

**Chesapeake Regional Local Human Rights Committee
Final Meeting Minutes
January 8, 2008**

A meeting of the Chesapeake Regional Local Human Rights Committee was held on January 8, 2008 at 3500 Tejo Lane, Suite 105, Chesapeake, Virginia 23321.

Members Present:

Roger Ladd, Chair
Thomas Becker
Traci Hunter, Co-Chair
LaTonia Edmonds
Dr. William Austin

Members Absent:

Janice Wine

Providers Present:

Chantelle Blackson, Carpe Diem of Virginia
Ruth Cody, Chesapeake General Hospital
Anticia Whitehead, Circle of Friends, LLC
David Owen, Compass Youth Services
Kerry Kruk, IFCS
Bernard Curry, IHCCS, Inc.
Shona Whitfield, Joy Haven
Dennis Raabe, National Counseling Group
Kim Tatem, Our Summer Place
John Faircloth, Post Institute/Healing Group
Susan Scheuring, Shore Memorial Hospital

*** please see note below ***

Providers Absent:

John Erb, Silver Lining
*** Representative for Post Institute left the meeting early ***

Also Present Was:

Willie Barnes, Advocate, Office of Human Rights

I. Call to Order:

Mr. Roger Ladd, Chair, called the meeting to order at 6:00pm Eastern Daylight Time and Anticia L. Whitehead recorded the minutes. A quorum of members was present, and the meeting, having been duly convened, was ready to proceed.

II. Approval of Minutes:

The minutes of the October 9, 2007 meeting were reviewed and corrections were made. The minutes were then approved as presented upon a duly made, seconded, and unanimously adopted motion.

III. Treasurer's Report:

There is a balance of \$108.08 as of 9/28/07 as reported by Chantelle Blackson of Carpe Diem. There were no deposits or withdrawals.

IV. Old Business:

- Mr. Ladd asked Ms. Barnes about the status of the complaint against Silver Lining. Ms. Barnes stated that a hearing was held by the SHRC, but a decision had not yet been handed down.

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- There was a discussion concerning the process of obtaining an executed affiliation agreement from each agency's duly authorized representative. Mrs. Whitehead agreed to send a copy of the affiliation agreement via email to a representative from each agency and request that an appropriately executed agreement from each agency be received by her via U. S. Mail by February 29, 2008. The signed agreements shall be presented to the committee for approval at the next regular session.
- Ms. Barnes stated there still exists a need for the committee to have one member who is a family member of a person receiving services. A motion to require that the responsibility for soliciting said member falls to the affiliates was presented by Ms. Hunter, and whereupon being duly seconded and unanimously adopted, the motion was approved.
- Mr. Faircloth asked for continued temporary affiliation for the Post Institute. Mr. Becker made a motion that continued temporary affiliation be granted, and whereupon being duly seconded and unanimously adopted, the motion was approved.

V. New Business:

- Joy Haven presented information to the committee regarding its intention to open a center-based day support program. Dr. Austin made a motion to continue, and whereupon being duly seconded and unanimously adopted, the motion was approved.
- Compass Youth Services requested temporary affiliation for its center-based mental health support program. Ms. Hunter presented a motion to grant temporary affiliation for the program, and whereupon being duly seconded and unanimously adopted, the motion was approved.
- There was a discussion regarding how to report human rights concerns to the board and the process for getting on the agenda. Ms. Barnes stated that most committees send the information to the chair and the liaison and everything that is closed must be reported. Additionally, Ms. Barnes stated that peer-to-peer incidents may be considered neglect based on the findings. Additionally, she stated that the reporting requirements could be found on p. 42 of the latest Human Rights Regulations.
- Ms. Whitehead agreed to create a new human rights reporting form and disseminate it via email to the committee and the affiliates.
- After some discussion, a motion was presented by Ms. Hunter requiring that the completed human rights reports be sent to the liaison secretary via email by the first business day of the month in which the meeting is to be held; the secretary will then compile the reports and forward to each committee member. Whereupon being duly seconded and unanimously adopted, the motion was approved.

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VI. Program Updates:

Provider	Abuse / Neglect Allegations	Complaints	Human Rights Issues	Changes	Licensing/Human Rights Reviews	Deaths/Serious Injuries/Incidents
Carpe Diem	N	N	N	N	N	N
Chesapeake General Hospital	N	N	N	N	N	Y
Circle of Friends	Y	N	N	N	N	N
Compass Youth Services	N	N	N	N	Y	N
IFCS	N	N	N	Y	N	N
IHCCS, Inc.	N	N	N	Y	N	N
Joy Haven	N	N	N	N	Y	N
Nat'l Counseling Group	N	N	N	N	N	Y
Our Summer Place	N	N	N	Y	N	N
Post Inst./Healing Homes	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
Shore Memorial Hospital	N	N	N	N	N	N
Silver Lining	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown

VII. Program Updates (Details):

Provider	Comments (For Items Marked "Y" Above)
Carpe Diem	N/A
Chesapeake General Hospital	Patient with end stage renal disease was admitted due to psychosis, aged patient died of pulmonary embolus and hypertension, and a female fell and sustained a broken hip. Reports sent to OHR.
Circle of Friends	Unfounded peer-to-peer incident and unfounded allegation of abuse by staff person. One founded allegation of abuse; employee was terminated. Reports sent to OHR.
Compass Youth Services	Licensure review conducted. Minor corrective actions required regarding personnel tracking.
IFCS	Peninsula office address changed to 112 Kings Way, Hampton, VA 23669. Change was reported to OHR. Human Rights policies have been revised.
IHCCS, Inc.	New address: 1711 Church St., Norfolk, VA 23504; New fax #: 757-623-4516
Joy Haven	Licensure review on 12/9/07. Corrective action plan regarding quarterly reporting issues completed on 12/31/07.
Nat'l Counseling Group	Two serious incidents requiring physical restraint using "handle with care" techniques with the same individual.
Our Summer Place	New office address reported at previous meeting
Post Inst./Healing Homes	Representative from Post Institute not available to present report.
Shore Memorial Hospital	N/A
Silver Lining	Representative from Silver Lining was absent.

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VIII. Advocate's Report:

- Ms. Barnes stated that copies of revised Human Rights policies & procedures, behavior management policies, and program rules of conduct are to be sent to Reginald Daye. A certified letter should be sent to Margaret Walsh indicating that the revisions have been completed. If changes are made to the behavior management policy and the rules of conduct, they must be presented to the committee for approval.
- Ms. Barnes requested that the committee make a motion regarding the non-attendance of Silver Lining. A motion was made by Ms. Edmonds to reduce Silver Lining to temporary affiliation due to meeting non-attendance, and whereupon being duly seconded and unanimously adopted, the motion was approved.
- Ms. Barnes presented information concerning the changes to the regulations regarding authorized representatives and informal and formal complaint procedures (choice of individual must be documented, all complaints must be reported to OHR).
- A computer application is being developed to track complaints.

IX. Open Forum:

- Compass Youth Services asked for continued temporary affiliation for its day treatment program. A motion to grant continued temporary affiliation was made by Ms. Hunter, and whereupon being duly seconded and unanimously adopted, the motion was approved.
- Ms. Whitehead stated that a deadline for comments concerning the new affiliation agreement would be provided to the affiliates.

X. Closed Session:

The committee members moved into a closed session.

Motion: "I move that the LHRC go into Executive Session pursuant to VA Code 2.2-3711(A)4 for the protection of the privacy of individuals in personal matters not related to public business, namely for the purpose of {hearing of authorized representatives, hearing of behavior modifications and/or conducting a hearing} pursuant to the regulations.

Second to motion

Return to Open Session (after motion passed)

Motion: "I motion that the LHRC leave executive session and return to public session."

Second to motion

Certification: "The LHRC unanimously certifies that, to the best of each member's knowledge, only private business matters lawfully exempted from statutory open meeting requirements and only private business matters identified in the motion to convene the executive session were discussed in executive session."

Each committee member's response: "So certify."

XI. Adjournment:

The regular session was adjourned at 8:00pm.

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XII. Next Meeting:

The next meeting of the Chesapeake Regional LHRC will be held on April 8, 2008 at 3500 Tejo Lane, Suite 105, Chesapeake, Virginia 23321. IFCS will provide dinner and refreshments.

Minutes submitted by Anticia L. Whitehead, Circle of Friends