

**Southwest Local Human Rights Committee
Minutes
October 16, 2013
Russell County Public Library, Lebanon, Virginia
2:00 – 4:00 p.m.**

The Southwest Local Human Rights Committee met on Wednesday, October 16, 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
Ada Stacy

Others Present:	Nan Neese	Regional Human Rights Advocate
	Evelyn Hamilton	Creative Family Solutions
	Jewelee Haynes	Cross Roads Point
	Franklin Horton	Cumberland Mountain Community Services
	Sherry Dye	DePaul Community Resources
	Brittney Turner	Dickenson County Community Services
	Brian Steffey	Dickenson Co. Hospital/Senior Life Solutions
	Teresa Potter	Dickenson Co. Hospital/Senior Life Solutions
	Rod McMurray	Family Preservation Services, Inc.
	Sharon Taylor	Frontier Health – PD1 BHS
	John Counts	Highlands Community Services
	Lorie Horton	Highlands Community Services
	Beth Young	Highlands Community Services
	Glenda Pollard	Hope Tree Family Services
	Sondra Rhoton	Mountain Connections, Inc.
	Thelma Bond	R&S Helping Hands
	Dianna Hines	R&S Helping Hands
	Kim Smith	Rachel’s Haven
	Bobby Mullins	Committee Applicant
	Tabitha Mullins	Committee Applicant

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 1:57 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 with the following change: move Dickenson County Behavioral Health Services reports earlier in the meeting. Motion carried.

V. Approval of the Minutes

Ms. Hankins noted an error on page three of the minutes: Twin Valley High School is in Buchanan County, not Wise County as written. Motion was made by Ada Stacy and seconded by Mr. Dillon to approve the minutes of June 19, 2013 as amended. Motion carried.

VI. Advocate's Report and Recommendations

Nan Neese, Regional Human Rights Advocate, welcomed two Committee applicants to this meeting. She distributed the new and improved Human Rights Complaint Quick Reference Guide to Provider-Affiliates. Ms. Neese reminded the Providers to make sure they are using the correct Quarterly Report form and that they need to be submitted electronically. She and the Providers discussed changing the due date, which is currently set for the tenth of the month following the quarter. She stated that Annual Reports are still due on the first of February. Ms. Neese recommended that the Committee request submission of the Providers' Rights Notice and any other Human Rights orientation information for the Committee's review and comment together with the 2013 Annual Reports. The Members agreed that they would like to see this submission. As always, the Committee requests a cover letter with the report outlining the services provided. Ms. Neese and Ms. Young will update 2014 Cooperative Agreements and review with everyone. Ms. Young provided a draft of the 2014 meeting schedule to the Committee. The schedule was accepted.

VII. Affiliate Quarterly Reports

The following 1st quarter 2013 reports from RCMC Clearview Psychiatric Unit and Clinch Valley Treatment Center were included in the packet again. Motion was made by Ms. Stacy and seconded by Mr. Dillon not to accept these quarterly reports due to lack of representation. Motion carried.

Second quarter 2013 reports were reviewed by the Committee. Motion was made by Ms. Stacy and seconded by Mr. Dillon to accept the second quarter 2013 reports as submitted with the exception of reports from Clinch Valley Treatment Center, which is postponed pending representation, and Cross Roads Point, which will need to submit restraint data in the format requested. Motion carried.

VIII. Annual Program Reports

- A. Clearview Psychiatric Unit – Russell County Medical Center**
Report is postponed pending representation.

B. Creative Family Solutions

Evelyn Hamilton presented the 2012 Annual Human Rights Report for Creative Family Solutions to the Committee.

C. Dickenson County Behavioral Health Services

Brittney Turner presented the 2012 Annual Human Rights Report for Dickenson County Behavioral Health Services to the Committee.

D. Dickenson County Hospital – Senior Life Solutions

Brian Steffey presented the 2012 Annual Human Rights Report for Senior Life Solutions to the Committee.

E. Clinch Valley Treatment Center

Not present for report; postponed until next meeting.

F. Cumberland Mountain Community Services

Franklin Horton presented the 2012 Annual Human Rights Report for Cumberland Mountain Community Services to the Committee.

Motion was made by Ms. Hankins and seconded by Ms. Stacy to accept the above 2012 Annual Reports as submitted with the exception of Clinch Valley Treatment Center and Clearview Psychiatric Center pending appearance of a representative to present the reports. Motion carried.

IX. Provider Updates

There were no provider updates at this meeting.

X. Policy and Procedure Review

A. R&S Helping Hands

Ms. Neese introduced Thelma Bond as the new Director of R&S Helping Hands. She informed the LHRC that the Provider intended to install video surveillance cameras and Ms. Neese had requested that a policy and procedure be developed for review and comment. Ms. Bond reported that it was her understanding that the draft policy had been submitted to Ms. Neese. Ms. Neese reported to the LHRC that the only document she had was the notice of intent. Ms. Bond had one copy of the draft policy. Per Ms. Neese's recommendation, the Committee postponed review until the next meeting to allow more time for review of the policy and inclusion in the agenda packet.

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 Sponsored

Residential Service location at the Schwalenberg Home, 91 Hassan Heights Road, Bristol, Virginia.

2. The Committee noted the receipt of a written request from Highlands Community Services to extend its affiliation to include the addition of Crisis Stabilization Services for Children and Youth, located at 751 Radio Drive, Abingdon, Virginia.
3. The Committee noted the receipt of a written request from Highlands Community Services to extend its affiliation to include an additional Therapeutic Day Treatment location at the Bristol Boys & Girls Club, 334 Rebecca Street, Bristol, Virginia.

Motion was made by Mr. Dillon and seconded by Ms. Stacy to extend its affiliation to include the additional Sponsored Residential Service location, the addition of Crisis Stabilization Services for Children and Youth and the additional Therapeutic Day Treatment 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 the addition of Psychosocial Rehabilitation Services in Abingdon, Virginia.
2. The Committee noted the receipt of a written request from Family Preservation Services to extend its affiliation to include the expansion of Therapeutic Day Treatment Services to Castlewood High School in Russell County, Virginia.

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

XII. Notices to Conclude Affiliation

There was none at this meeting.

XIII. Other Business

There was no other business at this meeting.

XIV. Closed Session

Motion was made by Ms. Stacy and seconded by Ms. Hankins that the Southwest Local Human Right Committee go into closed session pursuant to VA Code §2.2-3711.A (4) for the purpose of protecting the privacy of individuals in personal matters not related to public business, namely to review applications and conduct interview of applicants for the Committee. Motion carried.

Ms. Stacy moved and Ms. Hankins seconded that the Southwest Local Human Rights Committee reconvene into public session. Motion carried.

Each member then certified that to the best of their knowledge only matters lawfully exempted from open meetings requirements were heard, discussed or considered.

The Committee directed Ms. Neese to forward the candidates' applications to the State Human Rights Committee.

XV. Next Meeting

The next Southwest Local Human Rights Committee meeting will be held on Wednesday, December 4, 2013 at 2:00 p.m. at the Russell County Library in Lebanon, Virginia. Ms. Neese will conduct a brief training entitled, "How to Conduct the LHRC Hearing."

XVI. Adjournment

There being no further business, Ms. Coppedge adjourned the meeting at 4:39 p.m.

Respectfully Submitted,

Beth Young
Administrative Liaison

Mary Coppedge
Committee Vice Chair