

**PROTECTION AND ADVOCACY FOR INDIVIDUALS
WITH MENTAL ILLNESS (PAIMI)
ADVISORY COUNCIL MEETING**

**FINAL MINUTES
February 14, 2008**

Members Present	Ali Parker; Michael Newcomb; Lisa Ritchie (Chair); CW Tillman (Secretary)
Members Absent	Liz Schell
Guests Present	Chris Harrison (VOPA Board of Directors, member) Bonnie Neighbour; Lindsay Webb
Staff Present	Kim Mendella; Colleen Miller (Executive Director); Mark Stevens
Call to Order / Welcome / Introductions	Lisa Ritchie (Council Chair) called the meeting to order at 10:05 am. Ms. Ritchie asked that the Council members, guests and staff present to introduce themselves to the group.
Public Comment	No public comment was offered.
Review of November 2007 Meeting Minutes	<p>Ms. Ritchie brought to the attention of the Council that the November minutes have Patrick Cruden making a motion to accept the August 2007 minutes as amended. Ms. Ritchie wanted to discuss if this was acceptable as Mr. Cruden was a guest of the Council and not an appointed member. Chris Harrison reasoned that if the motion was not challenged at the November meeting then that the motion still carries.</p> <p>Ms. Ritchie also stated that the meeting dates for 2008 were incorrect. That the Council agreed to have all meetings fall on a Thursday and that November 14, 2008 falls on a Friday. Ms. Ritchie proposed to change the minutes to indicate that the meeting will be November 13, 2008.</p> <p>CW Tillman made a MOTION to accept the November 2007 minutes as amended. Ali Parker SECONDED the MOTION.</p> <p>Ms. Miller spoke at this time to reveal that Patrick Cruden had passed away during the 2007 Christmas</p>

period. Mr. Cruden was appointed to the Council and that this meeting was to be his first meeting as an appointed member. Ms. Miller stated that her thoughts are with his friends and family at this time.

Executive Director's Update

Ms. Miller referred the Council to the Progress and Priorities report in the PAIMI Advisory Council packet. Ms. Miller gave a brief introduction to the new members and guests to the report and about VOPA in general.

Ms. Miller led a discussion about the Critical Incident Reports (CIRs) that come to the attention to VOPA. CIR are reports that involve medical attention, death, loss of consciousness that occur at State facilities. Mark Stevens clarified that the risk manager is the person at the facility that makes the report. Lindsay Webb inquired if the Local Human Rights Committee (LHRC) could pressure the facilities to report all incidents. Ms. Miller stated that not all abuse and neglect require medical attention. Ms. Parker talked about emotional abuse that often patients may not feel comfortable or are afraid to report such cases. Mr. Harrison asked if it was possible for VOPA and LHRCs to form a relationship to discover non-CIRs that are occurring at facilities. Ms. Miller clarified that if a patient sees a psychiatrist or psychologist regarding emotional abuse it is not a CIR. CIR only involves physician, not a nurse.

The Council members then asked about training possibilities. There was interest in a presentation in November 2006 where Dana Traynham, Staff Attorney, discussed "Alternatives to Guardianship." There was also mention about Social Security training and about benefits training in general.

Ms. Miller briefly went over the litigation report and clarified several cases that Council members asked questions about.

Overview of Mental Health Legislation at the 2008 Virginia General Assembly

Mr. Stevens handed out several handouts to the Council members and guests:

- Do's and Don'ts When Dealing with Elected Officials
- Budget 101
- Using the General Assembly State Budget Website

- The Pocket Virginia Glossary of General Legislative Assembly Terms
- Senate Bill No. 246

Mr. Stevens then read a list of bills introduced during the 2008 General Assembly tracked by VOPA staff and the current status of each.

Working Lunch

Ms. Ritchie adjourned the meeting from 12:45 to 1:15 for lunch.

Board of Director's Report

Mr. Harrison addressed the Council to present a summary of the last Governing Board meeting that occurred on January 29, 2008. Mr. Harrison noted that there was a training on Early Periodic Screening Diagnosis Treatment (EPSDT) and how many of the Board members were astonished with the statistics of eligible children for the program. Ms. Ritchie passed around the fact sheet to the Council members on EPSDT.

Mr. Harrison also spoke about the Board retreat in April. The location has not been determined and he was not sure if Council members were invited.

Mr. Harrison, who is also the Chair of the Internal Policy Committee, spoke about the recent meeting the day before the Board meeting. The policy on CIR was approved unanimously.

Governing Board Committee Reports
Council Feedback for Board/Staff

Internal Policy Committee – CW Tillman gave a brief introduction about the Committee and stated that Mr. Harrison essentially covered the major issues from the last meeting.

Finance Committee – Ms. Ritchie stated that based on the materials presented during the committee meeting, VOPA is where it should be based on the projected budget. This is the halfway point for the State Fiscal Year.

Other Business

- Membership

Mr. Tillman addressed the Council regarding the Membership Meeting attended by himself, Ms. Ritchie and Kim Mendella. The group discussed recruitment, barriers to recruit and retain members, and other issues. Mr. Tillman first talked about federal requirements for PAIMI Advisory Council membership and asked the

members present to disclose what category they fell into to develop a strategic recruitment plan.

Some barriers to membership discussed included: travel, transportation and financial issues. Ms. Miller mentioned that VOPA will explore the issue of cash advances to help members to attend the meeting. Mr. Tillman suggested anonymous follow-up letters to be mailed to guests to see why they did not attend to be able to better address the barriers. Ms. Parker suggested that Council members to be eligible for a second term as it can take some time to become acquainted to being a member and to become an active participant to meetings and then have your term expire.

Bonnie Neighbour suggested teleconferences as a method to lessen the burden of travel. She mentioned that Virginia Department of Transportation have teleconference capabilities that are rarely utilized by the public. Ms. Webb also mention about the Centers for Independent Living (CIL) having teleconference capabilities. Ms. Miller spoke about the FOIA Act and the stipulations for an open meeting and that if use one of these methods, we must advertise the locations a week in advance.

There was a suggestion that applicants be appointed by the Council during the meeting so that they are eligible for travel reimbursement on the return portion of the trip from the Council meeting. Mr. Tillman made the MOTION for the Executive Committee to look at the policy on appointing members to the Advisory Councils. Ms. Ritchie SECONDED the MOTION.

- Election of officers Ms. Ritchie reminded the PAIMI Advisory Council that this is her last meeting as both Chair and Member of the Council. Ms. Ritchie proposed that Mr. Tillman, as the most senior member of the Council, be the Interim Chair, and that Michael Newcomb be the Interim Vice-Chair of the PAIMI Advisory Council. Ms. Parker made the MOTION to accept Ms. Ritchie's proposal for officers. Ms. Ritchie SECONDED the MOTION.
- Other Business Ms. Mendella presented Ms. Richie a gift of appreciation for her term as member and Chair on the PAIMI Advisory Council.

Ms. Ritchie reminded the Council to complete their travel vouchers to Ms. Mendella.

Adjournment

Mr. Tillman made a MOTION to adjourn the meeting at 2:25 pm. Ms. Parker SECONDED the MOTION.

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5/14/2009

Date

**Virginia Office for Protection and Advocacy
Mission Statement**

Through zealous and effective advocacy and legal representation, to: protect and advance legal, human, and civil rights of persons with disabilities; combat and prevent abuse, neglect, and discrimination; and promote independence, choice, and self determination by persons with disabilities