

Charlottesville Area LHRC  
502 Old Lynchburg Road, Charlottesville, Virginia  
January 17, 2019 at 10:00am  
Approved Minutes

LIST MEMBERS PRESENT: John Shepherd – Chair; Bruce Ellsworth; Jeffrey Jones; Margaret Harvey

LIST MEMBERS ABSENT: Amy Hereford

CALL TO ORDER

Mr. Shepherd called meeting to order at 10:02am. Welcome committee members.

MINUTES

October 18, 2018 minutes were motioned to be approved by Ms. Harvey and seconded by Mr. Ellsworth. The committee approved the minutes by unanimous vote.

PUBLIC COMMENTS: None

ADVOCATE ANNOUNCEMENTS

- Region 1 has completed the following trainings which were well-attended during the months of November and December:
  - 5 Regional CHRIS trainings conducted in Fredericksburg, Charlottesville, Front Royal, Culpeper, and Lynchburg
  - Fast Track/Restrictions Trainings in Charlottesville, Front Royal, Culpeper, and Lynchburg
- Upcoming trainings for OHR Train the Trainer already scheduled for Front Royal and Lynchburg, and will be sending out announcements for additional opportunities in Charlottesville and Culpeper
- LHRC Review Forms/Processes  
As part of the Fast Track/Restrictions training, we reviewed the forms that are being piloted with LHRCs throughout Region 1 which will simplify the LHRC review process for the following processes:
  - Consent
  - Restrictions to Dignity, Rights, and Freedoms of Everyday Life
  - Behavior Treatment Plan with Timeout/Restraint
  - Human Research
  - Next Friend
- Community Look Behinds  
3rd round of CLB has been completed in Region 1, and we have already started round 4. Cassie Purtlebaugh, our Regional Advocate, been assigned 22 randomly selected closed CHRIS cases for review and has scheduled these with all providers affected. We continue to be pleased with the progress and changes we are seeing in reporting. Please be aware of one significant aspect of closing the loop with providers that we have been focusing on for the past 2 quarters specific to requesting evidence of corrective action:

- If you have a case that has been substantiated by you as a provider, please consider making sending the advocate assigned to the case a copy of your corrective action plan upon implementation. If you do not send it, we will be requesting it, so it is helpful to make this part of your process. You can simply email this to the advocate (encrypted). It does not need to be an in-depth report. We simply need evidence that you did what you said you would do as part of the corrective action you noted in the system for substantiated cases.
- At times, we may request corrective action for unsubstantiated cases if you have noted it in CHRIS
- Also, we are making excellent headway in closing old CHRIS cases specific to CSBs and private providers. This region has only 19 abuse/complaint cases that have not been closed that are more than 60 days old. Thank you for your assistance in getting these matters closed!

#### AGENDA ITEMS/NEW BUSINESS:

- Mr. Shepherd moved to pass bylaws with amendments as discussed. Seconded by Ms. Harvey. Approved by unanimous vote.
- CLOSED SESSION - Upon a motion made by Mr. Shepherd and seconded by Mr. Ellsworth, the committee entered closed session pursuant to Virginia Code §2.2-3711, a.15 and §2.2-37.05.5 for the purpose of discussion of medical record / treatment plans. RETURN TO OPEN SESSION - Upon reconvening in open session, all members of the Local Human Rights Committee certified that to the best of each ones' knowledge, only public business matters lawfully exempt from statutory open meeting requirements, and only public business matters identified in the motion to convene the closed session were discussed in closed session. Motioned by Mr. Shepherd and certified by all members in attendance.

NEXT MEETING – April 18, 2019 at 10:00am at 502 Old Lynchburg Rd, Charlottesville, Virginia.

MEETING ADJOURNED – Motion made to adjourn by Mr. Shepherd seconded by Mr. Ellsworth.

Meeting adjourned at 11:44am.

These Minutes were transcribed by Artea Ambrose, Human Rights Advocate.