

**FINAL**  
**Chesterfield Local Human Rights Committee (CLHRC)**  
September 23, 2008

**Committee Members Present:**

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

Ms. Beverly Garnes, Region IV Advocate

**Staff:**

Ms. Karen Mingloski, Chesterfield CSB

**Guests:**

Ms. Letta Jones  
Ms. Maureen Beasley  
Ms. Kim Strickland, Chesterfield CSB  
Ms. Carolyn Miller

**Affiliates Present**

Mr. David Mangano, Chesterfield CSB  
Ms. Inger Wyatt, Covenant Homes, LLC  
Dr. Lisa Marshall, Grafton Schools  
Ms. Veronica Cook, J&M Adult Care Services  
Ms. Diane McClure, Advanced Services for Kids  
Mrs. Amel Shelton, Quality Life Family Services, LLC  
Mr. Jimmie Spraggans, Kids In Focus  
Ms. Cecelia Smith, Kids in Focus  
Ms. Dane' Willbrandt, Kids in Focus  
Mr. Kevin Birdsell, Kids in Focus  
Dr. Kelly Britt, Kids in Focus  
Ms. Sheena Lyle, Lyle Professional Consulting  
Ms. Deloris Langhorne, Langhorne Family Care  
Mr. Milton Langhorne, Langhorne Family Care  
Ms. Leonette Reese, Rivers Assisted Living, LLC  
Ms. Christina Rivers, Rivers Assisted Living, LLC  
Ms. Linda Jones, Jerolin Management Services  
Mr. Jerome Jones, Jerolin Management Services  
Mr. Kenneth Stith, Jerolin Management Services  
Mr. Steve Parson, Jr., Youth Empowerment Services  
Ms. Danielle Hunt, Youth Empowerment Services  
Mr. Rob Johnson, Youth Empowerment Services  
Mr. Vincent Walker, Youth Empowerment 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 at Grafton Schools. Mrs. Angle asked for introductions of those present.

**2. Approval of Minutes**

A motion was made and seconded to approve the minutes of the July 14, 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.

Mrs. Maureen Beasley requested the opportunity to address the Chesterfield Local Human Rights Committee. Mrs. Beasley provided remarks (a hard copy is filed with these minutes) regarding the proposed Chesterfield CSB action plan, and noted her concerns that the action plan is not being implemented per the recommendations of the LHRC.

Mrs. Beasley requested the Committee to review the noted discrepancies outlined in her correspondence and to review the CSB's apology letter, and further, to notify Mrs. Beasley in writing of any action/inaction taken.

Chair Angle thanked Mrs. Beasley for her appearance at the meeting.  
No additional matters of the public were brought forward.

**4. Old Business**

There was no old business brought before the LHRC.

**5. New Business**

**a. LHRC**

**1. By-law Revision for approval**

The proposed Chesterfield LHRC By-law revisions were reviewed at the July 2008 meeting. Mrs. Mingloski stated the revisions have been mailed in compliance with the By-laws, and present the following revisions for approval:

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

A motion was made and seconded to approve the above revisions of the By-Laws of the Chesterfield Local Human Rights Committee. Mrs. Mingloski will submit the revisions to the State Human Rights Committee for final approval.

**b. Providers**

**1. Authorized Representative Review (Chesterfield CSB)**

Mr. Mangano of the Chesterfield CSB presented an Authorized Representative for review by the LHRC. Mr. Mangano stated that the Human Rights Regulations outlines the order of priority to name an individual as Authorized Representative. When there is no one on the priority list available, someone who is referred to as Next Friend can be appointed. The regulations require the LHRC to review the materials related to the appointment, and to make an administrative decision.

Upon review of the materials, and receiving comments from the CSB's advocate and case manager, and the proposed authorized representative, a motion was made and seconded to approve the authorized representative request for a 3-month trial, and will review this request again at the January 2009 meeting.

Chesterfield CSB will obtain the Executive Director's signature to be effective for 3 months from this date, until the January 2009 review.

**2. Affiliation Renewal & Policy and Procedure Review  
Jerolin Management**

Jerolin Management Services is requesting affiliation renewal. They have been operating since 2005, and are licensed to serve 20 individuals at their site in Chester. They also have several Sponsored Residential Placements in the Tri-Cities area.

The LHRC reviewed the Seclusion, Restraint and Time out Policy. The LHRC recommends adding #6 (b) "when no longer a danger to self or others". The LHRC also recommends a revision to pg. 2 of the Behavior Management Plan. The LHRC requests the policy and behavior management plan be revised and resubmitted for review at the next meeting.

A motion was made and seconded to accept the human rights policies and procedures pending revision to the Time Out policy and Day Support Services Manual Behavioral Plan.

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

**J&M Adult Care Services**

J&M Adult Care Services is requesting affiliation renewal. They operate 2 residential homes in Chesterfield County serving adults with mental retardation or a dual diagnosis of mental illness and mental retardation.

Upon review of the Seclusion, Restraint and Timeout policy, it was determined that they utilize MANDT and TOVA. It was noted the program should not be using two different types of interventions, and requested a revision to the policy under "Procedure, Item #5

The LHRC does not recommend acceptance of the policy, and requests that changes be made and resubmitted for the November meeting.

A motion was made, seconded, and voted to approve the affiliation renewal of J&M Adult Care Services. The affiliation agreement was completed and signed, and the affiliation fee was submitted

**Lyle Professional Services**

Lyle Professional Services is requesting affiliation renewal. They provide intensive in-home services for children/adolescents ages 5-17, and currently serving approximately 70 clients. As a result of the April 2008 license inspection, they received a 2-year license through April 2010.

Upon review of the Seclusion, Restraint and Time Out policy, and discussion regarding the Crisis Wave training, the LHRC recommended revising "regularly" to one time per year.

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

A motion was made and seconded to accept the human rights policies and procedures of Lyle Professional Services with a revision to the Seclusion, Restraint and Timeout procedure as noted above.

### **Rivers Assisted Living**

Rivers Assisted Living, Inc. is requesting affiliation renewal. They have been licensed since 2000, and can serve up to 5 individuals with mental retardation. They are currently serving 3 clients in Chesterfield County.

Upon review of the Seclusion, Restraint and Time Out policy, the section titled "Time Away" should read "Time Out". The LHRC inquired about staff training in MANDT, the parameters of "hands on" intervention, the time limit, and effectiveness. The LHRC recommends adding to the policy the actions taken before a time out.

A motion was made, seconded, and voted to approve the affiliation renewal of Rivers Assisted Living, Inc. The affiliation agreement was completed and signed, and the affiliation fee was submitted.

A motion was made and seconded to **not** accept the human rights policies and procedures of Rivers Assisted Living. Required revision and/or clarifications to the policy should be made and re-submitted for review at the November meeting.

### **3. Policy & Procedure Review**

#### **Kids in Focus, Inc. (restrictive plan)**

Kids In Focus, Inc. (KIF) was requested to submit information on a potential restrictive policy regarding offenders having contact with their victims while at KIF. Upon discussion of the information submitted, it was agreed that a violation of the human rights policies and procedures existed if it was a group restriction; however, if determined on an individual case by case basis, and documented in the chart by a physician, it is not a violation of the human rights policies and procedures.

This is based on clinical decision for perpetrators, and not a program rule. As long as the decision is clinical in nature and not policy driven, there is no violation.

### **4. Program Expansion**

#### **Youth Empowerment Services – ICT**

Mr. Parsons notified the LHRC of Youth Empowerment Services' intent to begin an Intensive Community Treatment (ICT) program, providing mental health services for adults with severe mental illness. He anticipates opening in November pending Licensure approval. Human Rights policies and procedures have been submitted, and are in compliance with the Office of Human Rights. Licensing and Medicaid regulations have been incorporated into the description.

Mr. Mangano of Chesterfield CSB provided some additional background information regarding Licensing and Medicaid regulations for ICT programs, and noted how stringent the regulations are, requiring staff positions to be hired before the program can begin.

A motion was made and seconded to approve the Intensive Community Treatment (ICT) program expansion of Youth Empowerment Services.

#### **Jerolin Management Services - In-Home Residential Support Program**

Ms. Jones notified the LHRC of her intent to add two (2) sponsored residential home placements. Jerolin Management Services currently has three sponsored placements. These placements will follow the same human rights policies and procedures.

A motion was made and seconded to approve the sponsored residential home expansion of Jerolin Management Services.

#### **Langhorne Family Care**

Mrs. Langhorne notified the LHRC of her intention to add a location on Maplestead Lane. It is a 3 bedroom home serving 3 adults with mental illness and mental retardation; staffing is a 1:3 ratio, and

the program will be using the approved human rights policies and procedures of Langhorne Family Care.

A motion was made and second to approve the group home expansion of Langhorne Family Care.

## 5. Event Report Statistics

Ms. Angle entertained reports from each provider on events occurring during the period of July through August 31, 2008.

**Advanced Services for Kids** – Ms. McClure reported 1 informal complaint and 1 allegation of abuse. CPS declined to investigate the allegation of abuse because the statement could not be substantiated. The employee involved no longer works for ASK. Licensing office investigated, but no report has been received.

**Chesterfield CSB** - Mr. Mangano reported 1 informal complaint regarding medication that was destroyed and requested refills, noting consumer was not satisfied about not getting medications when requested. Mr. Mangano also reported 2 attempted suicides, stating that both consumers were hospitalized.

Corrective Action Plan from Licensing was submitted and reviewed, noting the citation for not implementing recommendations timely.

**Covenant Homes** – Ms. Wyatt reported no events. Peer to Peer event occurred and Ms. Wyatt provided background. Staff member was not found negligent.  
Peer to Peer investigations should be reported as neglect.

**Grafton Schools** – Dr. Marshall reported 3 informal complaints, all resolved to the client or stakeholders satisfaction; 1 allegation of abuse, which was investigated by CPS, and was unfounded on 9/16; 7 allegations of neglect (4 incidents are reported on the same individual), neglect was not found and guardian was satisfied. Peer to peer aggression is being investigated by APS, and a report has not yet been received.

Dr. Marshall described Project Lifesaver, which is a police department ankle bracelet program. This program has been put in place for 2 consumers who have had several elopements. The LHRC has requested they formally notify the Committee at next meeting. The LHRC also requested a list of programs and number of alarms/chimes have been (temporarily) installed, the number of students for whom the alarms are being used; how often is the plan revisited for continued need.

Licensure made a group home visit due to a neighbor complaint; no citation was issued. Licensure visited another group home to make an environmental inspection. No citation was issued.

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

**Jerolin Management Services** – Mrs. Jones reported no events.

**Kids in Focus, Kids in Focus II, Girls in Focus, Little Kids In Focus, Little Kids in Focus II** – Mr. Spraggins reported 2 allegation of abuse. Kids In Focus' internal investigation revealed no abuse; GIF notified CPS, however they declined to investigate. Mr. Spraggins reported a correction to the last reporting period regarding Kids in Focus II client seizure due to medication not being available. Staff member was found negligent.

Little Kids in Focus II reported 1 allegation of neglect, which staff was found negligent.

Licensure visited August 12 & 13 for annual inspections. The list of citations has not been received; however, all Kids in Focus, Inc. programs have received their annual license.

**Langhorne Family Care** – Ms. Langhorne reported no events. An unannounced licensure visit occurred, noting no correction actions.

**Lyle Professional Consulting** – Ms. Lyle reported no events.

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

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

**Youth Empowerment Services** – Ms. Hunt reported 5 allegations of neglect, 2 of which were founded. Ms. Hunt reviewed the Correction Action Plans (CAP), noting no disposition has been received from the Licensing specialist, but that a letter of good standing has been received. The LHRC requested that the licensing specialist comments be submitted when received.

LHRC members noted the CAP contains many facility issues, such as the kitchen not being completed; and, YES is nine months into a 12 month variance for installation of sky lights. LHRC inquired if the sky lights are being planned, and Mr. Parsons responded that they will be installed by the timeline established.

Ms. Angle reflected on a verbal abuse that was reported at the July meeting. The LHRC considers the verbal abuse that occurred to be serious, and that a more stringent action should have been taken with the employee involved.

## **6. Announcements / Updates**

Mr. Mangano spoke regarding the state budget crisis and the three scenarios of 5%, 10% and 15% reductions. It is unclear when the Governor will decide on budget reductions, but it will most likely occur after the Elections.

Chair Angle thanked Dr. Marshall and Grafton Schools for hosting the meeting.

Ms. Beverly Garnes, Regional Advocate reminded LHRC members regarding the regional LHRC training on October 17, 2008 at SVTC, 8:30-12:00pm.

Chair Angle noted the next regular meeting will be held at Chesterfield CSB (Rogers Building) on **Monday, November 24, 2008**. Ms. Mingloski reminded all providers to submit the event reports for the reporting period of September and October by **November 7, 2008**.

## **7. Adjournment**

There being no further business, the meeting was adjourned at 7:25pm. The next regular scheduled meeting will be held **Monday, November 24, 2008**, in the Rogers Building, Board Room.