

FINAL
Chesterfield Local Human Rights Committee (CLHRC)
July 14, 2008

Committee Members Present:

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

Affiliates Present

Mr. David Mangano, Chesterfield CSB
Ms. Inger Wyatt, Covenant Homes, LLC
Ms. Julie Jacobs-Jennings, Grafton Schools

Staff:

Ms. Karen Mingloski, Chesterfield CSB

Ms. Diane McClure, Advanced Services for Kids
Mrs. Amel Shelton, Quality Life Family Services, LLC
Mr. Jimmie Spraggans, Kids In Focus
Ms. Dane' Wellbrandt, Kids in Focus
Ms. Sheena Lyle, Lyle Professional Consulting
Mr. Larry Harper, Lyle Professional Consulting
Ms. Shanna Langhorne, Langhorne Family Care
Ms. Christina Rivers, Rivers Assisted Living, LLC (sick)
Mr. Steve Parson, Jr., Youth Empowerment Services

Absent:

Mr. James Bowser

Affiliates Absent:

Ms. Shona Parham/Veronica Cook, J&M Adult Care Services
Ms. Linda Jones, Jerolin Management Services

1. Call to Order

A quorum being present, Chair Trish Angle called the Chesterfield Local Human Rights Committee meeting to order at 5:40 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 June 2, 2008 meeting, as presented.

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

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

Mrs. Mingloski requested clarification on the review of human rights policies and procedures of LHRC affiliated programs. 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.

5. New Business

a. LHRC

1. By-law Revision for consideration

Mrs. Mingloski presented by-law revisions as follows:

- (1) revision of the Rules and Regulation name in Article II and VIII, Section 3.
- (2) Insertion of Article VIII, Section 2, Responsibilities of the affiliated program

The LHRC approved the proposed revisions, and instructed Mrs. Mingloski to prepare for final approval at the September meeting.

b. Providers

**1. Affiliation Renewal
Quality Life Services**

Mrs. Amel Shelton presented information regarding current services provided by Quality Life Services. Quality Life Services provides services to adults with intellectual disabilities with MR Waiver funding in homes located in Chesterfield County. A recent inspection for a third proposed home has been completed; two current homes are at capacity, serving 8 individuals, with 4 openings at the new house.

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

2. Policy & Procedure Review

Youth Empowerment Services

Youth Empowerment Services presented the surveillance camera equipment policy for review by the LHRC. The LHRC members discussed placement of equipment, use of cameras, purpose and the recording of data. Clients and guardians are notified upon admission that cameras are used in the program.

Ms. Copeland expressed concern that so many of the providers are beginning to utilize cameras, and Mr. Parsons responded that the primary focus is on the client, not staff.

Ms. Angle suggested a revision and/or removal of "Center monitors will not: 1. spot and continuously view people becoming intimate in public areas." Youth Empowerment Services agreed to review and will submit changes to Mr. Bowser.

A motion was made and seconded to accept the surveillance camera policy of Youth Empowerment Services with revision noted above.

3. Event Report Statistics

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

Advanced Services for Kids – Ms. McClure reported no events. Licensure and Human Rights conducted visits and the Corrective Action Plans were reviewed. Most issues were related to Medication Administration, and documentation when the children go to doctor. The Corrective Action Plan was accepted by Licensing. Dr. Rademaker stated that a late entry can be made on the controlled substance sheet.

Chesterfield CSB - Mr. Mangano reported 2 informal complaints, both resolved to the satisfaction of the consumer. There were 4 attempted suicides, all consumers admitted to the hospital, and 2 deaths due to long-standing medical issues.

Covenant Homes – Ms. Wyatt reported no events.

Grafton Schools – Ms. Jacobs-Jennings reported no events. Ms. Jacobs-Jennings reported a Licensure visit on June 11, 2008, but has not received a formal report.

J & M Adult Care Services, Inc. – A representative from J&M Adult Care Services is not present and notified the LHRC of its absence due to attendance at the Regional Provider Fair; the event report submitted indicates no events to report.

Jerolin Management Services – A representative from Jerolin Management Services is not present; the report submitted indicated no events. A March 11, 2008 Licensure Corrective Action Plan was submitted, but not reviewed.

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 Little Kids in Focus and Girls in Focus.

Kids in Focus reported one allegation of neglect. The staff members were found not negligent.

Kids in Focus II reported one allegation of neglect. Staff changed policies of when to contact the doctor for prescription refills. Licensure conducted a visit on June 19, 2008; waiting to receive Corrective Action Plan, and expect Licensure to re-visit the program.

Little Kids in Focus II reported one allegation of neglect. The staff were not found negligent, and made aware of the importance of supervision, and the consumers were separated and placed under supervision.

Langhorne Family Care – Ms. Langhorne reported no events.

Lyle Professional Consulting – Ms. Lyle reported no events. Licensure conducted a visit on March 25, 2008, and the Corrective Action Plan was reviewed. The licensing specialist noted several documentation problems as “minor”. Ms. Lyle received notification this date, of a 2-year renewal.

Quality Life Services – Mrs. Shelton reported no events.

Rivers Assisted Living – Mrs. Rivers reported no events.

Youth Empowerment Services – Ms. Hunt reported 2 informal complaints (#1 no reply of satisfaction or discontent was received to action taken; #2 residents did not take action to appeal. There were 2 allegations of abuse in which #2 was founded and the staff was placed on administrative leave. Reported 5 allegations of neglect (#2 was founded that staff were negligent, and received a written reprimand).

Licensure conducted a visit at the Crisis Receiving Center on June 18, 2008. The Correction Action Plan and reply will be submitted for review at the September meeting.

6. Announcements / Updates

Dave Mangano, Chesterfield CSB, reported a Regional Provider Fair was being held today; that Chesterfield CSB has been allocated approximately 30 slots, and provided information on the selection process.

Mr. Mangano also reported the Virginia Department of Mental Health, Mental Retardation, Substance Abuse Services is considering a name change, given “mental retardation” has been changed by the General Assembly to “intellectual disabilities”. The State website has more information on the suggested names.

Mr. Spraggins reported that Kids In Focus has a new executive director, Cecelia (CeeCee) Smith.

Chair Angle noted the next regular meeting will be held at Chesterfield CSB (Rogers Building) on **Tuesday, September 23, 2008** (note date change due to a quorum not being able to attend on 9/22). Ms. Mingloski reminded all providers to submit the event reports for the reporting period of July and August by **September 7, 2008**.

7. Adjournment

There being no further business, the meeting was adjourned at 6:40p.m. The next regular scheduled meeting will be held **Tuesday, September 23, 2008**, in the Rogers Building Board Room.