

# ***BAY REGIONAL LOCAL HUMAN RIGHTS COMMITTEE***

## ***Quarterly Meeting***

***August 13, 2012***

### ***Minutes***

**Members Present:** Richard Bishop, Constance Hollands, Renee Greene, and Tamesha Giddens

**Members Absent:** Taylor Bervine

**Others Present:** Stewart Prost, Human Rights Advocate

**Affiliates Present:** A&C Alternative Care, LLC  
Best Friends, LLC  
Changing Faces Youth Services  
Crescent Counseling & Casework Services, Inc  
Family and Community Transition Services  
Genesis I - House of Care  
Image House  
Just By 5, Inc  
Ndutime Youth and Family Services, Inc  
Noble Care, LLC  
Pathways to Life, Inc  
Quality Living, LLC  
Turning Point  
Youth Solutions, Inc

**Affiliates Absent:** Attachment & Trauma Institute  
ROS Beacon of Care

**CALL TO ORDER:** 6:25pm by Richard Bishop, Chairperson

**Approval of Minutes:** Minutes from May 14, 2012 meeting were approved without any objections.

**Public Comment:** None

#### **Advocate's Report - Stewart Prost:**

1. The committee has a full compliment of members.
2. Timothy Jones is the newest Human Rights Advocate. Not sure of assignments yet, but he has started with the Department.
3. Mr. Prost reviewed the requirements for the committee and for submitting required quarterly reports. Reports are due to the committee members, and Mr. Prost, two weeks before the meeting. Many reports were not submitted or were submitted late.
4. Next meeting will cover the time period of July 1, 2012 to September 30, 2012. Meeting will be held on November 26, 2012. Reports must be submitted by November 12, 2012.
5. Provider Quarterly reports:

- a. On the top of the first page, "LHRC Liaison" is the person who attends the LHRC meeting for your company--not Stewart Prost.
  - b. The first three pages of the reports are public record so any information regarding private health information (PHI), should remain off these pages. Detailed information should go on the last page of the report.
  - c. On page three of the report, none of the items should be "NA". All items pertain to providers, but if there is no information to fill into the question, you should write "None".
6. The committee and Mr. Prost must be notified if your company has change in address or phone number.
  7. All providers who attend the quarterly meeting have a responsibility to support the committee and its members. This includes creating the agenda, securing a place for the meetings, sending reminders, and compiling minutes. The Office of Human Rights will recommend citations to providers by the Office of Licensure if they are not supported as required.
  8. Providers are required to submit reports and attend the quarterly meetings.
  9. If a provider is going to add a service, you must complete a Service Modification Form and submit to Licensing. Your Human Rights policies for the new service must go to Margaret Walsh for approval. She will review and send a letter to provider to notify them of the approval. Affiliation with the committee must occur before the new service can be provided. The provider must notify the committee in order to get on the agenda to present the new service information.
  10. If a provider would like to add a location, they can send a Service Modification Form to their Licensing Specialist. They must also send a letter to Reginald Daye's office to include the new phone number, address, contact person, and start date of new location. Send to the committee to review and present information during the meeting.
  11. All Serious Incident Reports are now going directly to central office rather than to your Licensing Specialist. These are to be completed if you have a serious incident or death. Fax reports to 804-692-0066 within 24 hours of the incident.

**Providers with Information to Report:**

1. A&C Alternative Care, LLC: Had Licensure visit on 5/8 and received a CAP. Plan sent and approved.
2. Changing Faces Youth Services: Their office closed 8/1 but they have a transition plan in place until they move under a new license. New license is under a new group in Hampton area. Next meeting will be their last meeting with the Bay Region LHRC.
3. Crescent Counseling & Casework Services, Inc: Had Licensure visit 8/3 and they received a CAP. They have since received a Letter of Good Standing.
4. Family and Community Transition Services: They recently responded to a CAP and received their annual license.
5. Genesis I - House of Care: They are due for a Licensure visit in next few weeks.
6. Image House: 2 allegations to report during closed session.

7. Noble Care, LLC: They are adding a new location. They had visit from Licensure and Human Rights a received a full license after submitting CAP.
8. Pathways to Life, Inc: Had Licensure visit 5/29 and received CAP. CAP was submitted and approved.
9. Quality Living, LLC: Received an annual license.
10. Turning Point: No consumers yet.

**Providers with Nothing New to Report:**

1. Best Friends, LLC
2. Just By 5, Inc
3. Ndutime Youth and Family Services, Inc
4. Youth Solutions, Inc

\*Motion to accept reports as submitted. Accepted.

**New Business:** None

**Next Meeting:** **November 26th at 6:15pm**  
**Major Hilliard Library**  
**624 Old George Washington Hwy**  
**Chesapeake, VA**

**Open session ended at 7:21 by Richard Bishop, Committee Chairperson.**

**Additional information:**

1. The Committee went into Executive Closed Session pursuant to Code of Virginia Section 2.2-371(A), for the protection and privacy of individuals and their records in personal matters not related to public business, namely to review allegations from Image House.
2. The Committee voted to return to open session, with each member certifying that only matters lawfully exempted from open meeting requirements and only such matters for the protection of the privacy of individuals and their records in personal matter not related to public business were heard, discussed, or considered.

**Meeting adjourned at 7:52pm.**