

CHARLOTTESVILLE AREA LHRC

Approved Minutes

January 11, 2024

10:30 am

500 Old Lynchburg Road, Charlottesville, VA 22903

MEMBERS PRESENT

Mary Sue Kivlighan– Committee Chairperson

Jeffrey Jones- Committee Vice Chairperson

Larry Ragland-Committee Member

Sarah Anderson-Committee Member

Members Absent

None

OTHERS PRESENT

Artea Ambrose – Human Rights Advocate, DBHDS Region 1

Lequetta Hayes-Human Rights Advocate, DBHDS Region 1

Tiffany Gillard- Easter Seals

Seleena Heyward- Easter Seals

Candy Keith-Interviewee

Tricia Suszynski-Interviewee

CALL TO ORDER

Mary Sue Kivlighan called meeting to order at 10.53am.

ROLL CALL/ATTENDANCE

Those in attendance made introductions. Chair welcomed attendees.

APPROVAL OF AGENDA

Motion to approve agenda was made by Sarah Anderson and seconded by Jeffrey Jones.

Motion carried.

APPROVAL OF MINUTES

Motion to approve October 12, 2023, minutes was made by Larry Ragland and seconded by Sarah Anderson. Motion carried.

PUBLIC COMMENTS

None.

CHAIR ANNOUNCEMENTS

None.

Advocate Comments, Region 1, 3rd Quarter.

OHR has filled two vacant positions. The Training and Development Coordinator position has been filled by Mr. Alonzo Riggins and a Regional Manager has been named for Region 2 as Ms. Diana Atcha.

Updates

We are currently recruiting LHRC members for the following LHRCs in Region 1:

- Charlottesville Area Local Human Rights Committee (meets in person in Charlottesville, VA, quarterly)
 - 1 healthcare provider
- Rappahannock Rapidan Area Local Human Rights Committee (meets in person in Culpeper, VA, quarterly)
 - 2 individuals who have received services within the past 5 years of appointment date.

Please contact Cassie Purtlebaugh via email at cassie.purtlebaugh@dbhds.virginia.gov if you are interested in becoming a member of one of these committees.

Upcoming 2024 SHRC Meetings

The full SHRC meeting schedule can be found here: [2023-SHRC-Meeting-Schedule.pdf \(virginia.gov\)](#)

January 18, 2024

March 7, 2024

April 11, 2024

May 16, 2024

June 17, 2024

August 15, 2024

September 26, 2024

October 31, 2024

December 12, 2024

The SHRC is required to meet at least 8 times a year. Unless special circumstances apply, administrative sessions normally convene at 8:30am. Regular sessions normally convene at 9:00am and run until all agenda items are addressed. Portions of meetings are held in closed session. Appeals are normally scheduled for late morning.

Upcoming LHRC Trainings

New LHRC members will receive notice in their appointment letters regarding attending Orientation and viewing the other training materials (Overview HRR, LHRC Forms, Fact Finding Hearings, FOIA). Training opportunities will be announced in your orientation packets.

OLD BUSINESS:

None

NEW BUSINESS

- **Easter Seals-Restriction**
- **Interview with a candidate for the CA LHRC**
- **Interview with a candidate for the CA LHRC**

CLOSED SESSION

Upon a motion made by Mary Sue Kivlighan and seconded by Sarah Anderson, the committee entered closed session pursuant to Virginia Code §2.2-3711, a.15 and §2.2-37.05.5 for the purpose to discuss Restrictions.

- Based on the discussion of the need for a restriction, it was determined that the Easter Seals restriction be approved with no recommendations.
- The committee conducted the interview with the candidate for the CA LHRC.
- The committee conducted the interview with the candidate for the CA LHRC.

RETURN TO OPEN SESSION

Upon reconvening in open session, each member certified that, to the best of each member's knowledge, only private business matters, lawfully exempted from statutory open session requirements and identified in the motion by which the closed session was convened, were considered in the closed session, namely Restrictions.

Easter Seals-Rooms sweeps, bag checks and cabinet sweeps-Jeffrey Jones made a motion, and Larry Ragland seconded the motion to implement the recommendations made in the closed session. This was unanimously approved by all members present.

The candidate was interviewed by the committee- Sarah Anderson made a motion to recommend the candidate be appointed to the CA LHRC to the SHRC and Larry Ragland seconded the motion. Motion carried unanimously.

The second candidate was interviewed by the committee-Jeffrey Jones made a motion to recommend the candidate be appointed to the CA LHRC to the SHRC and Sarah Anderson seconded the motion. Motion carried unanimously.

All committee members certified only private business matters were conducted in closed session.

Sarah Anders-yes; Larry Ragland-yes, Mary Sue Kivlighan-yes, and Jeffrey Jones-yes.

MEETING ADJOURNED

The next meeting will be held on April 11, 2024, at 10:30am. The meeting location will be Region Ten CSB with a virtual option for participants via TEAMS.

Hearing no other business, Mary Sue Kivlighan adjourned the meeting at 11:55am.