

**FINAL**  
**Chesterfield Local Human Rights Committee (CLHRC)**  
October 1, 2007

**Members Present:**

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

**Members Absent:**

**Others Present:**

Mr. James Bowser, Regional Advocate, OHR

**Staff Present:**

Ms. Karen Mingloski, Chesterfield CSB  
Mr. David Mangano, Chesterfield CSB

**Affiliates Present:**

Ms. Inger Wyatt, Covenant Homes, LLC  
Dr. Lisa Marshall, Grafton Schools  
Ms. Christina Rivers, Rivers Assisted Living, LLC  
Ms. Leonett Reese, Rivers Assisted Living, LLC  
Ms. Sheila Jackson, Langhorne Family Care  
Mr. Lyndon Wallace, Quality Life Services, LLC  
Ms. Amel Shelton, Quality Life Services, LLC  
Mr. Robert Shelton, Quality Life Family Services, LLC  
Mr. Jimmie Spraggans, Kids In Focus  
Ms. Sheena Lyle, Lyle Professional Consulting  
Mrs. Margaret Moore – J&M Adult Care Services  
Ms. Shona Parham – J&M Adult Care Services  
Mr. Vincent Walker, Youth Empowerment Services  
Mr. Stephen Parson, Youth Empowerment Services  
Mr. Rob Johnson, Youth Empowerment Services

**Affiliates Absent:**

Mrs. Nancy Crawley, Second Chance at Life, Inc.  
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 5:36pm in the Rogers Building, Chesterfield Community Services Board. Mrs. Angle asked for introductions of those present.

**2. Approval of Minutes**

On motion of Dr. Rademaker, seconded by Mrs. Copeland, the LHRC voted to approve the minutes of the July 23, 2007 meeting, as presented.

Ayes: Dr. Rademaker, Ms. Angle, Ms. Tussing, 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**

There was no old business brought before the LHRC.

**5. New Business**

**a. Providers**

**1. Affiliation Renewal**

**Chesterfield CSB** – Mr. Mangano requested affiliation renewal. He noted that we are referred to as “Mental Health Support Services” within Chesterfield County. Chesterfield CSB operates under 11 licenses, which have been renewed for 3 years. The ICT and MI/MR programs are under a one-year license. The CSB operates 18 group homes and 36 services sites including apartments. During the past year, 7 licensing reviews were conducted; minor citations are noted on the corrective action plans. Chesterfield serves approximately 6,000 individuals in a year, and is the 4<sup>th</sup> largest CSB in Virginia. A program expansion of the ICT program is pending licensing approval.

A motion was made, seconded and voted to approve the affiliation renewal of **Chesterfield Community Services Board**. The affiliation agreement was completed and signed.

**J&M Adult Care Services** Ms. Cook requested affiliation renewal. They operate 2 group homes (one male and one female) with 8 part-time and 3-full time staff. They currently serve 3 females and 2 males, with a capacity of 5 in each program.

A motion was made, seconded and voted to approve **J&M Adult Care Services**. The affiliation agreement

**Jerolin Management Services** A representative was not present at this meeting. LHRC agreed to defer this item to the November meeting.

**Kids in Focus** Mr. Spraggans requested affiliation renewal for Kids In Focus, Inc., Kids in Focus II, Girls in Focus, Little Kids in Focus, and Little Kids in Focus II. Little Kids in Focus II is waiting on DOE licensing approval. Each home serves 8 clients, for a total of 31 in all programs. The older kids program has a 1:4 ratio, while the smaller children have a 1:3 staffing ratio.

Mr. Spraggans reported that in past meeting, they reported problems with medication administration. Staff have received recertification training by a medication provider, and they have amended the way they do business. Each program has a medication manager; has one medication coordinator that oversees all programs; and, has hired a registered nurse to check MARs.

A motion was made, seconded and voted to approve the affiliation renewal of **Kids in Focus, Inc.** The affiliation agreement will be forward to Mr. Kingswell for signature.

**Lyle Professional Consulting** Ms. Lyle requested affiliation renewal. Lyle Professional Consulting provides in-home services to 84 clients (ages 5-17 years old) exhibiting an Axis I diagnosis. Due to the intensity of the services, they employ 23 counselors, 1 assessment specialist, and 2 clinical coordinators. They have received license renewal in March 2007.

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

**Rivers Assisted Living** – Mrs. Rivers requested affiliation renewal. Rivers Assisted Living is located in Chesterfield County; licensed for 5 individuals, although currently serving 4. The home is staffed by 2 people at all times. They have received license renewal for 1 year.

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

## 2. Program Expansion

### **Grafton Schools - Richmond**

Dr. Marshall reported that Grafton is expanding their program with the addition of an apartment. The program is part of the adult license and will operate under the current policies and procedures. Three female clients will share the apartment.

A motion was made, seconded and voted to approve the program expansion of **Grafton Schools – Richmond**.

### **Jerolin Management Services**

A representative was not present at this meeting. LHRC agreed to defer this item to the November meeting.

## 3. Policy & Procedure Review

### **Grafton – Environmental Restriction plan**

Dr. Marshall requested the approval of an audio monitor (like a baby monitor) so that staff can hear movement and better to tend to consumer.

There are no recent incidents, however, there have been 2 occurrences in months prior to this justification. The plans calls for monthly review over the period of 3 months, and at the third month continue review if continued risks are present. Dr. Marshall reported that evaluations and interventions have taken place, and there are no specific triggers, and the consumer wears a helmet.

The LHRC recommends 1 month evaluation and at the 2<sup>nd</sup> month, if no occurrences are noted, to discontinue the plan. Grafton agreed to make changes and bring back to next meeting.

## 4. Variance Request

Youth Empowerment Services submitted a Variance request to the approved policy for the Crisis Receiving Center. Youth Empowerment Services was cited during a recent visit for absence of “windows or skylights” in all major areas used by individuals. Discussion ensued regarding lack of

natural light in bedrooms, estimated cost and financial hardship to install windows or skylights, construction hindering services, clients with asthma cannot tolerate the dust, and that if skylights were to be installed, the HVAC system will have to be reworked, which would also be an additional cost.

Upon further discussion, the LHRC recommended the dining room being constructed, to ensure it has a window installed.

A motion was made, seconded and voted to disapprove the Variance request, and recommended **Youth Empowerment Services** to install skylights at the Crisis Receiving Center.

The LHRC will submit their recommendations to State Human Rights Committee for review and consideration at the next meeting. Youth Empowerment Services will have an opportunity to present (appeal) the case at the SHRC meeting.

## **5. Affiliation Status**

A motion was made, seconded and approved to add "Affiliation Status" to the agenda.

Chair Angle reviewed the Affiliation Agreement requirements of all providers, and noted that Second Chance at Life, Inc. has failed to attend the last meeting and this meeting, and has not submitted the Event reports as required by the agreement.

A motion was made, seconded and voted to suspend affiliation of Second Chance at Life, Inc. Correspondence will include informing them of the suspension, information for appearing at the next meeting with past event reports, and conditions under which they may reapply.

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

## **6. Event Report Statistics**

Ms. Angle entertained reports from each provider on events occurring during the period of July 1 and August 31, 2007.

**Chesterfield CSB** Mr. Mangano provided an update to the allegation of abuse reported at the last meeting involving 2 incidents with van drivers. These were 2 separate van drivers, who have received additional training.

Mr. Mangano continued with the current reporting period reporting 5 informal complaints, all resolved to satisfaction of consumer/family members involved; 4 attempted suicides, who were all hospitalized; and 3 deaths of consumers who had ongoing medical problems.

The Office of Licensing visited to re-license the ICT program, noting a few citations, The Corrective Action Plan has been submitted and accepted.

**Covenant Homes** – Ms. Wyatt reported 1 allegation of neglect (AWOL), which resulted in findings of no neglect by staff member.

**Grafton Schools** – Dr. Marshall reported 1 informal complaint that was resolved to satisfaction of guardian.

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

**Jerolin Management Services** – There was no representative in attendance, however the event report submitted indicates no events.

**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 and Girls in Focus.

Kids In Focus II reported 1 allegation of neglect; clients were separated, and staff were not able to determine who initiated incident. Staff found not neglectful. There was discussion regarding the use of motion sensors in every room. The LHRC requested a review of the motion sensor policy at the next meeting.

Little Kids in Focus reported 1 allegation of abuse, and found no inappropriate contact occurred.

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

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

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

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

**Second Chance at Life, Inc.** – A representative of Second Chance at Life was not present at the meeting, and the Event Report was not submitted.

**Youth Empowerment Services** – Mr. Walker reported 1 informal complaint, and 2 allegations of neglect. One allegation resulted in a staff member receiving a written reprimand, and the second allegation was not determined. Mr. Walker also provided an update from last meeting regarding an allegation of abuse. The resolution was reviewed with the client, who was satisfied with the staff member's written reprimand.

The LHRC's request to review an environmental restriction (chime on a door) was addressed. Youth Empowerment Services states there is no alteration to the functionality of the door and does not restrict access; the chime lets staff know if someone comes in or goes out of the building).

The Corrective Action Plan has been submitted and has not yet been approved. There was a change in the licensing specialist that has delayed the approval.

Ms. Angle thanked all the providers for the clear concise reports.

## **6. Announcements / Updates**

Mrs. Mingloski noted the next regular meeting will be held at Chesterfield CSB (Rogers Building) on November 26, 2007 and reminded all providers to submit the event reports for the reporting period of September and October by November 7, 2007.

Mr. Bowser reported the human rights regulations were approved on September 19, 2007. The Office of Human Rights will sponsor training for providers by region. Several LHRC committee members attended training on September 14, 2007 and found the session very informative and learned a great deal of information. Mr. Bowser reviewed the implementation schedule.

## **7. Adjournment**

There being no further business, the meeting was adjourned at 6:52p.m. The next regular scheduled meeting will be held **Monday, November 26, 2007**, in the Rogers Building Board Room.