

METROPOLITAN LOCAL HUMAN RIGHTS COMMITTEE
MINUTES – APPROVED
April 24, 2025
9:30 a.m.

MEMBERS PRESENT:

Mark Smallacomb, Vice Chair
Pamela Jones, Secretary
Kiva Gatewood, Member

MEMBERS ABSENT:

Sharae Henderson, Chair
Michelle Whittingham, Member

OTHERS PRESENT

Amaya Henderson, Advocate
Tomeka Gilbert, Advocate

CALL TO ORDER

Mark Smallacomb, called the meeting to order at 9:43 am.
Introductions were made by all present

APPROVAL OF AGENDA

Kiva Gatewood made a motion to approve the agenda. The motion was seconded by Pamela Jones and approved by all.

APPROVAL OF MINUTES

Minutes from the March 27, 2025 meeting were reviewed. Kiva Gatewood made a motion to approve the minutes. The motion was seconded by Pamela Jones and approved by all.

PUBLIC COMMENTS

N/A

CHAIR ANNOUNCEMENTS

N/A

ADVOCATE REPORT AND TRAINING

Amaya Henderson reviewed LHRC Member Mock Hearing Training and presented the advocate's report.

ANE Complaints CSB/Providers	
Q4 (FY2024) October 1 – December 31, 2024	Q1 (FY2025) January 1 – March 31, 2025
432	419 (decrease of 13 reports from previous quarter)
Substantiated = 125	Substantiated = 99
Non-ANE Complaints CSB/Providers	
Q4(FY2024)	Q1 (FY2025)

October 1 – December 31, 2024	January 1 – March 31, 2025
79	71 (decrease of 8 reports from previous quarter)
Violation Found = 7	Violation Found = 2

Variances

There are currently no variances for community-based providers in Region 4.

Updates

- **Investigator Training Verification**
 - In response to information gathered from the Community Look-Behind, the OHR has launched a new practice of verification of investigator training for each report of ANE documented in CHRIS. Advocates are now requesting verification at the time of triage.
- **Facility Advocates Investigator Training**
 - Facility Advocates have recently spent two weeks during March and April receiving investigator training.
 - Additional training efforts are being coordinated for the community team at this time.
- **Human Rights Regulations Revision:** Update: The 30-Day Public Comment Forum for the Proposed DRAFT of the HRR ended at midnight on 2/26/2025.
- **Region 4 Announcement:** Tomeka Gilbert has joined the region 4 team.
- **OHR's Website Update:** The Office of Human Rights is located under the tab, "*Individuals and Families*".

LHRC Training Offerings: Opportunities for training should occur during the Advocate Comment period of each LHRC meeting. If you have questions related to LHRC training, please contact your LHRC Advisor:

- New Member Orientation/Refresher: LHRC Composition and Responsibilities (includes Robert's Rules of Order) – Conducted via Teams w/OHR Training and Development Coordinator
- Complaints and Appeal Hearing Process (Mandatory - **at least annually**)
- Overview of Human Rights Regulation (Mandatory - **at least annually**)
- FOIA (Mandatory - **at least annually**)
- LHRC Review Forms (Mandatory - **at least annually**)
- Behavioral Support Plan Review
- Dignity
- Research
- Authorized Representatives/Next Friend
- Variances
- Restrictions on Freedoms of Everyday Life

Upcoming Events

2025 training opportunities are available for Community-Based Providers on the OHR training schedule. Check out the 2025 training opportunities, and register today:

[2025-New-Provider-Orientation-Calendar.pdf](#)

[PDF-2025-Community-Provider-Training-Calendar.Final_.pdf](#)

Upcoming 2025 SHRC Meetings

The full SHRC meeting schedule can be found here: [2025-SHRC-Meeting-Schedule-Web.docx](#)

The SHRC is required to meet at least 8 times a year. Unless special circumstances apply, administrative sessions normally convene at 8:30AM. Regular sessions normally convene at 9:00AM and run until all agenda items are addressed. Portions of meetings are held in closed session. Appeals are normally scheduled for late morning.

OLD BUSINESS

N/A

NEW BUSINESS

The Committee heard a provider request from Heart Havens, Inc. regarding Restriction to Dignity/Freedoms of Everyday Life. Mary Harvey, COO of Heart Havens presented.

CLOSED (EXECUTIVE) SESSION

Kiva Gatewood made a motion to go into closed session to discuss the provider request. This motion was seconded by Pamela Jones and approved by all.

RETURN TO OPEN SESSION

After discussion, Pamela Jones made a motion to come out of closed session. This motion was seconded by Kiva Gatewood and approved by all.

NEXT MEETING

June 26, 2025

MEETING ADJOURNED

A motion to adjourn the meeting was made by Kiva Gatewood at 10:29 am. This motion was seconded by Pamela Jones and approved by all.

Please note: No confidential information shall be included in the minutes, and all steps should be taken to maintain individuals' privacy.

This template has been updated to the new regulations effective 11/1/18.