

**Prince William County**  
**Local Human Rights Committee**  
Prince William County Community Services  
Phoenix Building  
8500 Phoenix Drive  
Manassas, VA 20110

**Agenda**    ☐

**Draft Minutes**    ☐

**Minutes**    ☒

**Meeting Date/ Tim:**

Wednesday November 7, 2018

*Meetings are schedule every other month on the first Wednesday of the month or as needed.*

**LHRC Members:**

✓ *indicates members present at the above identified meeting*

Rebecca Spain (Co-Chair)

Excused

Juanita James

Absent

Bill Greaver

Excused

Sally Star

✓

James Pritchert

✓

Quorum Present:

No

**DBHDS OHR Advocate:**

✓ Ann Pascoe, Regional Advocate

**Others in attendance/ invited to attend:**

**Name**

**Provider/ Agency Name**

**Title**

n/a

**I Call to Order:** The meeting was called to order at 4:11pm

**II Welcome and Introductions:** Introduction of two new LHRC members. New members were provided with an LHRC binder which contained meeting agenda, prior meeting minutes, copy of training PowerPoint, and copy of 12VAC35-115 Regulations to assure the rights of individuals receiving services from providers licensed, funded, or operated by the department of behavioral health and developmental services.

**III Finalize Agenda:** No changes to the agenda were requested

**IV Review Minutes:** April 2018 and June 2018. Due to a lack of quorum, the minutes could not be reviewed nor approved. They will be placed on the December agenda along with the November minutes.

**V Public Comment:** No individuals wishing to make a public comment were present.

**VI LHRC Business:**

**Meeting Schedule:** The members present reviewed the proposed meeting schedule for 2019. All agreed with the proposed meeting dates. At the June meeting, the LHRC will discuss the August meeting and make a determination whether or not to move the meeting to September or leave the meeting as scheduled for August. The meeting schedule will be posted on the Commonwealth Calendar website:

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<https://commonwealthcalendar.virginia.gov/>

**Bylaws Review:** Regional Advocate provided history to “universal” bylaws created and approved by State Human Rights Committee (SHRC). The LHRC will review the bylaws at the December meeting and if all in agreement, will approve the bylaws for use with the PWC LHRC. All members were emailed a copy. Printed copies will be available at the next meeting.

**Training:** Regional Advocate provided training to newest LHRC members regarding the roles and responsibilities of LHRC members and LHRC duties. Members received a copy of the PowerPoint training material in LHRC binder

**Recruitment:** Recruitment materials were reviewed with members present. Members are encouraged to seek other LHRC volunteers.

**VII OHR Advocate Report:**

Regional Advocate reported that there will be upcoming training across the state for “fast track” regulation changes which will also include training on Restrictions, Seclusion, Restraint, and Time-out. LHRC will receive the same training/ materials in the coming months. Regional Advocate also discussed the retirement of Tim Simmons, Senior Advocate at NVMHI.

**VIII New Business:** No new business was discussed.

**IX Review/ Vote on Business Conducted in Closed Session:** No business was conducted in closed session. No business conducted at this meeting required the LHRC to vote.

**X Old Business/ Committee Reports:** No previous old business was discussed by the LHRC

**XI Next Meeting:** Wednesday December 5, 2018 4:00pm  
8500 Phoenix Drive Manassas, VA 20110

**XII Adjournment:** The meeting was adjourned at 5:40pm