

**Local Human Rights Committee  
Bradford Road Office, Conference Room B  
Culpeper, Virginia  
July 22, 1:30 p.m.  
MEETING MINUTES**

**Members Present:** Eileen Peet, Dr. Beverly Young, Arla Jean Lewis, Phoebe Muenger

**Affiliates Present:** Melissa Tate, Trepin Tate, Lori Dobson, Roberta Anderson, Beth Shepherd, Elise Stevenson, Mary Ann Gray, Dyane Winn, Jamie Austin Morgan, Vicki Huds, David Henry, Emily Theimer

**Also Present:** Mark Seymour, DBHDS-OHR; Brian Duncan, Executive Director, RRCS; Jim Bernat, Director of Quality Improvement, RRCS; Kimberley Martin, Admin Assistant, RRCS, Roberta Anderson, Prospective LHRC Member

1. Call to Order: Eileen Peet called the meeting to order at 1:35 p.m. and asked for a moment of silence.
2. Introductions: Eileen Peet introduced herself and asked for each attendee to also introduce themselves.
3. Additions or Deletions to the Agenda
  - Eileen Peet read a letter from JoAnn Lyons
  - Eileen Peet provided information regarding the impressive programs being run at Verdun Adventure Bound.

***ACTION:* Beverly Young motioned to approve the agenda. Phoebe Muenger 2<sup>nd</sup> the motion. There being no further discussion, the motion to approve the agenda was voted on and passed unanimously.**

4. Public Comment: No comments.
5. Approval of the April 23, 2013 Minutes

***ACTION:* Beverly Young motioned to approve the April 23, 2013 minutes. Phoebe Muenger 2<sup>nd</sup> the motion. There being no further discussion, the motion to approve the minutes was voted on and passed unanimously.**

6. Presentations: Affiliation Updates (10 minutes)
  - FAMILY PRESERVATION SERVICES—Jamie Austin-Morgan presented to the committee a summary of her program. The annual report was submitted. The Committee had the following questions:

**PLEASE REMEMBER TO CONTACT KIMBERLEY MARTIN AT 825-3100,  
EXT. 3146 IF YOU ARE UNABLE TO ATTEND MEETINGS.**

*Discussion:*

*How many extra staff members do you have for the new program?* We have three. Autism Spectrum Disorder was not Medicaid fundable. We now receive funds through ETSBT.  
*What does virtual residential mean?* We provide motivational interviewing. Initially, we have staff with the child nearly 24 hours a day...from the time they wake up, in school and at home and then we gradually decrease the time. This service is provided in lieu of residential treatment. Our staff provides phone/online connectivity with the client and family as physical presence is decreased.

- RAPPAHANNOCK RAPIDAN COMMUNITY SERVICES – Jim Bernat presented to the committee a summary of his program. The annual report was submitted. The Committee had the following questions:

*Discussion:*

*Regarding the peer to peer incident involving money, have you provided counseling?* There is no universal counseling. The client was not forthcoming when interviewed. We have talked about risk and not letting friends administrate checkbooks and to make staff aware if anyone asks about their money/checkbooks, etc...

*Can you expand upon the other incidents?* Yes, it was financial exploitation and was a staff member. This resulted in policy change and we no longer allow staff to help with finances unless we are the rep payee.

*Are there audits of rep payee accounts?* Yes.

- CREATIVE FAMILY SOLUTIONS – Dyane Winn presented to the committee a summary of their program. The annual report was submitted and brochures were handed out at the meeting. The Committee had the following questions:

*Discussion:*

*What are the general ages of your clients?* We serve clients from age 4 – 70's. The majority of our clients range from late adolescents to 40.

*What happened to the staff member in the complaint listed?* The staff member was removed and another staff member is working with that family and doing well. The original staff member is no longer with our company due to no cases available in her geographic region.

- CHRYSALIS COUNSELING CENTERS – Elise Stevenson presented to the committee a summary of her program. The annual report was submitted. The Committee had the following questions:

*Discussion:*

*What will you use your new building for?* We are using it for Therapeutic Day Treatment Services.

*How many individuals do you serve?* We have 183 clients in the 5-county region.

*We would like to see the Human Rights Video that you developed. How do you use it?* We have our staff watch it and take a test. We also use other videos/trainings.

- NATIONAL COUNSELING GROUP, INC.— Bryna May – deferred until Oct/Bryna is on maternity leave.

7. Requests for Affiliation or New Services

- Chrysalis Counseling Centers – Elise Stevenson – Adding a Service
  - Therapeutic Treatment Services – The new service is licensed. Elise Stevenson provided information regarding the new service and location.

***ACTION: Beverly Young made the motion to approve Chrysalis Counseling Centers to add the new Therapeutic Day Treatment Service. Phoebe Muenger 2<sup>nd</sup> the motion. There being no further discussion, the motion to approve the new service was voted on and passed unanimously.***

- RRCS – Jim Bernat –
  - Adding Sponsored Placement
    - Alvin Nixon and Elizabeth Dandridge-have 2 bedrooms available  
1745 Finley Drive  
Culpeper, VA 22701  
540-829-7247
    - Margaret Beavers-has 1 bedroom available (currently working in our GH's)  
12439 Richland Road  
Elkwood, VA 22718  
540-229-4370

***ACTION: Phoebe Muenger made the motion to approve the two sponsored placement service locations. Arla Jean Lewis 2<sup>nd</sup> the motion. There being no further discussion, the motion to approve the two new sponsored placement locations was voted on and passed unanimously.***

8. Human Rights Announcements – Mark Seymour

- The Human Rights Complaint Process is being reviewed and rewritten.
- Blue Book – is being reviewed and rewritten.
- SHRC is looking into consolidating to regional LHRCs.
- CHRIS System for reporting complaints is being perfected.
- Western State Hospital will open October 29<sup>th</sup>.

9. Update by Brian Duncan, Executive Director, RRCS

- RRCS will move to electronic health records next week.
- In FY14, RRCS will study its programs for children. Please provide feedback regarding what you believe to be the unique role of the Community Services Board where child-services are concerned.
- The two new group homes will be completed in early October. RRCS would like to provide a tour of the Culpeper group home and, time permitting, the Detox Program at Boxwood at the end of the October LHRC meeting.
- BoardDocs.com is a web-based platform for sharing Board information that RRCS is considering using in place of all the paper packets sent to Board Members. We would ideally want the LHRC to participate should the agency go this route. It would require all Board Members to have internet access. Please offer your feedback regarding using a web-based platform.

10. Quarterly Reports –

- All reports were made current by the July 22, 2013 meeting.

**The regular meeting ended at 2:40 pm**

11. Board Member Positions

- Vote Board Positions (Chair, Vice Chair, Secretary) – Members discussed and made nominations as follows. Eileen Peet, Chair; Beverly Young, Vice Chair and Phoebe Muenger, Secretary.

***ACTION: By acclamation the Committee voted unanimously to accept Eileen Peet as Chair, Beverly Young as Vice Chair and Phoebe Muenger as Secretary.***

***ACTION: Phoebe Muenger motioned to enter into closed session for the purpose of discussing personnel issues at 2:50 p.m. Beverly Young 2<sup>nd</sup> the motion. There being no further discussion, the board voted unanimously to enter into closed session.***

***ACTION: Beverly Young motioned to end the closed session at 3:20 p.m. Arla Jean Lewis 2<sup>nd</sup> the motion. There being no further discussion, the board voted unanimously to end the closed session with all members certifying that only public business matters lawfully exempted from the open meeting requirements under existing Virginia law, and only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered by the Board in the closed session just held.***

- Vote on new Board Member - Roberta Anderson submitted her application for membership to the board. After questions and discussion in closed session from current board members, a vote was taken.

***ACTION: Mark Seymour tallied the votes. The board voted unanimously to make Roberta Anderson a member of the LHRC Board.***

- Review By-Laws – The LHRC Board Members discussed and agreed to the proposed changes. In addition, they requested further changes as follows:
  - DMHMRSAS be changed to DBHDS
  - Mental Retardation be changed to Intellectual Disabilities
  - Add Secretary to the list of Officers
  - Add the Secretaries duties to the list of Officer's Duties
  - Article IV, Section 3, change calendar year to "take place at the July meeting".
  - Article VI, Section 4, add "sub" to committees
  - Change fee to contribution
  - Update adopted date to July 22, 2013

*Discussion:*

*Why is the RRCS part of the LHRC name since RRCS is a provider? Typically, the LHRC combines the name of the hosting agency with the name of the LRHC.*

*Why do we have a secretary as an officer since we have Kimberley?* The Secretary of the Committee may correspond with the Secretary of the SHRC or with Advocates/Affiliates on behalf of the LHRC Board.

***ACTION: Phoebe Muenger motioned to accept and revise the changes as outlined with final read and vote to take place at the October meeting. Beverly Young 2<sup>nd</sup> the motion. There being no further discussion, the board voted unanimously to accept the revised changes as outlined with final read and vote to take place at the October meeting.***

12. Meeting Schedule for 2013:

- January 22, 2013, 2<sup>nd</sup> Floor Board Rm., Bradford Road Office at 1:30 p.m.
- April 23, 2013, 2<sup>nd</sup> Floor Board Rm., Bradford Road Office at 1:30 p.m.
- July 23, 2013, 2<sup>nd</sup> Floor Board Rm., Bradford Road Office at 1:30 p.m.
- October 22, 2013, 2<sup>nd</sup> Floor Board Rm., Bradford Road Office at 1:30 p.m.

**The meeting adjourned at 3:40 p.m.**

**Approved:**

---

**Chair or Vice Chair**