

**FINAL**  
**Chesterfield Local Human Rights Committee (CLHRC)**

June 2, 2008

**Committee Members Present:**

Ms. Trish Angle, Chair  
Dr. Analie Rademaker  
Ms. Mauretta Copeland

**Others:**

Mr. James Bowser, Regional Advocate, OHR

**Staff:**

Ms. Karen Mingloski, Chesterfield CSB

**Affiliates Present**

Mr. David Mangano, Chesterfield CSB  
Ms. Inger Wyatt, Covenant Homes, LLC  
Dr. Lisa Marshall, Grafton Schools  
Ms. Julie Jacobs-Jennings, Grafton Schools  
Ms. Diane McClure, Advanced Services for Kids  
Mrs. Amel Shelton, Quality Life Family Services, LLC  
Mr. Jimmie Spraggans, Kids In Focus  
Ms. Sheena Lyle, Lyle Professional Consulting  
Ms. Shona Parham, J&M Adult Care Services  
Ms. Veronica Cook, J&M Adult Care Services  
Ms. Linda Jones, Jerolin Management Services  
Ms. Patricia Burchett, Langhorne Family Care  
Mr. Vincent Walker, Youth Empowerment Services  
Mr. Steve Parson, Jr., Youth Empowerment Services  
Ms. Christina Rivers, Rivers Assisted Living, LLC (sick)

**1. Call to Order**

A quorum being present, Chair Trish Angle called the Chesterfield Local Human Rights Committee meeting to order at 5:41 pm in the Rogers Building, Chesterfield Community Services Board. Mrs. Angle asked for introductions of those present.

**2. Approval of Minutes**

A motion was made and seconded to approve the minutes of the March 24, 2008 meeting, as presented.

Ayes: Dr. Rademaker, Ms. Angle, Ms. Copeland

**3. Matters of the Public**

Chair Angle entertained comments to open the floor for items of interest to the committee. No matters of the public were brought before the LHRC.

**4. Old Business**

No old business was brought before the LHRC.

**5. New Business**

**a. Providers**

**1. Program Expansion**

**Jerolin Management Services**

Mrs. Linda Jones notified the LHRC of the In-home Support Program expansion, reviewing staff credentials, and hours of in-home supports provided to consumers. This expansion is pending approval from Licensing.

A motion was made and seconded to approve the In-home Support program expansion of Jerolin Management Services.

Mrs. Jones continued with notification of the Sponsored Residential Home program expansion in Dewitt, Petersburg and Dinwiddie. She currently has two sponsored residential placements in Colonial Heights and Chesterfield. Sponsored Home placements provide the same type of consumer training and supports as those living in a group home, but on a smaller scale.

A motion was made and seconded to approve the Sponsored Residential Program expansion of Jerolin Management Services.

**Quality Life Services, LLC**

Ms. Amel Shelton of Quality Life Services notified the LHRC of a program expansion in Chesterfield County. Quality Life Services is currently operating 2 group homes serving 4 individuals each. They are interested in opening another handicap accessible group home for 4 residents, and will operate under the current human rights policies and procedures.

A motion was made and seconded to approve the group home expansion of Quality Life Services.

## 2. Affiliation Renewal

### Youth Empowerment Services

Mr. Parsons presented information regarding current services of 9 licensed programs, staffing patterns, and number of consumers served.

The Crisis Receiving Center kitchen renovation should be finished soon, as problems were encountered with county building inspection and contractor, and issues with the HVAC. Equipment to be installed and the finishing work will be completed within a few months.

A motion was made, seconded, and voted to approve the affiliation renewal of Youth Empowerment Services. The affiliation agreement was completed and signed, and the affiliation fee will be mailed to Ms. Mingloski.

### Covenant Homes

Ms. Inger Wyatt presented information regarding the current services of Covenant Homes. Covenant Homes operates two 24-hour group homes in Henrico County serving adults with intellectual disabilities. Licensing conducted a visit at the Brookside location in February 2008, receiving no citations.

A motion was made, seconded, and voted to approve the affiliation renewal of Covenant Homes. The affiliation agreement was completed and signed, and the affiliation fee was submitted.

## 3. Policy & Procedure Review

### a. Advanced Services for Kids

The LHRC reviewed the human rights policies and procedures of Advanced Services for Kids (ASK), specifically seclusion/restraint, medication administration, and behavior management. Revisions or clarifications were recommended.

A motion was made and seconded to accept the human rights policies and procedures of Advanced Services for Kids, with recommended changes. The revisions will be submitted to Mr. Bowser.

### b. Youth Empowerment Services

The LHRC reviewed the human rights policies and procedures of Covenant Homes, specifically seclusion/restraint, electroconvulsive treatment, and behavior management. Revisions or clarifications were recommended.

Dr. Rademaker inquired about the sky light renovations of the Hull Street Road location. Mr. Parsons responded that skylight renovations would begin as soon as the kitchen is complete. Mr. Parsons was reminded of the December 2008 completion date as granted by the SHRC Variance request.

Mrs. Copeland provided further feedback that when writing procedures, etc. to use person first language.

A motion was made and seconded to accept the human rights policies and procedures of Youth Empowerment Services, with recommended changes. The revisions will be submitted to Mr. Bowser.

Break - 5 minutes  
Reconvene at 7:10pm

### c. Covenant Homes

The LHRC reviewed the human rights policies and procedures of Covenant Homes, specifically mechanical restraint, time out, and physical restraints. Revisions or clarifications were recommended.

A motion was made and seconded to accept the human rights policies and procedures of Covenant Homes, with recommended changes. The revisions will be submitted to Mr. Bowser.

At the last meeting, the LHRC requested all human rights policies and procedures be submitted for committee review. Upon further discussion, the LHRC will review the following specific areas: seclusion/restraint, time out, and behavior management policies and procedures.

A motion was made, seconded and approved to review provider's human rights policies and procedures, specifically seclusion and restraint, time out, and behavior management.

#### **4. Event Report Statistics**

Ms. Angle entertained reports from each provider on events occurring during the period of March 1 through April 30, 2008.

**Advanced Services for Kids** – Ms. McClure reported no events. Licensure conducted a visit on 4/1/08 and a few recommendations were made. The Corrective Action Plan will be submitted for review at the next meeting. Also, Human Rights conducted a visit, and the report will be submitted for review at the next meeting.

**Chesterfield CSB** - Mr. Mangano reported no complaints; 8 suicide attempts, which is an increase from previous reports, and noted that each individual was hospitalized; no suicides and 3 deaths.

**Covenant Homes** – Ms. Wyatt reported no events. Ms. Wyatt noted a peer-to-peer incident occurred; a treatment team meeting was scheduled, an appointment with psychiatrist was made, and a behavioral consult is scheduled for next week.

**Grafton Schools** – Dr. Marshall reported no formal complaints; 1 informal complaint, resolved to guardian's satisfaction. One allegation of abuse was reported to APS and Licensure, and the parent notified the police department. The allegation was unfounded by those agencies and Grafton's internal review.

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

**Jerolin Management Services** – Mr. Jones reported 1 informal complaint, which was resolved to the parent's satisfaction. Licensure conducted a visit in January for day support services, noting 2 citations; the Corrective Action Plan will be submitted for the next meeting. Licensure visited a sponsored residential program in March, with no citations.

**Kids in Focus, Kids in Focus II, Girls in Focus, Little Kids In Focus, Little Kids in Focus II** – Mr. Spraggins reported no events for Kids in Focus, Kids in Focus II, Little Kids in Focus, and Little Kids in Focus II. Girls in Focus had one allegation of neglect, which was founded due to staff member not properly supervising client, resulting in termination.

**Langhorne Family Care** – Ms. Burchett reported no events.

**Lyle Professional Consulting** – Ms. Lyle reported no events. Licensure conducted a visit on 3/25/08, and the Corrective Action Plan will be submitted for review at the next meeting.

**Quality Life Services** – Mrs. Shelton reported no events.

**Rivers Assisted Living** – Mrs. Rivers reported no events.

**Youth Empowerment Services** – Mr. Walker reported 9 allegations of neglect, noting that 2 were founded (one employee resigned; one employee received a written reprimand). The LHRC reminded the provider that staff and consumers names should not be identified on the event reports.

Discussion regarding allegation #8, and the review of a digital recording. Mr. Walker reported that digital cameras are installed in common areas. Previous discussion by the LHRC did not approve providers putting cameras in the facilities. The Human Rights Regulations were clarified that LHRC's did not have approval authority, but would review and comment on such notifications. Youth Empowerment Services did not notify the LHRC, and should provide notice for the next meeting and the policy on how information is recorded, maintained, access to, and disposition of recordings.

- **Re-Appointment**

Dr. Rademaker has served her first term and is eligible for reappointment. Dr. Rademaker would like to continue serving on the LHRC for an additional term of 3 years. She has completed the application, which is included in the board packet.

On motion of Ms. Copeland, seconded by Chair Angle, the LHRC recommended Dr. Analie Rademaker for reappointment to the Chesterfield LHRC.

Ms. Mingloski will submit the appropriate paperwork to Mr. Bowser's office for action at the next State Human Rights Committee meeting.

- **Elections**

Chair Angle turned the meeting over to Dr. Rademaker, vice-chair to accept nominations for the office of chair. On motion of Dr. Rademaker, seconded by Ms. Copeland, the LHRC nominated and voted for Ms. Trish Angle to serve as chair for a term of one year. Ms. Angle accepted the nomination and appointment.

Dr. Rademaker turned the meeting over to Chair Angle. On motion of Ms. Angle, seconded by Ms. Copeland, the LHRC nominated and voted for Dr. Analie Rademaker to serve as vice-chair for a term of one year. Dr. Rademaker accepted the nomination and appointment.

Dr. Rademaker reminded all providers they should consider asking a consumer's relative to join the LHRC, as there are four vacancies. Contact Ms. Mingloski for application.

- **Request for Invoice Approval**

Mr. Bowser introduced information regarding a bill received from Chandler and Halasz that has been requested to be paid from LHRC funds. Mr. Bowser noted that the provider that has the complaint brought before the LHRC generally pays for expenses related to appeal hearings. Mr. Mangano inquired if there were any regulatory requirements regarding the process, and payment for court reporting professional services during the hearings.

After a brief discussion, on motion of Dr. Rademaker, and seconded by Ms. Copeland, the Chesterfield LHRC voted to equally share the cost incurred for court-reporting services during a formal hearing.

The LHRC unanimously agreed the bylaws should be revised to include that the provider and the LHRC would equally share the cost incurred for court-reporter services during a formal hearing. Ms. Mingloski will draft the bylaw revision and forward to LHRC members.

## **6. Announcements / Updates**

Chair Angle noted the next regular meeting will be held at Chesterfield CSB (Rogers Building) on July 14, 2008 and Ms. Mingloski reminded all providers to submit the event reports for the reporting period of May & June by **July 1, 2008**.

## **7. Adjournment**

There being no further business, the meeting was adjourned at 8:00p.m. The next regular scheduled meeting will be held **Monday, July 14, 2008**, in the Rogers Building Board Room.