

**Southwest Local Human Rights Committee  
Minutes  
December 4, 2013  
Russell County Public Library, Lebanon, Virginia  
2:00 – 4:00 p.m.**

The Southwest Local Human Rights Committee met on Wednesday, December 4, 2013 at 2:00 p.m. at the Russell County Public Library in Lebanon, Virginia.

**Members Present:** Mary Coppedge, Vice Chair  
Jean Hankins, Secretary  
Sam Dillon

**Members Absent:** Ada Stacy

<b>Others Present:</b>	Nan Neese	Regional Human Rights Advocate
	Bobby Mullins	LHRC Applicant
	Tabitha Mullins	LHRC Applicant
	John Hagy	Clearview Psychiatric Center – RCMC
	Amber Stevenson	Clinch Valley Treatment Center
	Cynthia Carty	Clinch Valley Treatment Center
	Heather Creasy	Creative Family Solutions
	John Jordan	Creative Family Solutions
	Jewelee Haynes	Cross Roads Point
	Sherry Dye	DePaul Community Resources
	Brittney Turner	Dickenson County Community Services
	Teresa Potter	Dickenson Co. Hospital/Senior Life Solutions
	Rod McMurray	Family Preservation Services, Inc.
	Sharon Taylor	Frontier Health – PD1 BHS
	Debbie Henninger	Frontier Health – Sunhouse
	John Counts	Highlands Community Services
	Beth Young	Highlands Community Services
	Glenda Pollard	Hope Tree Family Services
	Heather Murphy	Infinite Potential Supportive Services
	Charlie Murphy	Infinite Potential Supportive Services
	Sondra Rhoton	Mountain Connections, Inc.
	Thelma Bond	R&S Helping Hands
	Dianna Hines	R&S Helping Hands
	Kim Smith	Rachel's Haven

**I. Welcome and Introductions**

Mary Coppedge, Vice Chair, welcomed the attendants and introductions were made.

**II. Call to Order**

The Vice Chair called the meeting to order at 2:33 p.m.

### **III. Public Comment Period**

There were no public comments at this meeting.

### **IV. Adopt Agenda**

Motion was made by Jean Hankins and seconded by Sam Dillon to adopt the meeting agenda as submitted. Motion carried.

### **V. Approval of the Minutes**

Ms. Hankins noted an error on page two of the minutes: Union High School should be Twin Valley High School. Motion was made by Mr. Dillon and seconded by Ms. Hankins to approve the minutes of October 16, 2013 as amended. Motion carried.

### **VI. Advocate's Report and Recommendations**

Nan Neese, Regional Human Rights Advocate, thanked the members and providers who attended the LHRC brief overview training entitled "How to Conduct a Hearing" prior the meeting today.

Ms. Neese reminded the Committee that they needed to distribute the SWLHRC Cooperative Agreement for 2014. There are no major changes expected except to note that Beth Young is now providing technical/administrative support to SWLHRC. Ms. Neese and Ms. Young will prepare the Agreement for distribution. Ms. Neese reminded the Providers that they should meet if there is any need to review and discuss support for the Committee.

Ms. Neese reported that at the LHRC's direction she submitted the two applications for LHRC membership to the SHRC for appointment. She reminded everyone that the Committee still has one vacancy. She thanked the applicants for attending today's meeting and training. Ms. Neese reported that Jean Hankins submitted her application for reappointment to her first full term. Ms. Neese will forward the reappointment application to the State Committee for its January 2014 meeting.

Ms. Neese distributed a memo from the State Committee to the Local Committees and Providers about new reporting instructions for 2014. The new reporting requirements will utilize the providers' information captured in the CHRIS data system. She informed the Providers that they will need to use the current reporting forms for 2013 quarterly and annual reports as CHRIS does not contain data for all of 2013. She reminded the Providers to include a cover letter with their annual reports as requested by the LHRC. She also reminded them that the quarterly reports require information about any Licensing status changes, reviews and citations.

Ms. Neese stated that the Committee may anticipate a request for affiliation from a new Provider-Applicant at the next meeting. Ms. Neese suggested that she may need to request a special meeting since the next meeting is not until February.

## **VII. Affiliate Quarterly Reports**

Second quarter 2013 reports from Clinch Valley Treatment Center, which had been postponed pending representation, and Cross Roads Point, which was resubmitted with the correct restraint data format, were reviewed by the Committee. Motion was made by Mr. Dillon and seconded by Ms. Hankins to accept these reports as submitted. Motion carried.

Third quarter 2013 reports were reviewed by the Committee. Motion was made by Ms. Hankins and seconded by Mr. Dillon to accept the third quarter 2013 reports as submitted with the exception of Dickenson County Behavioral Health Services' report pending further review. Motion carried.

## **VIII. Annual Program Reports**

### **A. Clinch Valley Treatment Center**

Amber Stevenson presented the 2012 Annual Human Rights Report for Clinch Valley Treatment Center to the Committee.

Motion was made by Ms. Hankins and seconded by Mr. Dillon to accept the Clinch Valley Treatment Center's 2012 Annual Report as submitted. Motion carried.

## **IX. Provider Updates**

There were no provider updates at this meeting.

## **X. Policy and Procedure Review**

### **A. R&S Helping Hands**

Thelma Bond, Director of R&S Helping Hands, had submitted a proposed policy for the use of video surveillance within the group homes. Ms. Neese reported and Ms. Bond agreed that R&S Helping Hands is no longer pursuing the installation of cameras within resident areas and withdrew the policy.

## **XI. Requests for Affiliation**

### **A. Highlands Community Services**

1. The Committee noted the receipt of a written request from Highlands Community Services to extend its affiliation to include an additional Outpatient Services location at the Safety Zone, located at 751 Radio Drive, Abingdon, Virginia.

Motion was made by Ms. Hankins and seconded by Mr. Dillon to extend its affiliation to include the additional Outpatient Service location as requested by Highlands Community Services. Motion carried.

### **B. Family Preservation Services**

1. The Committee noted the receipt of a written request from Family Preservation Services to extend its affiliation to include an additional Therapeutic Day Treatment Program location at Pound Head Start in Wise County, Virginia.

Motion was made by Ms. Hankins and seconded by Mr. Dillon to extend its affiliation to include the addition of Therapeutic Day Treatment Services location as requested by Family Preservation Services. Motion carried.

**XII. Notices to Conclude Affiliation**

**A. Highlands Community Services**

John Counts, Highlands Community Services, announced to the Committee of three Sponsored Residential Home closures:

- Baird-Thweatt Home located at 12028 College Drive, Meadowview, VA 24361
- Meacham Home, 262 Church Street, Abingdon, VA 24210
- Williams Home, 611 Dixie Street #8, Bristol, VA 24201

Motion was made by Ms. Hankins and seconded by Mr. Dillon to conclude its affiliation with the above Sponsored Residential Homes as requested by Highlands Community Services. Motion carried.

**XIII. Other Business**

There was no other business at this meeting.

**XIV. Closed Session**

There was no closed session at this meeting.

**XV. Next Meeting**

The next Southwest Local Human Rights Committee meeting will be held on Wednesday, February 19, 2014 at 2:00 p.m. at the Russell County Library in Lebanon, Virginia.

**XVI. Adjournment**

There being no further business, Ms. Coppedge adjourned the meeting at 4:01 p.m.

Respectfully Submitted,

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Beth Young  
Administrative Liaison

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Mary Coppedge  
Committee Vice Chair