

**DRAFT**  
**Minutes**  
**LOCAL HUMAN RIGHTS COMMITTEE MEETING**

**May 3, 2011 – 4:00 P.M.**  
**24 Clay Street, Martinsville, VA**

**LHRC MEMBERS ATTENDING:** Aleen Wilson, Jerri Crews, Nancy Davis, Rhonda Stone

**OTHERS ATTENDING:** Trish Pendleton, Hope Tree Family Services; Richard Roman, Upside to Youth Development, LLC; Jean Odachowski, Family Preservation Services; Cynthia Eberhardt and Lois Barbour, Pioneer Behavioral Health Services; Jennifer Oakes and Mitzi Tuck, It's About Time, LLC; Bobbie Seamster, National Counseling Group; Torey Morris and Antawan Adams, Life Stages, Inc.; Rochelle Potter, Support Systems, LLC; Barbara Fasick and Carla Yopp, Trinity Support Services, LLC; Sherry Cowan, Blue Ridge Counseling Services; Carol Walker and Donna Hodges, East Mental Health; Arthur Peebles, ATIBA; Maria Hodge, Venz Duncan and Tammy Solari, United Support Services; Linda Mayo and Mary Menefee, Mayo Residential, LLC; Henry Ayers, PARC Workshop; Sherry Miles, Regional Advocate; and Ronald Hairston, Bonita Vipperman and Becky Lovell, Piedmont Community Services.

**MEMBERS ABSENT:** Sharon Shepherd, Gail Ross and Jim Potter

I. Welcome new LHRC Member  
No new members were present.

II. Approval of February 8, 2011 minutes  
Committee members approved the minutes from the February 8, 2011 as presented.

III. Member Reappointments  
Rhonda L. Stone and Nancy Davis were reappointed to each serve an additional three-year term on the LHRC. These appointments will expire on June 30, 2014.

IV. Election of Officers  
Nancy Davis was nomination to serve as Chair. She initially decline; however, after encouragement and several questions, she accepted the nomination. A unanimous vote of approval followed.  
Rhonda Stone was nominated to serve as Vice Chair. She accepted the nomination \ after a unanimous vote of approval followed.  
Sharon Shepherd was nomination to serve as Secretary. A unanimous vote of approval pending Sharon's acceptance followed. Becky will contact Sharon to verify that she is willing to serve as Secretary. (Note: Becky contacted Sharon Shepherd on May 18 and she agreed to serve as Secretary for the LHRC.)

V. Recruitment Needs  
Sherry led a discussion regarding the responsibility of the affiliates to assist in obtaining committee members that meet the required qualifications for the LHRC committee.

She asked for their assistance and encouraged them to recommend family members. It is everyone's responsibility to make sure the committee is in compliance. Becky stated that she contacted Jim Rountree and he is willing to serve on the committee as a concerned citizen. Jerri Crews will contact another health professional that may be willing to serve. The committee still needs a family member and all three positions will need to be filled prior to July 1.

#### V1. CSB Activities

a. Becky reintroduced Ron Hairston, the new Human Resources Director for PCS, for the benefit of anyone who was not at the last meeting. Ron has been with PCS since December 8.

b. Becky reported that construction on the new group home in Franklin County is going well. Consumers residing at the agency's current Herrick House will move to the new facility soon. A grand opening is planned for June 28.

#### V11. Regional Advocate's Report

a. Sherry voiced concerns regarding the temperatures set on hot water tanks. They should be set at 120 degrees to make sure no one gets burned. She reminded everyone that sometimes our consumer's skin is more sensitive to hot than normal and advised everyone to routinely check the temperature on their hot water heaters to determine if they are set at a safe temperature. Providers can purchase strips to place under running water prior to gauge hot water temperatures to make sure the temperature is safe for baths. There have been two incidents during the last year relating to consumers being seriously burned from hot water. If the power blinks or goes out, providers need to check the hot water tank to determine if the temperature reset correctly.

If a consumer is sick, burned or injured, etc., they need to be taken to the doctor for an evaluation. A phone call to the doctor is not sufficient as the person calling or the person receiving may not be qualified to diagnose. Also, if you have a consumer that you believe is not receiving appropriate medical care or if the doctor refuses to order needed tests, it is the provider's responsibility to advocate for and assist the consumer in receiving a second opinion. This happened recently and the consumer was determined to be seriously ill.

b. Sherry stressed the importance of thorough documentation. She said, "If it's not documented, it didn't happen."

c. Sherry asked the affiliates if they had any training needs. If so, please let her know and she will provide any necessary training.

#### VIII. Affiliate Requests

a. United Support Services – Affiliation request approved.

Tammy Solari reported that United Support Services provides intensive in-home, mental health support and therapeutic day treatment services in Martinsville and the counties of Franklin, Henry and Patrick. They request to expand this to provide these services to Lynchburg and Danville cities and to the counties of Amherst, Appomattox, Bedford, Campbell and Pittsylvania. They have been licensed since 2008 and have eight referrals.

b. Life Stages, Inc. – Affiliation request approved.

Torey Morris reported that Life Stages is located at 1079 Spruce Street in the Druid Hills Shopping Center in Martinsville and will provide mental health support services. They currently have three on staff and plan to expand

c. Trinity Support – Affiliation request approved

Carla Yopp reported that Trinity Support is in the final stages of the licensing process. Located 22 West Church Street in Martinsville, they will provide mental health supports to adults diagnosed with serious mental illness. Referrals will come from other providers.

#### IX. Mandated Changes

Sherry led a discussion about mandated changes outlined in documents handed out at last meeting. She emphasized the following changes:

a. If a LHRC group does not have the required number of committee members, the LHRC could possibly be merged with a larger group that would require out of town travel for the affiliates. The nearest LHRCs are in Roanoke and Danville. She stressed the importance of recruitment, the required make up of the committee members, and the problems if there is not a quorum present. It is the affiliates responsibility to make referrals of committee members in order to keep the LHRC in compliance.

b. Affiliation fees are \$125 in Martinsville and includes taking minutes, preparing the agenda, setting up the meetings and obtaining a meeting location, notifying the LHRC committee (by US mail) and affiliates (by email) of meetings, making sure there is a quorum, etc. Sherry advised that some local human rights groups have fees of up to \$600. Piedmont Community Services currently takes care of the business aspects for the LHRC. Affiliates were asked if there was anyone interested in taking on this responsibility. They would, of course, receive the fees paid by the affiliates. No one expressed any interest in assuming this responsibility. The affiliates voted unanimously to request and authorize PCS to continue handling the LHRC for the next year. PCS agreed to do so. Becky will send out invoices in late June and these will be due in July for the next fiscal year.

c. LHRC meetings are held once a quarter (four meetings a year); therefore, it is mandatory that each affiliate have a representative at each meeting in order to receive vital information. If you are unable to have a representative at the meeting due to an emergency, Sherry should be contacted early in the morning on the day of the meeting. If she is unavailable, Becky should be contacted. Affiliates were instructed not to wait until the afternoon to notify Sherry because she will be on her way to the meeting from Lynchburg and Becky is busy getting ready for the meeting. The caller does not necessarily have to be the affiliate but it does need to be someone within the organization. If an affiliate does not attend and doesn't contact Sherry or Becky within the timeframe outlined without an adequate reason, Sherry may contact Deborah Tankersley to issue a license citation.

d. Sherry will mail all the affiliates a new copy of the By-laws and Co-Operative Agreement for signature. This should be reviewed, completed and returned to her immediately upon receipt. Please contact her if you have any questions.

#### X. Affiliate Reports:

- Support Systems – Reported a change of their part time office manager to full time.
- National Counseling Group – No changes to report. They have 16 staff providing MHSS and IHH
- It's About Time – Reported that they have one client and one referral in Franklin County. Also reported was that a consumer had a seizure and was taken to the hospital.
- East Mental Health – Located in Rocky Mount, they have 21 consumers, six staff and one referral
- Upside to Youth Development – They have had one informal complaint and this was resolved. They also had one complaint of abuse/neglect (not being seen). This has been resolved and the counselor resigned.

- Family Preservation – They are getting ready to start four summer youth programs. They have 131 therapeutic day treatment clients in two counties and the City of Martinsville. They also have 15 intensive in-home clients and ten mental health support services clients.
- Pioneer Health – Reported that they have 14 clients receiving O/P Behavioral Health Service and no changes
- PARC Workshop – Reported no changes but they had several students nearing high school completing and are looking for funding to continue services for the summer.
- Mayo Residential – Reported they have five consumers and recently went on beach trip.
- United Support Services – Reported that they are looking forward their expansion.
- ATIBA – Reported that they have 12 intensive in-home consumers in Danville/Pittsylvania County.
- Hope Tree Family Services - Reported that they have three residential consumers and two vacancies.
- Life Stages – Reported that they are a new provider.
- Blue Ridge Counseling – Reported that they had one complaint regarding a dual relationship. This matter is pending.

IX. Acknowledge Members Service

Sherry recognized Aleen Wilson, Jerri Crews and Jim Potter (absent) for their service to the LHRC. These members are not eligible to serve additional terms. They were invited to attend the LHRC appreciation dinner on August 9 at the Dutch Inn.

X. Upcoming Meeting Dates:

The next meeting is scheduled for Aug.9, 4:00 pm, at the Dutch Inn. The meeting will be at 4:00 pm and the appreciation will be immediately following the meeting. The LHRC provides the meal for the committee members, however, affiliates are “Dutch treat”. Affiliates were encouraged to stay for the dinner but must RSVP. Becky also asked that if affiliates sign up to stay for the meal that they do so because the Dutch Inn may charge for these meals and they will be billed. The appreciation dinner will also provide a good opportunity for the affiliates to network with one another. Information regarding the meeting and dinner will be sent out a couple of weeks prior to the meeting.

November 15 is the date of the following meeting and will be at PCS.

Respectfully submitted by:

\_\_\_\_\_ Date: \_\_\_\_\_  
 Becky Lovell