



ARLINGTON LOCAL HUMAN RIGHTS COMMITTEE  
2120 Washington Boulevard, 4th Floor Arlington, VA 22204  
TEL 703.228.4898 FAX 703.228.5073 www.arlingtonva.us

Arlington Local Human Rights Committee Meeting  
April 25, 2016  
7:00 p.m.

**Minutes**

- LHRC members present:** Alicia Guajardo, Sue Lowry, Christine Plummer
- LHRC members absent:** Michael Mullins
- Staff present:** Tim Simmons, Human Rights Advocate  
Tom Wallace, LHRC Coordinator
- Staff absent:** None
- Affiliates present:** Arlington CSB, Community Residences, Fellowship, L'Arche
- Affiliates absent:** None
- Guests:** None
- Meeting location:** 2120 Washington Boulevard, Arlington

Meeting called to order at 7:01 p.m.

**Public Comment:** None

**Introductions**

The committee and attendees introduced themselves.

**New and Old Business**

- Draft minutes from the October 2015 meeting were reviewed. No changes were made. Christine Plummer moved to accept the minutes; Sue Lowry seconded the motion. The minutes were approved.
- Training needs: the committee discussed the need for training for its members. The human-rights advocate has agreed to provide training at the next meeting. Before the next meeting, he will also provide orientation packets for committee members to review. He additionally offered to provide training for new members at the next meeting, though that may need to be moved to the following meeting in the interests of time.

- Recruitment
  - Alicia Guajardo spoke to the potential new member regarding expectations. The committee will work toward reviewing this member's application and making a decision in time for the next meeting of the State Human Rights Committee on June 3.
  - Alicia Guajardo reminded the affiliates present that the committee is in need of a professional member, so if they have any potential nominees, they are asked to get in touch with the committee.
  - Martha Loughead followed up on the January interview of a potential member living in a CR group home. Christine Plummer explained how the committee reached its decision to recommend that the potential member explore other LHRCs, given that this committee already has a consumer member.
  - Tom Wallace will circulate the recruitment flyer to the affiliates again.
- Quarterly form: there has been some confusion among the affiliates about the proper form to use when submitting quarterly reports. Tim Simmons made clear that reports direct from the CHRIS system are appropriate for this purpose.

Following the executive session at the end of the meeting, these additional business items were addressed

- By-laws: the draft version of the LHRC's by-laws was reviewed, and proposed changes were accepted. Christine Plummer moved that they be approved; Sue Lowry seconded the motion. The final version will be circulated to the membership with the minutes.
- Election: the committee has chosen Alicia Guajardo as the LHRC chair, Christine Plummer as the vice-chair, and Sue Lowry as the secretary for the next fiscal year (July 2016 through June 2017).

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

Tim Simmons provided the following information

- The process for updating the human-rights regulations continues; public comment has ended and the changes are working their way through the system. He expects that it will likely be the end of the year by the time the new regulations are approved.
- Among the potential changes in the human-rights process in the state
  - There may be consolidation of LHRCs
  - Advocates assignments may change, with a "triage approach" to responding to human-rights issues
  - Licensed organizations may no longer need to be affiliated with a local LHRC
- Tim Simmons will keep the committee informed about these potential changes and the timeline for the process.

**Executive Session:** At 7:53 p.m., Sue Lowry 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 Reports:** The members reviewed the quarterly incident reports.

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

**Confidentiality Statement:** At 9:28 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.” Behavioral plans will be approved via e-mail, since forms were not available and some questions arose regarding several of the plans.

**Adjourn**

Sue Lowry made a motion to adjourn, which was seconded by Christine Plummer. Meeting adjourned at 9:56 p.m.

**Upcoming meeting:** July 25, 2016