

**RICHMOND UNIFIED LOCAL HUMAN RIGHTS COMMITTEE**  
**Quarterly Meeting Minutes**  
**May 17, 2012**

**Committee Members Present:**

Barbara McDougald, Chair	<u>  X  </u>	Janice Gant	<u>  X  </u>
Rhonda Carter, Vice Chair	<u>  X  </u>	Samara Gracia	<u>  X  </u>
Thomila Wilson, Secretary	<u>  X  </u>	Shareen Chavez-Young	<u>  Absent  </u>

**Affiliated Agencies Present (check those present):**

Abundant Life	<u>  X  </u>
Accent Group & Family Services, LLC	<u>  X  </u>
Arch Support Residential Services	<u>  X  </u>
Community Alternatives Consortium	<u>  X  </u>
Counseling & Advocacy	<u>  X  </u>
Deuteronomy Eight Eighteen	<u>  X  </u>
Diversity Training & Support Center	<u>  X  </u>
Family Insight	<u>  X  </u>
Family Integrated Counseling Services	<u>  X  </u>
Family Maintenance Counseling	<u>  X  </u>
Pathways Developmental Services, Inc.	<u>  X  </u>
For A Good Cause Group Home	_____
Harry Co, LLC	_____
Inspiration House	_____
It's A New Day	_____
Outreach Residential	_____
Pleasant View Residential	_____
T.O.D.A.Y.S Youth Services	_____
Vigilant Mindz, Inc	_____
Virginia Counseling & Community Development	_____
Youth and Family Counseling Services	_____

**Others Present:** Walter "Buddy" Small, Region IV Human Rights Advocate

**Agencies Absent (check those not present):** No agencies were absent from Group A

**I. Welcome/Call to Order:**

Barbara McDougald, Chair, called the meeting to order at 5:34 p.m.

**II. Introductions:**

LHRC members, human rights advocate, and agency attendees introduced themselves (gave their name and the name of their agency). No guests were present.

**III. Review/Approval of Draft Minutes:**

Minutes from the March 15, 2012 LHRC meeting were reviewed. Janice Gant motioned to approve the minutes and Rhonda Carter, Vice Chair, seconded. The Committee unanimously approved the minutes.

**IV. Public comments:**

None

**V. Old Business:**

**1. Approval of Minutes: April 17, 2012 Business Meeting.**

Minutes were corrected to show that Samara Garcia was present. Motion was made and seconded to approve the minutes with the correction. The committee unanimously approved the minutes as corrected.

**2. LHRC Follow-up RE: Corrections Requested for Quarterly Report for 3<sup>rd</sup> Quarter – July 8, 2011 – September 30, 2011 – Inspiration House:**

**a. Corrective action steps taken by Executive Director to insure that door chimes are consistently activated.**

**b. Explanation of discrepancies concerning dates recorded on Crisis Intervention documents dated 8/6/11 and 8/13/11**

Barbara McDougald, Chair, stated Inspiration House needed to be cited for failure to comply with requested corrections. Rhonda Carter, Vice Chair, motioned that Inspiration House be reported to Licensing for failure to comply with the request for corrections for the Quarterly Report for the 3<sup>rd</sup> Quarter (July 8, 2011—September 30, 2011). The motion was seconded and unanimously agreed upon by the committee.

**VI. New Business:**

**1. Revised Meeting Dates and Reporting Months Schedule.**

A Revised Meeting Dates and Reporting Months Schedule was provided and reviewed. Walter Small, Advocate, stated hosts for meetings were needed. Ami Williams said she will add the hosts. The correct email address for Ami Williams was provided: deetgrouphome@gmail.com

**2. Election of Officers: Chair, Vice Chair, Secretary.**

The Committee and Advocate discussed the term for officers. Officers agreed to remain the same. Rhonda Carter, Vice Chair, motioned that the officers for chair, vice chair, and secretary remain the same. The motion was seconded and unanimously approved by the committee.

**3. Human Rights Advocate's Contact Information.**

Mr. Small ensured everyone knows how to contact him by email at [walter.small@dbhds.virginia.gov](mailto:walter.small@dbhds.virginia.gov) and by phone at (804) 524-7548

**VII. Quarterly Reports Review of Period January 1, 2012 – March 31, 2012**

1. Abundant Life
2. Accent Group & Family Services, LLC
3. Arch Support Residential Services
4. Community Alternatives Consortium: **Need to use the current revision of the quarterly report form; need to check the appropriate quarter**
5. Counseling & Advocacy
6. Deuteronomy Eight Eighteen
7. Diversity Training & Support Center
8. Family Insight
9. Family Integrated Counseling Services
10. Family Maintenance Counseling
11. Pathways Developmental Services, Inc.
12. For A Good Cause Group Home: **Need to use the current revision of the quarterly report form; need to clarify question #1**
13. Harry Co, LLC
14. Inspiration House
15. It's A New Day
16. Outreach Residential
17. Pleasant View Residential
18. T.O.D.A.Y.S Youth Services
19. Vigilant Mindz, Inc.
20. Virginia Counseling & Community Development
21. Youth and Family Counseling Services

The Committee discussed a discrepancy in the receipt of reports from Group A that resulted from a change in the process due to the change in advocates from Mr. Curseen to Mr. Small. Ami Williams agreed to resubmit the reports that were not received by all committee members. Barbara McDougald, Chair, provided the email address where she

can be contacted: [barbara.delbridge@goodwillvirginia.gov](mailto:barbara.delbridge@goodwillvirginia.gov). Walter Small, Advocate, agreed to forward the quarterly reports to the committee members (the former process used by Mr. Curseen). Group A was instructed to continue to submit reports to Ami Williams because she is the liaison for Group A. Barbara McDougald, Chair, stated there is no excuse for late submissions. Late submissions will be cited, and numerous citations could negatively impact a provider's license. Tomila Wilson, Secretary, motioned that the committee review the quarterly reports because of the discrepancy in the receipt of the reports. The motion was carried and approved.

**VIII. Secretary's Report: Review Attendance.**

All agencies were present.

**IX. Office of Human Rights Comments: Quarterly Reports.**

Revised Quarterly Meeting Dates and Reporting Months Schedule reviewed again for clarity and understanding. Host agencies are needed. Group B meets in July, but Group A must still submit quarterly reports to Ami Williams by 7/5/12.

**X. Next Meeting Group B – July 19, 2012 Located at 1664 Anderson Hwy., Suite G, Powhatan, VA 23235. Hosted by Inspiration House.**

Barbara McDougald, Chair, asked if there were any issues, concerns, or comments. None were voiced.

**XI. Adjournment.**

Tomila Wilson, Secretary, motioned the meeting be adjourned. The motion was carried and approved. The meeting was adjourned at 6:55pm.