

Chesterfield Local Human Rights Committee (CLHRC)
March 27, 2006

Members Present:

Mr. Hasan Zarif, Chair
Ms. Trish Angle
Rev. Hazel Greenhowe
Dr. Analie Rademaker
Ms. Claire Velzy

Members Absent:

Mr. Joe Christian
Mr. Todd Yeatman

Others Present:

Mr. James Bowser, Regional Advocate, OHR

Staff Present:

Ms. Karen Mingloski
Mr. David Mangano, Chesterfield CSB

Affiliates Present:

Ms. Inger Wyatt, Covenant Homes, LLC
Ms. Chris Joyce, Grafton Schools
Ms. Annie Connor, J&M Adult Care Services
Ms. Sheena Lyle, Lyle Professional Consulting
Ms. Lynn Sivels, Rivers Assisted Living
Ms. Christina Rivers, Rivers Assisted Living
Mr. Milton Langhorne, Langhorne Family Care
Mrs. Delores Langhorne, Langhorne Family Care
Mr. Eric Brown, Langhorne Family Care
Mr. Stephen Parson, Youth Empowerment Services
Ms. Danielle Hunt, Youth Empowerment Services
Mr. Isaac Abraham, Verita Youth & Family Services
Ms. Nancy Crawley, Second Chance at Life, Inc.
Mr. Mark Adams, Second Chance at Life, Inc.
Mr. Larry Williams, Kids In Focus, Inc.
Mr. Jerome Jones, Jerolin Management Services

Absent:

Ms. Linda Jones, Jerolin Management Services
Ms. Margaret Moore, J&M Adult Care Services
Mr. Richard Kingswell, Kids In Focus, Inc.

1. Call to Order

A quorum being present, Chair Hasan Zarif called the Chesterfield Local Human Rights Committee meeting to order at 5:40 pm in the Rogers Building, Chesterfield Community Services Board. Mr. Zarif asked for introductions of those present.

2. Approval of Minutes

A correction was noted in the January 23, 2006 meeting minutes, Paragraph 5.b. to read as follows "services to males ages 12 to 17".

A motion was made and passed to approve the minutes of the January 23, 2006 meeting, as corrected.

3. Matters of the Public

Mr. Zarif entertained comments to open the floor for items of interest to the committee.

Mr. Mangano reported on the current budget situation, stating the legislature is not yet concluded. He did note that waiver rates are still in the budget as proposed (10% increase in residential rates).

Mr. Bowser reported on the quarterly statewide staff meeting; that proposed revised regulations are out of the Secretary's office and into Governor's office. The regulations should be acted upon within the next month. Once approved by Governor, a 60-day comment period will follow where anyone can comment on regulations. The revised regulations can be viewed on the state website at www.dmhmrzas.virginia.gov/documents/OHR-RevisedRegulations.pdf

4. Old Business

There was no old business brought before the LHRC.

5. **New Business**

a. **Affiliation Renewals**

➤ **Langhorne Family Care**

Mrs. Langhorne addressed the LHRC seeking affiliation renewal. She provided a description of the 2 programs in operation. She further reported no staffing complaints, no individual client complaints, and, an audit review was conducted on November 30, 2005 with no violations founded.

On motion of Ms. Angle, seconded by Rev. Greenhowe, the LHRC voted to renew the affiliation agreement of **Langhorne Family Care**. The affiliation agreement was completed and signed by the chair, and the required annual fee was remitted.

➤ **Second Chance at Life, Inc.**

Mrs. Crawley addressed the LHRC seeking affiliation renewal. She provided a description of her program, noting she has been in operation for 2 years.

On motion of Ms. Velzy, seconded by Ms. Angle, the LHRC voted to renew the affiliation agreement of **Second Chance at Life, Inc.** The affiliation agreement was completed and signed by the chair, and the required annual fee was remitted

b. **Policies and Procedures Review**

➤ **Youth Empowerment Services – Crisis Receiving Center**

Mr. Parson presented the behavioral management policies and procedures of the Crisis Receiving Center. He noted an additional of one policy regarding surveillance cameras. Mr. Bowser stated this policy is for surveillance in public areas outside of the building, and accepts the policy as presented.

A correction was noted on page 8, and page 39 contains an area that is not yet fully developed. When this policy is finalized, Mr. Parson will resubmit it to the LHRC for review. Dr. Rademaker recommended that one term should be used when writing about the individuals being served at this program (i.e., youths, residents, clients, individuals, child).

On motion of Ms. Velzy, seconded by Ms. Angle, the Chesterfield LHRC voted to approve the behavioral management policies and procedures of **Youth Empowerment Services Crisis Receiving Center**, tentatively, until pg. 39 is finalized and presented to the LHRC.

c. **Event Report Statistics**

Upon reconvening, Mr. Zarif entertained reports from each provider on events occurring during the period of January 1 and February 28, 2006.

Chesterfield CSB Mr. Mangano reported 1 formal complaint against the CSB by an individual in a state hospital, stating that discharge planning was not expedited/implemented. Complaint has been resolved by ordering risk assessment. However, if the consumer is not satisfied with the result of the assessment, he could appeal, and the LHRC would hear the case.

Covenant Homes – Ms. Wyatt reported no events.

Grafton Schools – Ms. Joyce reported 2 informal complaints resolved to satisfaction of stakeholder. An allegation of abuse was founded and the staff member was terminated. CPS is continuing its investigation.

J & M Adult Care Services, Inc. – Ms. Connor reported no events.

Jerolin Management Services – Mr. Jones reported no events.

Kids in Focus, Girls in Focus, Little Kids In Focus - Mr. Williams reported no events

Langhorne Family Care – Mrs. Langhorne reported no events.

Lyle Professional Consulting – Ms. Lyle reported no events.

Rivers Assisted Living - Mrs. Sivels reported no events.

Second Chance at Life, Inc. - Mrs. Crawley reported 2 allegations of neglect, which were not founded. The LHRC requests that the details of these allegations be more clearly written and resubmitted.

Verita Youth & Family Services - Mr. Abraham reported 1 allegation of abuse and staff member was terminated. An allegation of neglect was reported, and was not founded. Upon further discussion, the allegation of neglect was determined to not be a case of neglect, therefore it did not need to be reported. However, if the program felt a need to report the incident to the LHRC, it should be reported at the bottom of the form.

Youth Empowerment Services / Life Coach - Mr. Parson reported 2 formal complaints by same individual. First complaint was resolved by staff training in communication skills. Second complaint was resolved to the consumer's satisfaction.

6. Announcements/Updates

Mr. Bowser distributed a newly developed newsletter titled Human Writes, designed to foster communications between the Office of Human Rights and LHRC's. If you are interested in contributing to the quarterly newsletter, e-mail Joyce Bozeman.

Mr. Bowser distributed a memo dated February 2, 2006 from Joyce Bozeman, State Human Rights Committee chair, pertaining to recommended language for the bylaws, specifically quorums and the removal of members, and requirements for the LHRC minutes to meet the Freedom of Information Act (FOIA).

The next meeting will be held on May 22, 2006, with a program tour of Youth Empowerment Services (7303 Hull Street Road – between Waffle House and Mr. Submarine). The program tour will begin at 4pm with the regular meeting beginning at 5:30pm at the Youth Empowerment Services offices. This meeting will include election of officers.

Mrs. Mingloski reminded all providers that the next Event Reports are due by May 5th. This report is for the period of March and April 2006.

7. Executive Session

On motion of Dr. Rademaker, seconded by Ms. Angle, the LHRC voted to go into Executive Session pursuant to Virginia Code §2.2-3711 for the protection of the privacy of individuals and their records in personal matters not related to public business.

Upon reconvening in open session, each member of the LHRC certified that to the best of their knowledge 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 matters not related to public business were heard, discussed or considered.

The LHRC discussed LHRC members not being able to fulfill meeting attendance requirements according to the LHRC By-laws. Mr. Bowser agreed to draft a letter for review and consideration by LHRC members.

8. Miscellaneous

Mr. Bowser provided an updated on the Freedom of Information Act, distributing and reviewing training materials for LHRC members.

9. Adjournment

There being no further business, the meeting was adjourned at 7:10 p.m. The next scheduled meeting will be held Monday, **May 22, 2006, 4:00 for a tour of Youth Empowerment Services, 7303 Hull Street Road.**

The **regular** meeting of the LHRC will convene at **5:30p.m. at the offices of Youth Empowerment Services.**