

## **APPROVED**

### **MINUTES**

#### **LOCAL HUMAN RIGHTS COMMITTEE MEETING**

**February 21, 2006 – 4:00 P.M.**

**Piedmont Community Services, 24 Clay Street, Martinsville, VA 24112**

**ATTENDING:** Richard Cobb, Aleen Wilson, Paul Jones and Jim Potter

**OTHERS ATTENDING:** Sherry Miles (Regional Advocate), Will Childres and Jenny Mays (Virginia Baptist Children's Home & Family Services), Liz Chappell (Horne Home), Debbie Spanich (Strategic Therapy Associates), Jim Rountree and Becky Lovell (Piedmont Community Services).

**MEMBERS ABSENT:** Rob Hiatt, Jerry Womack, Jerri Crews and Gundrun Rapp-Chase

Richard Cobb brought the meeting to order.

#### **I. Approval of Committee Minutes – Richard Cobb**

a. The committee did not approve the November 15, 2005 minutes because a quorum was not present. In reviewing these minutes; however, several changes were noted: (1) Jim Potter was incorrectly listed; (2) Diane Hairston is a representative of Mayo Residential; and (3) George Martin is a representative of The Lamano Agency. Becky will make these changes and the minutes will be presented for approval at the next meeting.

#### **II. LHRC Recruitment – Richard Cobb**

Richard advised the committee that Paul Jones' term on the LHRC expires June 30, 2006, and he is not eligible to serve another term. Paul indicated that he would be interested in serving another term after a one-year waiting period. He will be eligible in 2007. Richard also pointed out that there is one vacancy on the committee and we need to look for someone to fill that position. Becky will put an article in the PCS newsletters to advertise this position. She will also contact Gloria Goodman and Pat Copening to see if they may be interested in serving another term since both of them have been off of the committee for one year.

#### **III. CSB Activities – Jim Rountree**

Jim reported that PCS has had a complaint reported to Sherry from the Franklin County office. This complaint is in regards to PCS not authorizing a psychological examination for a former consumer. The consumer is now being seen by a private therapist who was recently associated with PCS. PCS has now authorized funds for the requested evaluation. There is also an investigation in process regarding missing records for this consumer.

#### **IV. Regional Advocate's Report – Sherry Miles**

- a. Sherry presented the first quarterly newsletter of the State Human Rights Committee. The newsletter, called "Human Writes", will be sent to all Local Human Rights Committees.
- b. Sherry distributed DMHMRSAS Rules and Regulations booklets, also referred to as the "blue book". She reviewed and discussed the following related topics:
  - Assurances of Rights
  - Individual Rights
  - Provider Duties
  - Complaints and Hearing & Appeal procedures
  - Reporting Requirements
  - Enforcement by Department of Mental Health
- c. Sherry provided handouts and discussed the following Freedom of Information Act (FOIA) requirements:

The LHRC must have the following information about the committee available to the public:

  - Meeting schedule
  - Draft of the minutes available within 10 business days of the meeting. Minutes must be posted on the Internet. She suggested that this be included on the PCS website.
  - Approved minutes with any changes must be available within 3 business days from the date approved.
  - Committees must discuss a client's plan in closed session but return to public session in order to vote.
- d. Committee members received a copy of a memorandum from Joyce E. Bozeman, Ph.D., Chairperson for the State Human Rights Committee. Sherry reviewed this memo including the following requirements:
  - The memo defines and outlines "quorum" requirements. Committee members can no longer participate in a meeting by telephone in order to have a quorum. Members must physically be present.
  - Outlined requirements for minutes. All minutes must include the date, time, and location of the meeting. Also, a list of members present and absent must be included along with a record of any votes take.
- e. The State Human Right Committee provides training every two years for LHRC members and affiliates. Training will be provided this year but the details are not available yet. Sherry will provide this information at it becomes available.

**NEXT MEETING:** The next meeting is scheduled for Tuesday, June 6, 2006, 4:00 - 6:00 p.m., at the Dutch Inn Restaurant. Our annual Committee Member Appreciation Dinner will follow.

Respectfully submitted by:

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Dr. James E. Rountree, Sr.