

**SOUTHWESTERN VIRGINIA TRAINING CENTER
LOCAL HUMAN RIGHTS COMMITTEE**

MINUTES

June 22, 2011, Conference Room 2, SWVTC Building 1

The Southwestern Virginia Training Center Local Human Rights Committee (SWVTC LHRC) met on Wednesday, June 22, 2011.

MEMBERS PRESENT:

Charlotte Barkley, Acting Chair
Nancy Thurman
Judy Padgett, Secretary
Betty Meredith
Sandy Yates
Dona Blair, RN

OTHERS PRESENT:

Deborah Lowe, Administrative Support
Loretta Evans, *attended for a portion of meeting - from 2:04 to 2:35 p.m.*

I. Call to Order

- Charlotte Barkley, Acting Chair, called the meeting to order at 2:04 p.m. and welcomed those in attendance.

II. Approval of May 25, 2011 Minutes

ACTION TAKEN

- Betty Meredith made a motion that the minutes of the May 25, 2011, meeting of the SWVTC LHRC be approved as presented.
- Nancy Thurman seconded the motion, which passed unanimously.

III. Certificate of Recognition (Betty Meredith) – Dennis Shrewsberry, SWVTC Director, recognized Betty for six years of service to the LHRC. Charlotte and B. J. presented gifts and words of appreciation.

IV. Report on Behavior Treatment Review Committee – Dennis Shrewsberry, SWVTC Director reported that this specially constituted committee will be standardized throughout the state training centers. Dennis shared SWVTC Instruction 64 regarding this new committee. Discussed confidentiality and the need for training for Committee members. Dona suggested stating in the policy that members must be trained on confidentiality.

V. Public Comment - none

VI. Member Resignation (Loretta Evans, LHRC Chairperson) – Committee recommended that B. J. McKnight send a letter of resignation to the State Committee regarding Loretta's decision to resign.

VII. Election of Vice Chairperson – Betty nominated and made a motion that Dona Blair serve as Vice-Chairperson of the SWVTC LHRC. Dona's only reservation was her schedule as senior management at the Life Center. After learning more about the responsibilities, Dona accepted the nomination. Nancy Thurman seconded the motion and all were in favor with none opposed. Dona will serve as the new Vice-Chairperson.

VIII. Membership Recruitment – discussed need for 2 new members. No action was taken.

IX. SWVTC LHRC Bylaws and

X. SWVTC LHRC Meeting Schedule

- Charlotte led the discussion and committee discussed going to quarterly meetings. Nan Neese suggested that SWVTC LHRC consider scheduling six meetings during the year in case of inclement weather or not having a quorum at a meeting.
- Reviewed draft of meeting schedule. Correction made due to an error in typing: change July 25 to July 27.

- Decided that meeting every other month would accomplish the six meetings per year that Nan Neese recommended. Decided to add one on March 28, 2012, making a total of five scheduled meetings; and Bylaws state that, "at least four meetings will be held."

**XI. Provider Quarterly and Annual Report (Final Report Format Attached) and
XII. Provider Quarterly and Annual Report Schedule**

- Charlotte requested that a person present the report rather than just submitting a written report. Cannot require facility to present more than annually in person.
- Report format was approved as presented.

XIII. Advocate's Report – B. J. McKnight, Human Rights Advocate

- B. J. shared a letter from an Authorized Representative requesting an extension to the timeframe for her right to appeal the facility director's final action taken regarding an abuse allegation. The AR is requesting a report from the Director and once this report is reviewed to possibly appeal the Director's final action plan.
- B. J. reiterated that members are entitled to yearly mileage reimbursement for travel to and from meetings.

XIV. Other Business

- Name Change:** Made decision to change the name of the Committee from SWVTC Local Human Rights Committee (LHRC) to Appalachian Community LHRC.
- Model Restraint Variance:** Director will not request variance, so if restraint is placed in behavior plan, then it will receive a dual review by LHRC and BTRC or request variance at that time.
- Areas of Interest regarding 250 reviews, Rules & Regulations – Policy, Procedures, Practices – none mentioned.
- Notification to parents/authorized representatives of their rights. An annual individual human rights notification is required of the facility by the Human Rights Regulations.
- Report on Human Rights Complaint process, January to present – NO Human Rights Complaints
ACTION TAKEN: Committee decided to ask facility to come in and review their Human Rights Complaint Process – what they are doing to ensure that people have access to the process and to assure that there will be no retaliation by they are safe to make a human rights complaint.
Motion: Dona Blair
Second: Sandy Yates
Motion passed with none opposed.
- By Human Rights Regulation, the only SWVTC policy that the LHRC reviews is the restraint policy.
- Deborah will help Charlotte Barkley draft a letter expressing the LHRC's appreciation to psychologists for working so diligently with the committee.

XV. Adjourn at 3:51 p.m.

- Motion:** Betty Meredith, **Second:** Nancy Thurman, all in favor.

Respectfully submitted:

_____(sign)
Deborah Lowe, SWVTC Administrative Assistant

Approved:

_____(sign) _____
Charlotte Barkley, Acting Chairperson Date