

Atlantic Regional Local Human Rights Committee Agenda  
Draft Minutes

- I. ***Date of Meeting:*** February 14, 2011
- II. ***Members Present:*** Valerie Guess, Chair; Kiana Hargrove, RN (Secretary); Maryland Copeland
- III. ***Others Members Present:*** Reginald Daye, Regional Advocate; Vimal Amin, Divine House, LLC, Tyrone J. Melvin, Jr., Pathways Developmental Services, Inc. Darrin D. Adams, Pathways Developmental Services, Inc.; Shawtna Wright, Rosezanne's Ark, Ark, LLC.; Adrienne Sears, F.A.C.E.S Community Services, LLC.; Risi Green, F.A.C.E.S Community Services, LLC.; Daniel Brown, Oasis Counseling Center; Tracy Jarvis, Superior Community Services; Sharon Davis, Harmony House, Inc.; Marsha Simpkins, Peaceful Surroundings, LLC.; Josue Desvarieux, Open Heart Services, LLC.; Raimanda Thompson, Divine Behavioral Services, Renna D. Ebron, New Hope Family and Youth Relations, Inc.
- IV. ***Meeting was called to order*** at 10:30am by Chairperson, Ms. Valerie Guess. The meeting was held at F.A.C.E.S Community Services at 4041 Taylor Rd Suite I Chesapeake, VA 23321. The Chairperson announced that she and Ms Hargrove interviewed Ms. Danielle Gail for membership on the committee. The subcommittee voted to recommend to the SHRC, Ms. Gail's appointment to the Atlantic Regional LHRC.
- V. ***Adoption of Agenda:*** The LHRC voted to adopt the meeting agenda as submitted.
- VI. ***Approval of Minutes:*** The LHRC motioned, voted and adopted with corrections made and then the LHRC voted to approve the minutes that were submitted.
- VII. ***Old Business:*** A motion to adopt the agenda/minutes of the 11/08/10 meeting was placed before the committee members and were motioned and approved.
- VIII. ***New Business:*** Mr. Daye, discussed the following in great detail: Cooperative Agreement (replaces the affiliation agreement), LHRC By-Laws, Summary of Comments, SHRC LHRC Implementation Memorandum. Providers were directed to bring the Cooperative Agreement to the next scheduled LHRC meeting in May, 2011. He also discussed the elimination of affiliation fees and the need for the providers to determine what to do with the balance in their account.  
  
Mr. Daye also requested that providers fax reports intended for him to his office (757) 253-5440. Mr. Daye further asked that providers do not fax documents to his office that is intended for the licensing specialist as those documents will not be forwarded, since he does not have clerical support at this time.

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Mr. Daye also advised providers who had questions regarding the annual report requirements to please contact Christine Delzingoro, State Human Rights Committee Chair.

Mr. Daye then discussed with the committee members the aspect of conducting LHRC meetings at a minimum of 4 times per year. He also discussed the attendance of the providers. They must attend at least an annual meeting. Ms. Valerie Guess, LHRC Chair, requested a motion to continue the quarterly LHRC meetings and to continue with five members. The motion was made and approved to maintain quarterly (4x per year) meetings along with an LHRC membership of five members. The LHRC also voted to adopt the model By-Laws.

The committee members polled providers about their meeting attendance. The providers voted unanimously to continue to attend the quarterly LHRC meeting.

A motion was made and approved by the LHRC to have the provider attend the quarterly meetings.

Mr. Daye also asked providers to select the next clerical support staff for 2011. Pathways Developmental Services will be clerical staff for the remainder of 2011.

Mr. Daye advised that providers that are absent from LHRC meetings should be listed on the draft minutes.

Mr. Daye also explained the process of adding a new service. Providers must submit a request to add another service to their assigned licensing specialist. Also, submit the Human Rights Compliance Verification form to Margaret Walsh, State Human Rights Director. Ms. Walsh will submit a letter accepting the verification form. It should be noted that she is not approving the policies submitted, but accepting your certification that the policies submitted are in compliance with the human rights regulations. In addition, providers adding an additional service must request to be placed on the agenda for the next LHRC meeting. The following must be submitted to Mr. Daye and all committee members at least two weeks prior to the scheduled meeting: HR policy and procedure manual, rules of conduct, behavioral management policies, a copy of the acceptance letter received from Ms. Walsh, along with a cover letter describing the additional service. Providers must contact the LHRC Chair and then the clerical support staff to be placed on the agenda. Mr. Daye encouraged all providers to ensure that the HR policy and procedure manual is in compliance prior to submission.

**Financial Report:** Mr. Daniel Brown (Oasis Counseling Center) submitted the financial report. It was reported that as of January 31, 2011, there was \$3,000.00 with no expenses. No activity was reported since the last report in November, 2010.

**IX. Provider Reports:**

**Divine Behavioral Services** (Relocated to: 710 Mobjack Place, Newport News, Va. 23606; ph: 757-599-6291; fax: 757-599-6611; email: schooluniformman@aol.com)

Date of Licensure: 06-15-2009

# of Clients: 82

Dues paid: Yes

Serious Incidents: No

Allegations of Abuse: No

Were there any Complaints: No

Were Restraints Used: No

Are there any Program Changes: No

Are there any Staff Changes: No

Are there any Additional Services: No

Behavioral Management: Crisis Wave

January Report Submitted: No

**Divine House, LLC:**

Date of Licensure: 04-09-2009

# of Clients: 4

Dues paid: Yes

Serious Incidents: 1

Allegations of Abuse: 1

Were there any Complaints: 1

Were Restraints Used: No

Are there any Program Changes: No

Are there any Staff Changes: Two new staff hired

Are there any Additional Services: No

Behavioral Management: TOVA

January Report Submitted: No

***F.A.C.E.S. Community Services:***

Date of Licensure: 05-05-2009  
# of Clients: 19  
Dues paid: Yes  
Serious Incidents: No  
Allegations of Abuse: No  
Were there any Complaints: No  
Were Restraints Used: No  
Are there any Program Changes: No  
Are there any Staff Changes: Five new hires; four terminations  
Are there any Additional Services: No  
Behavioral Management: CPI  
Conduct Rules Approved: 02/09  
January Report Submitted: Yes

***Harmony House:***

Date of Licensure: 05-03-2010  
# of Clients: 2  
Dues paid: Yes  
Serious Incidents: No  
Allegations of Abuse: No  
Were there any Complaints: No  
Were Restraints Used: No  
Are there any Program Changes: No  
Are there any Staff Changes: No  
Are there any Additional Services: No  
Behavioral Management: TOVA  
January Report Submitted: No

***New Hope Family & Youth Relations, Inc.:***

Date of Licensure: 04/08/2009  
# of Clients: 3  
Dues paid: Yes  
Serious Incidents: No  
Allegations of Abuse: No  
Were there any Complaints: No  
Were Restraints Used: No

Are there any Program Changes: No  
Are there any Staff Changes: None  
Are there any Additional Services: No  
Behavioral Management: TOVA  
Rules of Conduct: Approved  
January Report Submitted: Yes

***Oasis Counseling Center:***

Requested continued 90 day affiliation at the Todd's Lane/ Hampton Va. LHRC motioned and approved continued 90 day affiliation.

Date of Licensure: 12/3/2008

# of Clients: 35

Dues paid: Yes

Serious Incidents: No

Allegations of Abuse: No

Were there any Complaints: No

Were Restraints Used: No

Are there any Program Changes: No

Are there any Staff Changes: Reduction in Staff

Are there any Additional Services: No

Behavioral Management: CPI

January Report Submitted: Yes

***Open Hearts Services, LLC:***

Requested permanent affiliation. LHRC motioned and approved permanent affiliation.

Date of Licensure: 09/22/10

# of Clients: 2

Dues paid: Yes

Serious Incidents: No

Allegations of Abuse: No

Were there any Complaints: No

Were Restraints Used: No

Are there any Program Changes: No

Are there any Staff Changes: No

Are there any Additional Services: No

Behavioral Management: TOVA

January Report Submitted: Yes

***Pathways Developmental Services:*** (Requested permanent affiliation for *Therapeutic Day Treatment*; The LHRC motioned and approved permanent affiliation; this provider has partnered with homebound and Portsmouth Recreational Center; services will be provided in the school and community; services provided will consist of the following: life skills, anger management, coping skills, skills to better assist with the behavior, services are provided to individuals 5-21 years of age; behavioral management: TOVA (Re-certification has begun); LHRC requested rules of conduct for Day Treatment during the next scheduled meeting. Services; Location: Portsmouth Recreational Center; Elm Ave. Portsmouth, Va.)  
Date of Licensure: 09/01/2009  
# of Clients: 70  
Dues paid: Yes  
Serious Incidents: No  
Allegations of Abuse: No  
Were there any Complaints: No  
Were Restraints Used: No  
Are there any Program Changes: No  
Are there any Staff Changes: Nine new counselors; one LCSW  
Are there any Additional Services: No  
Behavioral Management: TOVA  
Rules of Conduct: Approved  
January Report Submitted: No

***Peaceful Surrounding, LLC:*** (New location: 525 Hannibal St. Virginia Beach, Va. 23452; ph: 757-226-9863; moved to location on 01/01/11; email address: jsimpkinsps@yahoo.com)  
Date of Licensure: 07/15/09  
# of Clients: 4  
Dues paid: Yes  
Serious Incidents: No  
Allegations of Abuse: No  
Were there any Complaints: No  
Were Restraints Used: No  
Are there any Program Changes: No  
Are there any Staff Changes: No

Behavioral Management: TOVA  
Rules of Conduct: Approved  
January Report Submitted: No

***Rosezanne's Ark, LLC:***

Date of Licensure: 03/27/2009  
# of Clients: 4  
Dues paid: Yes  
Serious Incidents: No  
Allegations of Abuse: No  
Were there any Complaints: No  
Were Restraints Used: No  
Are there any Program Changes: No  
Are there any Staff Changes: One staff no longer with agency  
Are there any Additional Services: No  
Behavioral Management: TOVA  
Rules of Conduct: Approved  
January Report Submitted: No

***Superior Community Services, LLC:***

Date of Licensure: 04/15/2009  
# of Clients: 2  
Dues paid: Yes  
Serious Incidents: No  
Allegations of Abuse: No  
Were there any Complaints: No  
Were Restraints Used: No  
Are there any Program Changes: None  
Are there any Staff Changes: No  
Are there any Additional Services: No  
Behavioral Management: CPI  
Rules of Conduct: Approved  
January Report Submitted: Yes

- X. ***Public Comment Period:*** There were no individuals who wished to address the committee during the public comment period.

XI. ***Future Meeting Location:*** The committee members established the following dates for future meetings.

a. ***Future Scheduled Meetings for 2011:***

***05/09/2011 @ 9:00am*** at F.A.C.E.S. Community Services located at 4041 Taylor Road, Chesapeake, Va. 23321 (757) 478-8814.

b. ***08/08/2011 @ 9:00am*** at F.A.C.E.S. Community Services located at 4041 Taylor Road, Chesapeake, Va. 23321 (757) 478-8814.

c. ***11/14/2011 @ 9:00am*** at F.A.C.E.S. Community Services located at 4041 Taylor Road, Chesapeake, Va. 23321 (757) 478-8814.

***Close Session:*** 2.2-3711A (Entered Closed Session)

A motion was made and approved to go into closed session to review the following: cases of abuse, neglect, behavior plan updates and serious incidents for F.A.C.E.S. and Devine House.

The LHRC then voted to come out of closed session. Upon entering into open session each member certified that only the above noted items were discussed while in closed session.

There were no recommendations

XII. ***Adjournments:*** Meeting was adjourned at 11:30 am.