet Mitchell and Simone Mitchell stated they would be available to arrive early. It was noted that not all LHRC board members may be able to arrive early due to work schedule and location of the meeting.
2. The food will be prepared to be distributed at 5:30 by the host of the meeting. This will provide opportunity for LHRC members and affiliates to eat prior to meeting being called to order. The meeting will be a working eating meeting.
3. The meeting will be called to order at precisely 6:00 regardless of attendees or preparedness of the host.
4. The LHRC board will review all quarterly and annual reports prior to the meeting. LHRC board members will e-mail the LHRC Chairperson of the names of affiliates to which they have further questions or need clarification from the report by 12:00 noon the Monday before the meeting. LHRC Chairperson will present a list of those concerns prior to the start of the meeting to the Advocate and Board and only those affiliates will be called up to present their activities reporting. Those affiliates with sufficient information on the reports can be voted on in one group or action by the LHRC.

5. Jimmy Christmas made recommendation that a portal such as google docs could be developed as a system for the LHRC affiliates to submit their reports and the LHRC board members to have access to read their reports. Mr. Christmas volunteered to explore development of such a system for the LHRC.
6. Comments from affiliates to the LHRC should be limited during the course of the meeting. Affiliates should be appropriately recognized by the LHRC Chair prior to comments. Comments from affiliates not related to committee business should be reserved to be made during the public comment period and should be limited to no more than 5 minutes. If affiliates have concerns or question, this can take place following the meeting.

2. Restructuring of Agenda Items

- a. The group that is in attendance at the meeting will have their Quarterly Reports reviewed first. The LHRC can review reports from the group not in attendance at the end of the meeting, so affiliates can exit. The agenda will be restructured.

3. LHRC Recommendations for Citations

- a. Memorandons regarding LHRC requests for documentation and attendance at meetings was discussed and reviewed.
- b. According to section 12 VAC 35-115-250, A.11 of the Rules and Regulations, providers shall comply with requests by the SHRC, LHRC and human rights advocate for information, policies, procedures and written reports regarding compliance with these regulations. Section 12 VAC 35-115-250, A.7 of the Rules and Regulations states that providers shall assure that appropriate staff attend LHRC meetings in accordance with the LHRC meeting schedule to report on human rights activities, to impart information to the LHRC at the request of the human rights advocate or LHRC and discuss specific concerns or issues with the LHRC.
- c. Affiliates are recommended that they refer to their Cooperative Agreement with the Richmond Tri-Cities LHRC
- d. Since the committee is unable to monitor a provider's day to day operations, it relies on the self reporting of providers along with forms created by the department in an effort to monitor the provider's compliance with the Rules and Regulations. These reports, along with direct communication between providers and the LHRC, are the primary tools used by the committee to insure that providers comply with the Rules and Regulations. To this end, a provider who fails to attend and/or submit documentation when requested by the committee is interfering with the LHRC's ability to fulfill its role.

4. Provider Training Concerning LHRC Recommendations for Citations

- a. Discussion was held regarding LHRC recommendation for citations. Mr. Curseen stated that if the affiliate fails to abide by any of the Rules and Regulations, this is subject to recommendation for citation. He will review this at the next meeting.

5. A motion was made to accept the above identified recommendations for revisions to LHRC meeting operations, restructuring of agenda items, recommendations for citations, and provider training. Motion was seconded and unanimously approved.

6. Other Business

V. **Adjournment**