

**DRAFT**

LOCAL HUMAN RIGHTS COMMITTEE MINUTES  
EASTERN STATE HOSPITAL  
4601 Ironbound Road  
Williamsburg, VA 23188-2652

**May 17, 2012**

MEMBERS PRESENT: Joyce Smith, Chair; Charles Loudermon, Vice Chair; Robin Bristow, Alice Callahan, Jajala J. Schweiger, Jason Mintel, Kathryn Suslik, Brandon Washington.

STAFF PRESENT: Hillary Zaneveld, Human Rights Advocate; Tina Jones LHRC Affiliate-Administration Support.

**1. Call to Order**

The Local Human Rights Committee meeting was called to order at 10:37 a.m. with Joyce Smith, Chair, presiding purpose of hearing business as presented on the agenda and such other transactions or matters that may be presented to the Committee.

**2. Approval of Agenda**

The May 17, 2012 agenda was reviewed.

Action: A motion was made by Ms. Bristow and properly seconded by Mr. Loudermon approved the May 17, 2012 ESH LHRC agenda. All were in favor. The motion passed unanimously.

**3. Approval of Minutes**

The April 19, 2012 Minutes of the LHRC meeting were reviewed.

Action: Motion was made by Ms. Bristow and properly second by Mrs. Schweiger that the LHRC approve the April 19 2012 minutes with corrections. All were in favor. The motion passed unanimously.

**4. Public Comment**

No members of the public was present

**5. One-Way Counseling**

Advocate reporting agent was not present

**6. Review of ESH LHRC Bylaws-**

Ms. Zaneveld provided answers and explanations to specific questions posed by committee members referencing the written ESH LHRC Bylaws.

## 7. Advocates Report

Ms. Zaneveld provided training on various aspects of discussions.

## 8. Closed Forum

A motion was made by the ESH LHRC to close open session and go into executive session at 12:35 a.m. pursuant to VA Code 2.23711(A)4 for the protection of the privacy of individuals in personal matters not related to public business, namely for the purpose of reviewing applications for open positions. A motion was made by Mr. Loundermon second by Ms. Bristow and the LHRC members voted all in favor.

A motion was made to exit the executive session at \_\_\_ by \_\_\_ and properly second by \_\_\_\_\_. The LHRC members voted all in favor. Each ESH LHRC member certified to the best of each member's knowledge, only private business matters lawfully exempted from statutory open meeting requirements and only private business matters identified in the motion to convene the executive session were discussed in executive session. All members were present and all members "so certified".

## 9. Adjournment

Having no further business, a motion was made by \_\_\_\_\_ and second by \_\_\_\_\_ that the meeting be adjourned at \_\_\_\_\_. The motion passed unanimously. **The next scheduled meeting will be held Thursday June 21, 2012, Building #1 – Conference Room 109 at 10:30 a.m.**

5/22/12

C: LHRC Members- Hospital Director- Human Rights Advocate-Hospital Liaison-Affiliates