

Southwest Regional Human Rights Committee
Minutes
April 20, 2011
Oxbow Center, St. Paul, VA
2:00 p.m. – 4:00 p.m.

The Southwest Regional Human Rights Committee met on Wednesday, March 20, 2011 at 2:00 p.m. at the Oxbow Center in St. Paul, Virginia.

Committee Members Present: Charles Stapleton, Chair
Tracy Mullins
Margaret Schenck

Committee Members Absent: None

Others Present: Nan Neese, Human Rights Advocate
Sharon O’Keefe-Hicks, Creative Family Solutions
Jewele Haynes, Cross Roads Point
Franklin Horton, Cumberland Mountain CSB
Sherry Dye, DePaul Community Resources
Rod McMurray, Family Preservation Services, Inc.
Sharon Taylor, Frontier Health, PD1
Lorie Horton, Highlands Community Services
Beth Young, Highlands Community Services
Sondra Rhoton, Mountain Connections
Alfred Eichler, New Beginnings SWVA
Kim Smith, Rachel’s Haven
Glenda Pollard, VA Baptist Children Home DDM

I. Welcome and Introductions

Charles Stapleton, Chair, welcomed the Committee and Affiliates. Introductions were made.

II. Call to Order

The Chair called the meeting to order at 1:55 p.m.

III. Approval of the Minutes

Motion was made by Margaret Schenck and seconded by Tracy Mullins to approve the minutes of February 16, 2011 as distributed. Motion carried.

IV. Training for New Committee Members

Nan Neese, Regional Human Rights Advocate, announced that four applicants had been approved by the State Human Rights Committee. Training for new Committee members will be scheduled prior to the next scheduled meeting. Affiliates are welcome to attend.

V. **Meeting Schedule and Timelines for Agenda Development**

Lorie Horton distributed a listing of scheduled meeting dates and timelines for placing items on the agenda. Ms. Neese stated that simultaneous submission of routine items to both Ms. Horton and the Advocate is acceptable unless the item needs oversight or prior review by the Advocate.

VI. **Advocate's Report**

Nan Neese stated that she would be assisting the Committee on its review of their By-Laws and the Cooperative Agreement today. One of the changes recommended by the State Human Rights Committee is that no funding or finances may be associated with the Committee. The current operating funds are managed by Cumberland Mountain CSB. While the Committee may not discuss financial issues, failure to provide support by the Affiliates is a citable offense. In addition, there is a requirement for the Affiliates to provide incident reports to the Committee both quarterly and annually.

Six applicants were reviewed at the previous meeting. On April 15, 2011, the State Human Rights Committee appointed four new committee members. They will be invited to attend the June meeting for orientation and training.

The Office of Licensing has been allotted six new positions. Christina Dye has been hired as the new licensing agent for this region. She will be filling the vacancy left by Senior Licensing Specialist, Steve Patrick.

The Affiliates were reminded to notify the Human Rights Office of any changes made to their services or license.

VII. **Annual Program Reports**

Dickenson County Behavioral Health Services

The Committee chose to defer the review of the report until the next meeting. No motion deemed necessary.

Rachel's Haven

Kim Smith provided the 2009 Annual Report to the Committee. Motion was made by Ms. Schenck and seconded by Ms. Mullins to accept the report as submitted. Motion carried.

VIII. **Receipt of Notice**

Highlands Community Services

Lorie Horton requested the Committee's approval to extend Highlands Community Services' affiliation to include the provision of case management and intensive in-home services at their Airport Road location and the addition of the Baird-Thweatt Home Sponsor Home as a service location. Motion was made by Ms. Schenck and seconded by Ms. Mullins to extend the affiliation to include the above locations. Motion carried.

Pressley Ridge

The Committee acknowledged notification by Ms. Neese that Pressley Ridge no longer holds a license to provide services. Motion was made by Ms. Schenck and seconded by Ms. Mullins to conclude the affiliation. Motion carried.

IX. Review of By-Laws and Cooperative Agreement

The Committee completed the review of their By-Laws in reference to the changes recommend by the State Human Rights Committee. The Committee agreed on the following: henceforth the Committee will be referred to as Southwest Local Human Rights Committee; the Committee will meet at least four times per year and will continue to schedule meetings on the third Wednesday of every two months; and the Committee will have seven members. Motion was made by Ms. Schenck and seconded by Ms. Mullins to approve the By-Laws as documented above and as asserted on the document. Motion carried.

The Committee noted they may no longer review Behavioral Plans for ICFMR Homes. However, the individual members present stated they would like to continue to provide that function to Cumberland Mountain CSB should they be needed.

The Committee noted that the quarterly report standard was an unnecessary burden to both the Affiliates and the Committee. As the current agreement requires, the Affiliates should report any instances which result in licensing citation, or as directed by the Human Rights Advocate. It is the Committee's preference to receive timely detailed account of specific incidents, rather than routine incident reports, many of which would only document that no incident occurred for that quarter. The Committee directed Ms. Neese to forward their concerns to the State Human Rights Committee.

Motion was made by Ms. Schenck and seconded by Ms. Mullins to accept the proposed Cooperative Agreement as modified. Motion carried.

X. Affiliates' Financial Report

Franklin Horton reported that the Affiliates' Support Fund has a current balance of \$3,287.48. The account is audited each year. Mr. Horton recommended the funds remain available should any committee member require transportation assistance or funds for training. The Affiliates agreed to continue to provide support to the Committee. The Affiliates will develop a separate agreement to address how that support will be provided.

XI. Other Business

The next meeting is scheduled for June 15, 2011 at the Oxbow Center. New Committee member training is planned to occur at 1:00 p.m. with the regular meeting to begin at 2:00 p.m. The election of a Committee Co-Chair and Secretary will be placed on the agenda.

XII. **Adjournment**

There being no further business, Mr. Stapleton adjourned the meeting at 3:43 p.m.

Respectfully Submitted:

Lorie Horton
Staff Liaison

Mr. Charles Stapleton
Committee Chairperson