

**FINAL**  
**Chesterfield Local Human Rights Committee (CLHRC)**  
June 11, 2007

**Members Present:**

Mr. Hasan Zarif, Chair  
Ms. Trish Angle  
Ms. Claire Velzy  
Dr. Analie Rademaker  
Ms. Mauretta Copeland

**Members Absent:**

Ms. January Tussing  
Rev. Hazel Greenhowe

**Others Present:**

Mr. James Bowser, Regional Advocate, OHR

**Staff Present:**

Ms. Karen Mingloski, Chesterfield CSB

**Affiliates Present:**

Ms. Taneha McCray, Covenant Homes, LLC  
Ms. Chris Joyce, Grafton Schools  
Ms. Christina Rivers, Rivers Assisted Living, LLC  
Ms. Danielle Hunt, Youth Empowerment Services  
Mr. Stephen Parson, Youth Empowerment Services  
Mr. Vincent Walker, Youth Empowerment Services  
Mr. Rob Johnson, Youth Empowerment Services  
Mr. Richard Kingswell, Kids in Focus, Inc.  
Ms. April Mitchell, Kids in Focus, Inc.  
Mr. Jerome Jones, Jerolin Management Services  
Ms. Sheila Jackson, Langhorne Family Care  
Ms. Amel Shelton, Quality Life Services, LLC  
Ms. Sheena Lyle, Lyle Professional Consulting  
Ms. Nancy Crawley, Second Chance at Life, Inc.  
Mr. Lee Gardner, Second Chance at Life, Inc.  
Mr. Joel Moore - J&M Adult Care Services

**1. Call to Order**

A quorum being present, Chair Hasan Zarif called the Chesterfield Local Human Rights Committee meeting to order at 5:42pm in the Rogers Building, Chesterfield Community Services Board. Mr. Zarif asked for introductions of those present.

**2. Approval of Minutes**

On motion of Ms. Velzy, seconded by Ms. Angle, the LHRC voted to approve the minutes of the March 26, 2007 meeting, as presented.

Ayes: Mr. Zarif, Dr. Rademaker, Ms. Angle, Ms. Velzy, Ms. Copeland

Absent: Ms. Tussing, Rev. Greenhowe

**3. Matters of the Public**

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

Mr. Zarif reported that he has recently been named as a provisional chaplain at James River Correctional Center and James River Work Center.

**4. Old Business**

There was no old business brought before the LHRC.

**5. New Business**

**a. LHRC Board**

**1. Elections**

Mr. Zarif opened the floor for nominations for the position of chair. On motion of Ms. Velzy, and seconded by Dr. Rademaker, the LHRC nominated and voted Ms. Trish Angle to serve as chair for a term of one year.

Mr. Zarif opened the floor for nominations for the position of vice-chair. On motion of Ms. Velzy, and seconded by Ms. Copeland, the LHRC nominated and voted Dr. Rademaker to serve as vice-chair for a term of one year.

**2. Recognition**

Mr. Bowser expressed his appreciation to Mr. Hasan Zarif and Ms. Claire Velzy for exemplary service completing two terms on the Chesterfield Local Human Rights Committee. Mr. Bowser presented a Certificate of Recognition to Mr. Zarif and Ms. Velzy on behalf of the DMHMRSAS Commissioner, State Human Rights Director, and State Human Rights Committee Chair.

**b. Provider**

**1. Affiliation Renewal**

**Covenant Homes** – Ms. McCray addressed the LHRC seeking affiliation renewal. Covenant Homes serves 5 adults with mental retardation in Henrico County, with a 2:5 staffing ratio and noted they have had no complaints. The last Licensing review was in January 2007, with no violations noted, and a triennial license received.

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

**Youth Empowerment Services –**

Mr. Parsons requested affiliation renewal for Youth Empowerment Services. He provided a summary of the licensed programs operated by Youth Empowerment Services. The LHRC requested he resubmit the summary to include the ratio and number of full-time and part-time staff for each program, the awake and sleep ratio.

A motion was made, seconded and voted to approve the affiliation renewal of **Youth Empowerment Services**, with the understanding that the above referenced information (ratios) be resubmitted for the LHRC's review.

**2. Program Expansion**

**Covenant Homes**

Ms. McCray requested a program expansion for 501 Brookside Boulevard, Richmond. This home is in the same neighborhood as the original home operated by Covenant Homes. They will be ready to receive clients on July 1, and are accepting referrals. Current part-time staff members are willing to work in the new home, and they will be hiring additional new full-time staff members. LHRC member asked if the neighborhood is aware they are opening another home; Ms. McCray responded she is not sure at this time, and noted that nothing has been brought to their attention.

A motion made, seconded and voted to approve the program expansion of Covenant Homes.

**3. Event Report Statistics**

Upon reconvening, Mr. Zarif entertained reports from each provider on events occurring during the period of March 1 and April 30, 2007.

**Chesterfield CSB** Ms. Mingloski reported 2 informal complaints resolved to the satisfaction of the stakeholder, 2 attempted suicides and 1 death. The LHRC requested more information on the consumer death when it becomes available to staff.

**Covenant Homes** – Ms. McCray reported no events. No licensing inspections were conducted.

**Grafton Schools** – Ms. Joyce reported 2 allegations of abuse. The first allegation (chemical irritation) is currently under investigation by Chesterfield Adult Protective Services; Licensing findings concluded staff were neglectful with care and supervision; Grafton's investigation concluded no clear evidence to suggest staff had caused the injury, and noted the staff member was terminated due to unrelated performance concerns. Corrective Action Plan has been submitted and awaiting approval.

The second allegation (staff threatened consumer) was reported to Chesterfield Adult Protective Services and Licensing, however they declined to investigate. Staff member admitted to intimidating the client with the wooden spoon, and was subsequently terminated.

Ms. Joyce reported one unannounced inspection, receiving a citation for broken glass; the corrective action plan was submitted and approved.

**J & M Adult Care Services, Inc.** – Mr. Moore reported no events.

**Jerolin Management Services** – Mr. Jones reported one allegation of abuse that upon investigation was founded as a peer-to-peer incident. Mrs. Jones conducted the investigation and concluded the incident occurred on the van.

Mr. Bowser provided technical assistance on the reporting requirements. After lengthy discussion, Mr. Zarif requested Mr. Jones to resubmit the event report with details of what took place, what action Jerolin Management Services took to prevent, any medical treatment, and that different seating arrangements on van were arranged, etc.

**Kids in Focus, Kids in Focus II, Girls in Focus, Little Kids In Focus II** - Mr. Kingswell reported Kids in Focus II had one allegation of neglect, and reported that Licensure did not investigate. Mr. Kingswell's investigation of the incident found that staff were not neglectful, and that he has changed physical systems in the room and the clients no longer reside in the same room.

Girls in Focus had a Licensing inspection in April 2007. A citation was received; medication manager was terminated, and a full-time position was created to oversee all programs; a nurse has been hired to ensure these mistakes do not happen again. The medication training plan has been accepted and completed; Office of Licensing has approved corrective action plans.

LHRC requested to see records that medications are given on time. Mr. Bowser stated that the Licensing specialist will conduct an unannounced visit to see if corrective action plan has been implemented. Then, the LHRC committee can follow-up on this issue if warranted by making an inspection.

Kids in Focus II had an unannounced Licensing inspection on March 15, 2007. The corrective action plans has been submitted and approved.

Little Kids in Focus had an unannounced Licensing inspection in February 2007. The corrective action plan has been submitted and approved.

**Langhorne Family Care** – Ms. Jackson reported no events. No inspections have been conducted.

**Lyle Professional Consulting** – Ms. Lyle reported no events. A Licensing inspection occurred on March 14 and will submit the corrective action plan for review at the next meeting. They received annual license renewal through April 2008.

**Quality Life Services** – Mrs. Shelton reported no events. No inspections have been conducted.

**Rivers Assisted Living** - Mrs. Rivers reported no events. No inspections have been conducted.

**Second Chance at Life, Inc.** – Ms. Crawley reported no events and no inspections have been conducted. She further reported that her program is eligible for licensing by Social Services, but has not completed the licensing process. Mrs. Crawley introduced Mr. Lee Gardner, who has previously worked at Crossroad CSB and Turning Point.

**Youth Empowerment Services** – Ms. Hunt reported 5 informal complaints, 5 allegations of abuse and 5 allegations of neglect. The Office of Human Rights and the Office of Licensing visited the Crisis Receiving Center in April 2007. Youth Empowerment Services will submit the corrective action plan to the LHRC for review.

Ms. Hunt further reported a Licensing visit to Parsonage Place I (girls group home) and the corrective action plan will be submitted for review. Licensing also visited Life Coach In-home Services, and no citations/violations were reported.

Mr. Bowser noted that the Office of Human Rights and Office of Licensing are examining programs of Youth Empowerment Services.

*5 minute recess*

## **6. Announcements / Updates**

Mrs. Mingloski noted the next regular meeting will be held at Chesterfield CSB (Rogers Building) on July 23, 2007 and reminded all providers to submit the event reports for the reporting period of May and June by July 6, 2007.

Mr. Bowser's reported the Tuckahoe LHRC began meeting in May. The committee opened the meeting with no affiliations and adjourned the meeting with 13 affiliations (10 were temporarily affiliated with Crater LHRC), and has a capacity of 15. Another new LHRC quickly developed and is named New Creation LHRC, and are looking for a place to meet.

The LHRC regulations have been approved by the State MH/MR/SA Board at the April meeting. A statewide conference to train on the proposed regulations is being planning for September/October in the Charlottesville/Richmond area. Mr. Bowser is not sure if the proposed regulations will get tied up in the Governor's office due to Virginia Tech tragedy, but will keep the LHRC posted if any delays.

Mr. Zarif expressed his sincere appreciation to the Chesterfield LHRC, and thanked several members for the continued commitment to serving the LHRC. He also thanked Mrs. Mingloski and Mr. Bowser for all the support given to him during the years he served as chair.

## **7. Adjournment**

There being no further business, the meeting was adjourned at 7:42 p.m. The next regular scheduled meeting will be held **Monday, July 23, 2007**, in the Rogers Building Board Room.