

Atlantic Regional Local Human Rights Committee
Meeting Minutes

- I. ***Date of Meeting:*** May 9, 2011
- II. ***Members Present:*** Valerie Guess, Chair; Kiana Hargrove, RN (Secretary); Marilyn Copeland; Karen Etheridge; Danielle Gail
- III. ***Others Members Present:*** Reginald Daye, Regional Advocate; Sara Goddard, Divine Behavioral Services; Renna Ebron, New Hope Family & Youth Relations, Inc.; Vimal Amin, Divine House, LLC; Renata Brown, Rosezanne's Ark, LLC; Tracy Jarvis, Superior Community Services, LLC; Sharon Davis, Harmony House; Marsha Simpkins, Peaceful Surroundings, LLC; Joseph Simpkins, Peaceful Surroundings, LLC; Josue Desvarieux, Open Heart Services Center, LLC; Sonya Lee, Open Heart Services Center, LLC; Daniel Brown, Oasis Counseling Center; Adrienne Sears, F.A.C.E.S. Community Services, LLC; Cynthia Powell, Pathways Developmental Services, Inc.; Risi Green, F.A.C.E.S. Community Services, LLC; Joann Reinhold, F.A.C.E.S. Community Services; Darrin Adams, Pathways Developmental Services, Inc.; Jonathan Gibbs, Pathways Developmental Services, Inc. ***All affiliated providers were represented at this meeting.**
- IV. ***Meeting was called to order*** at 9:12 am 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.
- V. ***Adoption of Agenda:*** The LHRC voted to adopt the meeting agenda with the following correction: F.A.C.E.S. Community Services will not be requesting affiliation for a residential group home on this date.
- VI. ***Approval of Minutes:*** The LHRC motioned, voted, and adopted the draft minutes submitted from the previous meeting on 2-14-11.
- VII. ***Old Business:*** A motion to adopt the agenda/minutes of the 2-14-11 meeting was placed before the committee members and was motioned and approved.
- VIII. ***New Business:*** Affiliates submitted signed copies of the Cooperative Agreement to Mr. Daye and LHRC Chair, Ms. Guess.

Mr. Daye advised that, on April 15, 2011, the by-laws and cooperative agreements were adopted by the State Human Rights Committee. Furthermore, it was established that providers are to complete both annual reports and quarterly reports. The SHRC Director is currently working on a new form for annual reports. For now, providers are to be completing quarterly reports.

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Mr. Daye addressed cooperative agreements. He stated that the cooperative agreements needed to include the agency director and liaison designated to attend meetings. He further advised that, if neither the designated liaison nor the director can attend a meeting and someone else must attend in their place, the director must produce a signed note that the person will bring to meeting, designating that person as liaison.

Mr. Daye clarified that there is no longer a designation of “temporary affiliation.” Affiliates need to request affiliation only one time for added services or locations. Once affiliated, providers need only to give status report and no longer need to request affiliation twice.

Mr. Daye announced the following personnel updates with regard to the advocates’ offices. Annette Walker has been hired as Mr. Daye’s secretary. Also, there is a new advocate who has been hired and is going through training now. There is still a vacancy for an advocate position, however.

Mr. Daye advised providers once again to be sure to send licensure documents directly to licensure office instead of Mr. Daye’s office. He suggested that if providers contact their licensing specialists, they may give their personal fax numbers since many work primarily from home. If items are left in their offices by Mr. Daye, it may be a significant amount of time before they are attended to and addressed.

The committee, Mr. Daye, and affiliates welcomed new LHRC member, Danielle Gail. Provider representatives introduced themselves and briefly explained their respective company’s services and target populations.

Mr. Daye advised that, since there are no longer affiliation fees, it is the affiliates’ responsibility to come to a decision on how to disburse funds in financial account. The affiliates met during the closed session and came to the following conclusion regarding disbursement of funds. The affiliate providing clerical support for the meetings will be compensated in the amount of \$300 annually (\$75 per meeting). The hosting affiliate will be compensated in the amount of \$500 annually (\$125 per meeting). Each LHRC member will be compensated in the amount of \$25 per meeting (for gas/travel). It was further decided that, retroactively, a total of \$600 will be given to the affiliates who were previously tasked with clerical support duties.

IX. **Financial Report:** Mr. Daniel Brown (Oasis Counseling Center) submitted the financial report. It was reported that as of this date, there is \$3,000.00 with no expenses. No activity was reported since the last report in February, 2011. The motion was accepted by the LHRC.

X. **Provider Reports:**

Divine Behavioral Services

Requested affiliation for Mental Health Support Services and Therapeutic Day Treatment Services as added services. LHRC motioned and approved affiliation.

Date of Licensure: 06-15-2009

of Clients: 75

Dues paid: Yes

Serious Incidents: No

Allegations of Abuse: No

Were there any Complaints: No

Were Restraints Used: No

Are there any Program Changes: Yes

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: 04-10-2009

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: No

Are there any Additional Services: No

Behavioral Management: TOVA

January Report Submitted: No

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

Requested change of behavior management method from CPI to TOVA, to be effective June 1, 2011. LHRC motioned and approved change.

Date of Licensure: 05-05-2009

of Clients: 19

Dues paid: Yes

Serious Incidents: 1

Allegations of Abuse: No

Were there any Complaints: No

Were Restraints Used: Yes

Are there any Program Changes: Yes (Change in behavior management method)

Are there any Staff Changes: 1 termination, 3 resignations, 3 new hires

Are there any Additional Services: No

Behavioral Management: CPI (TOVA effective June 1)

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: 0

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

New Hope Family & Youth Relations, Inc.:

Requested affiliation for Mental Health Support Services as added service. LHRC motioned and approved affiliation.

Date of Licensure: 04/08/2009

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: 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: 12/8/2008

of Clients: 33

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: CPI

January Report Submitted: Yes

Open Hearts Services, LLC:

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: Yes – new administrative assistant

Are there any Additional Services: No
Behavioral Management: TOVA
January Report Submitted: Yes

Pathways Developmental Services, Inc.:

Date of Licensure: 09/01/2009
of Clients: 81
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: 5 new counselors (QMHPs), 3 new administrative staff,
2 new Licensed staff (LCSWs)
Are there any Additional Services: No
Behavioral Management: TOVA
Rules of Conduct: Approved
January Report Submitted: No

Peaceful Surrounding, LLC:

Requested affiliation for Residential Group Home located at 292 South Parliament Street, Virginia Beach, VA 23462 as added location. LHRC motioned and approved affiliation.

Date of Licensure: 07/15/09
of Clients: 4
Dues paid: Yes
Serious Incidents: 1
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:

Requested affiliation for Non Center-Based Day Support Services as added service.

LHRC motioned and approved affiliation. Requested affiliation for Residential Group Home at 3756 Pinebark Road, Portsmouth, VA 23703 as added location.

LHRC motioned and approved affiliation.

Date of Licensure: 03/27/2009

of Clients: 4

Dues paid: Yes

Serious Incidents: 1 (**Incident occurred 5-8-11. Still pending process. Will be reviewed in closed session next meeting on 8-8-11.)

Allegations of Abuse: No

Were there any Complaints: No

Were Restraints Used: No

Are there any Program Changes: No

Are there any Staff Changes: Hired 4 new residential counselors

Are there any Additional Services: Yes

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

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

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

Future Scheduled Meetings for 2011:

- a. **08/08/2011 @ 9:00am** at F.A.C.E.S. Community Services located at 4041 Taylor Road, Chesapeake, Va. 23321 (757) 478-8814.
- b. **11/14/2011 @ 9:00am** at F.A.C.E.S. Community Services located at 4041 Taylor Road, Chesapeake, Va. 23321 (757) 478-8814.

XIII. **Closed Session:** 2.3-31174A (Entered Closed Session)

A motion was made and approved to go into closed session to review the following: complaint/serious incident reports for F.A.C.E.S. Community Services, Harmony House, and Peaceful Surroundings.

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.

XIV. **Adjournments:** Meeting was adjourned at 11:00 am.