

T.C Bullock, Chair
South Hills
Penny Cameron, Vice-Chair
Great Falls
John Barrett
Chesterfield
Ann Bevan
Mechanicsville
Victoria Cash Graff
Staunton
Marietta Cottingham
Hampton
Timothy Russell
Williamsburg
Pete Daniel
Charlotte Court House
Sam Dillon
Big Stone Gap



Deborah. M. Lochart
State Human Rights Director

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COMMONWEALTH of VIRGINIA

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STATE HUMAN RIGHTS COMMITTEE MEETING MINUTES

Fidura & Associates, Inc.
804 Moorefield Park Drive
Conference Room
Richmond, Virginia
23236

Friday, January 23, 2015

Administrative Session

8:30 a.m.

- Members Present** T.C. Bullock, **Chair**; Penny Cameron, Vice-Chair; John Barrett; Ann Bevan; Penny Cameron ; Vicki Cash-Graff; Marietta Cottingham; Timothy Russell, Pete Daniel; Sam Dillon
- Members Excused** All Present
- Staff Present** Mike Curseen, Regional Human Rights Advocate
Beverly Garnes, Regional Human Rights Advocate
Taneika Goldman, Human Rights Advocate
LaDonna Walters, ID Advocate
Deborah Lochart, Human Rights Director
- Others** Karen Taylor, DBHDS Special Counsel
- Call to Order** At 8:30 T.C. Bullock, Chair, called the January 23, 2015 Administrative meeting to order. A call for introductions took place before proceeding.
- Approval of Agenda** At 8:31 the SHRC reviewed the January 23, 2015 meeting agenda.

Upon a motion by John Barrett and seconded by Penny Cameron the SHRC unanimously voted to approve the Agenda for the

January 23, 2015 meeting.

- Correspondence and information** At 8:35 the SHRC reviewed correspondence and information.
- Communications from the Commissioner and Kathy Drumwright. Deb Lochart shared and discussed email communications from Central Office. SHRC all agreed that these are very helpful.
- Goals Work plan:
The SHRC acknowledged receipt of the Goals Workplan. Ann Bevan and Deb Lochart have a draft recruitment packet ready for review. Deb will submit to the SDHRC for review and comment at the March 2015 meeting.
- Appeal Responses: The SHRC received copies of VCBR Appeal Responses. Deb Lochart reported that Michael Schaffer, Assistant Commissioner for Forensic Services, is now on the appeal review panel.
- LHRC Vacancy Tracking: The SHRC reviewed the LHRC Vacancy Tracking sheet. Ann Bevan noted the recruitment packet should help with giving providers filling vacancies on LHRCs.
- DBHDS Organization chart: Deb distributed the current organizational chart. Timothy Russell asked if Deb would please add names to the offices for reference.
- Communications: Deb notified the committee that she and Tim have been working on FAQ's for the website. Deb/Tim will send to the draft to the committee for review and comment.
- 2015 Meeting Schedule update: The March meeting will be held in Lexington, not Staunton.
- BREAK* At 9:00 T.C. Bullock called for a break.

Regular Session

Members Present: T.C. Bullock, **Chair**; Penny Cameron, **Vice-Chair**; John Barrett; Ann Bevan; Vicki Cash-Graff; Marietta Cottingham; Timothy Russell; Pete Daniel; Sam Dillon

Members Excused: All Present

Staff Present: Mike Curseen, Regional Human Rights Advocate
Beverly Garnes, Regional Human Rights Advocate
Taneika Goldman, Human Rights Advocate
Walter Small, Human Rights Advocate

LaDonna Walters, ID Advocate
Deborah Lochart, Human Rights Director

Others: Karen Taylor, DBHDS Special Counsel

Reconvene: At 9:15 T.C. Bullock called the regular session to order. A call for introductions took place prior to proceeding.

Approval of Draft Minutes: December 12, 2014
At 9:20 the SHRC reviewed the draft minutes of the December 12, 2014 SHRC meeting.

Upon a motion by John Barrett and seconded by Marietta Cottingham the SHRC unanimously approved the amended minutes from December 12, 2014 SHRC meeting.

VCBR-Monthly Variance Reports (November/December 2014): No report-will request report for next meeting. Deb Lochart reported that the variances have been made ready for posting on the Virginia Register.

Report from SHRC RAC Sub-committee: Vicki Cash-Graff shared an update on the status of the subcommittee. She presented the draft minutes for review.

VCBR Medical Audit: Penny Cameron explained that she knows one of the nurses who participated in the medical audit. The advocate will asked to follow-up with Jason Wilson in regards to the status of the audit report for sharing with this committee.

Draft SHRC Annual Report: Deb Lochart shared the draft of the 2014 SHRC annual report. She asked that the committee review and send comments to her. She reminded them that this is their report. There was also discussion regarding updating bios and the submission of bios for Mr. Dillon and Mr. Daniel.

Public Comment: At 10:30 T.C. Bullock called for public comments. *No Public Comments were offered.*

SHRC Training: Karen Walters provided training to include: FOAI, an overview of the relationship between Virginia Code and the human rights regulations, HIPAA, Variances and the difference between variances and exemptions.

Liaison Reports: No LHRC Liaison reports were given.

SHRC Membership: Committee discussed upcoming vacancies.

LHRC Membership: At 10:52 the SHRC considered local human rights committee membership.

Upon a motion by Penny Cameron and a second by Vicki Cash-Graff the SHRC convened in closed session pursuant to Virginia Code §2.2-3711(1) for the purpose of discussion and consideration of appointments to and removals from Local Human Rights Committees.

Upon reconvening in open session, the State Human Rights Committee certified that to the best of each member's knowledge, only public business matters lawfully exempt from statutory open meeting requirements, and only public business matters identified in the motion to convene the closed session were discussed in closed session.

Upon a motion by Vicki Cash-Graff and a second from John Barrett the SHRC unanimously moved to make the following local human rights committee appointments and reappointments.

Appointments:

Region 4: Hanover LHRC: Mr. Mark Smallcombe

Adjournment: *The meeting adjourned at*

The next SHRC meeting is scheduled for Friday March 6, 2015 at the Rockbridge Area Community Services Board, Lexington, Virginia.

