**Metropolitan Local Human Rights Committee**

Virginia Home for Boys and Girls

8716 W. Broad St.

 Richmond, Va. 23294

**Bi-Monthly Meeting**

**January 13, 2015 – 1:00 P.M.**

**Minutes**

**Group A**

**1. Call to Order: The meeting was called to order by Monica Lucas at 1:08 PM**

**2. Introductions of LHRC Members and Providers**

**LHRC Members Present: Monica Lucas, Member**

 **Edward Gerhard, Vice-Chair**

 **Angela Craighead, Member**

**LHRC Member Absent: Barry Vassar, Chair; Brittany White, Member**

**Others Present: Michael Curseen, Regional Advocate**

**Providers Absent: All Family Matters, Inc.**

 **Committed Counseling Program**

 **J & G House of Beginnings, LLC**

 **River Services**

**3. Approval of Minutes for November 18, 2014 and September 9, 2014:**

**Action: Ed Gerhard made a motion and Angela Craighead 2nd that the minutes for November 18, 2014 were approved. Ed Gerhard made a motion and Angela Craighead 2nd that the minutes for September 9, 2014 were approved**

**4. Public Comments: None**

**5. Provider Treasurer’s Report: Mr. Porcher reported that $4241.09 is the balance of available funds. Also reported the current dues for new members is $200. Tonya Blaine will be contacted for the list of providers that still owe dues.**

**Old Business:**

**A. LHRC Follow-up RE: Stepping Stones Toward the Future, LLC Review of Licensing citations – Ms. Tifney Ward (Executive Session)** - Will meet in Executive Session

**B. LHRC Follow-up RE: Corrections to Quarterly Report for Reporting Period January 1 – March 31, 2014 (1st Quarter)**

 **Group A**

* **Each One Counts Youth and Family Services** – Incorrect LHRC Liaison: Questions 1 and 4 require additional clarification (**Report received – LHRC gave tentative approval on November 25, 2014)** Need recommendation to accept report. – **Information Received and approved.**

**Group B**

* **Jackson-Feild Homes** – Pg. 3 – question 4 needs additional information. Report was received but information submitted was requires correction (**Report Received)** - LHRC gave tentative approval on November 25, 2014 Need recommendation to accept report. **Received and approved.**
* Youth Builders, LLC- Incorrect form submitted (**Report not received)** 11/19/2104 provider submitted evidence of report submitted by due date. **Received on Time**

C. **Notification of Addition of Sponsored Residential homes: RE: REM Virginia – (LHRC gave tentative approval on November 25, 2014**) Need LHRC recommendation to approve additional sites as follows:

 **1. 714 Wilmer Avenue, Richmond, VA 23227**

 **2. 7912 Quinton, VA 23141**

 **3. 7801 Halyard Terrace, Chesterfield, VA 23832**

 **4. 2600 East Cary St., Richmond, VA 23223**

 **5. 528 Magnolia Farms Dr., Petersburg, VA**

 **6. 3408 E. Broad Rock Rd., Richmond, VA 23224**

 **7. 3907 Woodfield Road, North Chesterfield, VA 23234**

 **8. 8421 Bink Place, Mechanicsville, VA 23111**

 **9. 12013 Lewis Rd., Chester, VA 23831**

 **Addition of sponsored residential sites approved.**

**D. LHRC Follow-up of Affiliation (Program Expansion) RE: District 19 CSB** for the provision of Court Services Unit Clinician for both CSU District 6 and CSU District 12 in Petersburg, VA (as part of D19’s Children’ and Adolescent Services) **LHRC gave tentative approval on November 25, 2014.** Need recommendation to approve request for affiliation (program expansion). **LHRC approved affiliation.**

E. **LHRC Follow-up of Affiliation (Program Expansion) RE: Innovative Family** **Services** for the provision of Therapeutic Day Services Afterschool Program in Richmond, VA LHRC gave tentative approval on November 25, 2014. Need recommendation to approve request for affiliation (program expansion) **LHRC approved affiliation.**

**Action: Ed Gerhard made a motion and Angela Craighead 2nd a formal approval of all Old Business for B. – E.**

**F. Quarterly Report for Period July 1, 2014 – September 30, 2014 (3rd Quarter)** (Need formal recommendation for citations for the following providers)

* Committed Counseling Program Report not received
* Commonwealth Clinical and Consulting Services Late Report
* Each One Counts Youth and Family Services Late Report
* Families In Care Intervention Services Late Report
* Family AriZen Report not received
* Independent Homes Report not received
* J and G House of Beginnings Report not received
* River Services Report not received
* Jackson-Feild Homes Report not received
* Restoring Youth Alternatives Report not received

**Motion for citation for F. that all Quarterly Reports that were received late or not all. Ed Gerhard made motion and Angela Craighead 2nd and recommendation was approved.**

**G. LHRC Follow-Up Re: Quarterly Report for Period July 1, 2014 – September 30, 2014 (3rd Quarter)**

LHRC recommendation for the follow-up of for the following providers by Wednesday, December 17, 2014:

* Breaking Barriers, LLC – Pg 1, question 1: needs clarification **(Report Received)**
* Each One Counts Youth and Family Services – Incorrect LHRC Liaison; Question 4 need to explain how requirements are met **(Report not received)**
* Virginia Home for Boys & Girls – FAST Group Home – Pg. 4, question 4 – Response needs to address provider’s LHRC recruitment efforts **(Report not received.)**
* Moore Cole Group Home – Pg 2, question 2: Need to review citations referenced**. Provider gave an update noting that a CAP had been submitted and steps taken to correct all citations. (Report Received)**
* **Stepping Stones Toward the Future, LLC,** Pg 6-7: Need to review citations and referenced Director to appear at January 13, 2015 (Group A Meeting) – **Met in the Executive Session of the LHRC on January 13, 2015.**

Motion for approval of the Quarterly Reports for the 3rd Quarter that were received by Breaking Barriers, LLC and Moore Cole Group Home were made by Ed Gerhard. Angela Craighead 2nd and motion was approved**.**

Motion for citation for failure to submit the Quarterly Reports for the 3rd Quarter for Each One Counts Youth and Family Services and Virginia Home for Boys & Girls FAST Group Home was made by Ed Gerhard. Angela Craighead 2nd and recommendation for citation was approved.

**LHRC gave tentative approval on November 25, 2014 for Quarterly reports for Q-3 2014 – Needs recommendation to approve the following quarterly reports:**

 All Family Matters

 District 19 CSB

 Independent Family Services

 Innovative Family Services

 Moore Cole Group Home

 Virginia Family Services

 CIVATAS

 Family Services, Inc.

 M.I.N.K.S.

 Youth Builders

 REM Virginia

 Saving Lost Souls, Inc.

 Stepping Stones Toward the Future, LLC

 Virginia Home for Boys & Girls – IIH

 Virginia Home for Boys and Girls – Outpatient

 Wise Enterprise, Inc.

 Omega II Therapeutic After School, Inc.

Motion for approval of the Quarterly Reports for the 3rd Quarter that were received and tentatively approved on November 25, 2014 was made by Ed Gerhard. Angela Craighead 2nd and motion was approved.

**New Business:**

1. **Notification of Addition of Sponsored Residential Homes: REM Virginia**
* **11560 Greenwood Road, Glen Allen, VA 23059**

A representative from REM Virginia was not present. Item deferred to March 10, 2015 LHRC meeting.

1. **Metropolitan LHRC Revised Meeting Dates and Reporting Requirements – Ms. Monica Lucas, Member** Ms. Lucas reviewed and discussed the revised dates which were made available to providers at the meeting and previously sent via e-mail.
2. **LHRC Provider Attendance Requirements – Ms. Monica Lucas, Member** Ms. Lucas reviewed and discussed the attendance requirements with providers in attendance. This review including attendance at meetings, as well at timely reporting.
3. **LHRC Requests for Review of Documentation: Ms. Monica Lucas, Member** Ms. Lucas reviewed and discussed the documentation requirements with providers in attendance and reminded providers to use proper forms.
4. **V. Quarterly Report for Period October 1,2014 – December 31, 2014 (4th Quarter)**

**Group A**

1. All Family Matters
2. Committed Counseling Program
3. Commonwealth Clinical and Consulting Services
4. District 19 CSB
5. Each One Counts Youth and Family Services
6. Families in Care Intervention Services
7. Family AriZen
8. Independent Capacity Systems
9. Independent Family Services
10. Innovative Family Services
11. J&G House of Beginnings, LLC
12. Moore Cole Group Home
13. River Services
14. Virginia Family Services

The following Group A Provider Quarterly Reports require additional information and will be deferred until the next meeting, **May 12, 2015.**

* **District 19 CSB** – Need to review complaint cases

The following Group A Provider’s Quarterly Reports were not received or received late:

* **Committed Counseling Program** – **Not received**
* **Each One Counts Youth and Family Services** – **Not received**
* **Independent Capacity Systems** – **Received Late**
* **Independent Family Services** – **Received Late**
* **J&G House of New Beginnings, LLC** – **Not received**
* **Moore Cole Group Home** – **Not received**
* **River Services** – **Not received**

Action: Motion for citation made for the above provider’s Quarterly Reports that were received late or not received. Ed Gerhard made motion and Angela Craighead 2nd. Recommendation was approved.

Action: Motion for approval for all Quarterly Reports that were received on time. Ed Gerhard made motion and Angela Craighead 2nd and recommendation was approved.

**Group B**

1. Breaking Barriers in Schools and Communities
2. CIVITAS(formerly the Center for Counseling and Community Affairs)
3. Family Services, Inc.
4. Jackson-Feild Homes
5. M.I.N.KS. Youth and Family Services
6. OMEGA II Therapeutic After School, Inc.
7. REM Virginia (Sponsored Residential)
8. Restoring Youth Alternatives
9. Saving Lost Souls, Inc.
10. Stepping Stones Towards the Future, LLC
11. Virginia Home for Boys & Girls Intensive In Home
12. Wise Enterprises
13. Youth Builders, LLC

The following Group B Provider’s Quarterly Reports were not received or received late:

• **CIVITAS (formerly the Center for Counseling and Community Affairs)** – **Not received**

• **Family Services, Inc.** – **Not received**

• **M.I.N.KS. Youth and Family Services** – **Not received**

• **REM Virginia (Sponsored Residential)** – **Not received**

• **Restoring Youth Alternatives** – **Not received**

• **Wise Enterprises** – **Not received**

Action: Motion for citation for all Quarterly Reports that were received late or received made by Ed Gerhard. Angela Craighead 2nd and recommendation was approved.

Action: Motion for approval for all Quarterly Reports that were received on time was made by Ed Gerhard. Angela Craighead 2nd and recommendation was approved

1. **Human Rights Report:**
2. Annual Reports Due by January 15, 2015 but not before January 1, 2015.
3. In-services Training RE: CHRIS Documentation – Mr. Michael Curseen, Regional Advocate
4. Seclusion and Restraint (Annual) Report Form - Mr. Michael Curseen , Regional Advocate

1. **Secretary’s Report: The following Group A Providers were not in attendance:**

**All Family Matters, Inc,**

**Committed Counseling Program**

**J& G House of Beginnings, LLC**

**River Services**

Action: Motion for citation for those providers who failed to be in attendance today at the Metropolitan LHRC Meeting on January 13, 2015 made by Ed Gerhard. Angela Craighead 2nd and recommendation for citation was approved.

**VIII. Next Meeting: March 10, 2015 (Group B) REMINDER:** Quarterly Report for Q-1 2015 (January 1, 2015 – March 31, 2015) is due April 28, 2015.

1. **Executive Session**
2. **Stepping Stones Towards the Future – Ms. Tifney Ward-Hairston**
3. **LHRC Membership Applicant – Rev. Dr. Kimberley Currie Robinson**

Session to begin after Adjournment

1. **Adjournment – Ms. Monica Lucas at 2:19 PM**