



ARLINGTON LOCAL HUMAN RIGHTS COMMITTEE

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Arlington Local Human Rights Committee Meeting  
July 27, 2015  
7:00 p.m.

**Minutes**

- LHRC members present:** Alicia Guajardo, Michael Mullins, Christine Plummer
- LHRC members absent:** Sue Lowry
- Staff present:** Tim Simmons, Regional Advocate  
Tom Wallace, LHRC Coordinator
- Staff absent:** None
- Affiliates present:** Arlington CSB, Castle Rock Consulting, Community Residences,  
Fellowship Health Resources, L'Arche, St. Coletta
- Affiliates absent:** None
- Guests:** None
- Meeting location:** 2120 Washington Boulevard, Arlington

Meeting called to order at 7:00 p.m.

**Public Comment:** None

**Introductions**

The committee and attendees introduced themselves. Michael Mullins, new member of the LHRC, was welcomed to his first meeting. Tim Simmons, new Human Rights Advocate, was welcomed and provided his background information.

**New Business**

- Tim Simmons discussed the information that needs to be on human-rights posters, including his name and contact information, as well as the name of the Regional Advocate, Cassie Purtlebaugh.
- The committee discussed a possible new date for this quarterly meeting, given Tim Simmons's schedule, which does not include Mondays. Discussion focused on the long-standing meeting times for this group, the disruption that will occur for the committee

and affiliates if the meeting is rescheduled, and working with Mr. Simmons to consider adjusting his schedule to accommodate the Monday meeting time, given that it occurs only four times a year.

- The committee discussed getting some additional training on the human-rights process and reviewing and updating by-laws. It was agreed that an additional meeting of the committee should be arranged to do this work. Tom Wallace will work with the committee to set it up.
- Martha Loughead of Community Residences announced that they are bringing their six-bed ICF in Loudoun County under the Arlington LHRC.

### **Old Business**

- Minutes from the April 2015 meeting were reviewed. Minor changes were discussed and agreed upon. Christine Plummer moved to accept the minutes as amended; Michael Mullins seconded the motion. The amended minutes were approved.
- Tom Wallace circulated to chair Alicia Guajardo the remaining annual cooperative agreements received by several affiliates for her signature. The signed agreements will be returned to each affiliate, with a copy retained in the LHRC files.
- The LHRC continues to be in need of new members, and discussion about recruitment was conducted. Tom Wallace will update and recirculate the recruitment flyer to the LHRC distribution list. All will be encouraged to spread the word in their communities.

### **Regional Advocate's Report**

Tim Simmons clarified that he is a Human Rights Advocate, and Cassie Purtlebaugh is the Regional Advocate. Time will be included on each agenda for a report from Mr. Simmons.

**Executive Session:** At 7:32 p.m., Michael Mullins read the committee into executive session with "I move that the Arlington Local Human Rights Committee go into executive session pursuant to Virginia Code, 2.2-3711.A., paragraph 15, for the protection of the privacy of individuals and their records in personal matters not related to Public Business." The motion was seconded and all members certified.

**Quarterly Provider Incident Report:** The members reviewed the quarterly incident reports.

**Quarterly Behavior Plan Reports:** The committee reviewed behavioral reports.

**Confidentiality Statement:** At 8:40 p.m., The Committee came out of Executive Session to vote on the plans. Christine Plummer stated: "Each member shall certify that to the best of their knowledge that only matters for the protection of the privacy of individuals and their records in personal business were heard, discussed, or considered." Each member replied, "I so certify." Each plan was approved.

**Adjourn**

Christine Plummer made a motion to adjourn, which was seconded by Alicia Guajardo. Meeting adjourned at 8:45 p.m.

**Upcoming meeting:** October 26, 2015