

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

June 16, 2009

**Committee Members Present:**

Ms. Trish Angle, Chair  
Dr. Analie Rademaker  
Ms. Mauretta Copeland  
Ms. Roxanna Ronquillo  
Mr. Charles Armstrong  
Ms. Carrie Flowers, Human Rights Advocate

**Affiliates Present**

Ms. Kelly Fried, Chesterfield CSB  
Ms. Inger Wyatt, Covenant Homes, LLC  
Ms. Julie Jacobs-Jennings, Grafton Schools  
Ms. Shona Parham, J&M Adult Care Services  
Mr. George Szabad, Advanced Services for Kids  
Ms. Diane McClure, Advanced Services for Kids  
Mrs. Amel Shelton, Quality Life Family Services, LLC  
Ms. Cecelia Smith, Kids in Focus  
Ms. Dane' Willbrandt, Kids In Focus  
Ms. Rogina Washington, Kids In Focus  
Ms. Jacqueline Golden, Kids in Focus  
Ms. Brenda Coleman, Kids In Focus  
Ms. Sheena Lyle, Lyle Professional Consulting  
Ms. Cheryl Nero, Langhorne Family Care  
Ms. Debbie Garris, Jerolin Management Services  
Ms. Erika Slayton, Jerolin Management Services  
Ms. Janell Mines, Jerolin Management Services  
Ms. Leonett Reese, Rivers Assisted Living, LLC  
Ms. Christina Rivers, Rivers Assisted Living, LLC  
Mr. Steve Parson, Youth Empowerment Services  
Mr. Rob Johnson, Youth Empowerment Services  
Mr. Vincent Walker, Youth Empowerment Services  
Mr. Joseph Cason, Youth Empowerment Services  
Ms. Cynthia Calhoun, Youth Empowerment Services

**Staff:**

Ms. Karen Mingloski, Chesterfield CSB

**Guests:**

Mr. James Holdren, Chesterfield CSB

**1. Call to Order**

A quorum being present, Chair Trish Angle called the Chesterfield Local Human Rights Committee meeting to order at 5:35 pm at Chesterfield Mental Health Support Services, Rogers Building. Chair Angle asked for introductions of those present.

Chair Angle welcomed Mr. Charles Armstrong as the newest member appointed to the Chesterfield LHRC.

**2. Approval of Minutes**

A motion was made and seconded to approve the minutes of the March 23, 2009 meeting, as presented.

Ayes: Dr. Rademaker, Ms. Copeland, Ms. Ronquillo, Mr. Armstrong, Ms. Angle

**3. Matters of the Public**

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

**4. Old Business**

**a. Policy & Procedures**

- **Chesterfield CSB** – Ms. Fried presented the revised restrictive plan, noting the specific distance around the program site as requested by the LHRC. She noted the plan has been implemented and is working well. The LHRC accepted the revisions.
- **Kids in Focus**  
Ms. Willbrandt presented information regarding the policies and procedures submitted to the LHR, specifically, AWOL, Behavioral Policy Part 2, Client Handbook and Admission packet. Ms. Flowers requested providers mail a hard copy as she never received these policies via email.

Concerns were discussed regarding the use of the lock box during orientation. Kids In Focus was asked to change the policy to allow access, and to resubmit to the Office of Human Rights.

- **Jerolin Management Services**

Ms. Garris presented documentation regarding staff members who have been retrained as a follow up from the last meeting. The LHRC accepted this documentation.

## 5. **New Business**

### a. **Providers**

#### 1. **SHRC Response and Follow-up**

Ms. Fried referenced the letter dated June 4, 2009 to the LHRC regarding the State Human Rights Committee's recommendations. Ms. Fried noted the updates to 4 of the 6 items referenced. The Chesterfield LHRC accepted the update and does not require any further information on this appeal.

#### 2. **Chesterfield Event Report (March & April 2009)**

Ms. Fried reported 1 attempted suicide, 1 suicide, and 1 consumer death. All events are being reviewed by Chesterfield CSB Peer Review Committee. Ms. Flowers noted the Office of Human Rights had not received these report, however Ms. Fried stated they were reported to the Office of Licensure. Ms. Flowers stated the reporting requirements could be found in the regulations under 12VAC 115-230.

The LHRC inquired about the review process of the Chesterfield Peer Review Committee and the time frame to complete the incident review. Ms. Fried responded that it could take a few weeks or longer depending on the number of reviews assigned to the staff person. Ms. Flowers stated providing this type of report would allow the Office of Human Rights to review the incident for neglect. Ms. Fried and Ms. Flowers will further discuss the reporting requirements.

#### 3. **Affiliation Renewal & Policy and Procedure Review Covenant Homes**

Ms. Wyatt requested affiliation renewal for Covenant Homes, LLC. The program is located in Henrico County and provides 24-hour residential services to 9 individuals having a diagnosis of intellectual disability and mental health. A triennial review is due in January 2010.

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

#### **Youth Empowerment Services**

Mr. Parsons requested affiliation renewal for Youth Empowerment Services. He provided details on the program, (reported in board packet). Dr. Rademaker noted that the staffing pattern is not the same as FTE's and that the report should be corrected.

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

#### 4. **Program Expansion Jerolin Management Services**

Jerolin Management Services requested a program expansion for a Sponsored Home program. They currently have 4 sponsored homes serving 5 consumers, and will be opening another home serving 1 consumer, with the potential to serve 2 consumers. This program is operating under the current approved Human Rights policies and procedures.

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

#### 5. **Event Report Statistics**

Ms. Angle entertained reports from each provider on events occurring during the period of March and April 2009.

#### **Advanced Services for Kids –**

Mr. Szabad reported 4 peer to peer events, noting they were all unfounded. There is 1 allegation of abuse that is carried over from the last meeting (HIPAA violation); the corrective action plan has not received from the Office of Licensure. Mr. Curseen (Office of Human Rights) instructed ASK to delay the investigation until the Licensure corrective action plan was resolved. Ms. McClure reported that it is not completely resolved, and ASK has requested that some information be withdrawn. The LHRC requested Ms. McClure to immediately submit the Corrective Action Plan and HIPAA allegation information to the LHRC.

**Covenant Homes** – Ms. Wyatt reported 1 incident of property destruction. Situation has improved since original incident.

**Grafton Schools** – Ms. Jacobs-Jennings reported 1 allegation of abuse, stating the staff member was terminated, and that APS declined to investigate; and, 2 allegations of neglect were not founded.

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

**Jerolin Management Services** – Ms. Garris reported 1 allegation of abuse which was investigated by APS and HR Advocate with no findings to report.

**Kids in Focus, Kids in Focus II, Girls in Focus, Little Kids In Focus, Little Kids in Focus II** – Ms. Willbrandt reported 1 informal complaint resolved to the client's satisfaction; 2 allegations of abuse, noting 1 was founded and the staff member was terminated. There were 10 allegations of neglect, noting 2 allegations were founded.

Ms. Willbrandt introduced 2 new staff members, Brenda Coleman and Jackie Golden.

**Langhorne Family Care** – Ms. Reese reported 1 event of a consumer hitting a staff member. They have put a chain type lock on the door to prevent the consumer from easily exiting the premises. Discussion regarding the other residents and their ability to unlock the chain, and that one consumer would need assistance to open the door with or without the chain type lock.

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

**Quality Life Services** – Mrs. Shelton reported 1 peer to peer incident

**Rivers Assisted Living** – Ms. Reese reported no events.

**Youth Empowerment Services** – Mr. Walker reported 1 allegation of abuse which was not founded; 3 allegations of neglect, which 1 allegation was founded.

Licensure conducted a visit in response to an allegation of abuse. CPS and Licensure representatives submitted findings in the Corrective Action Plans. Review and refresher training begins 6/17/09 for all staff. Staff person was disciplined, and will be closely monitored by supervisor. LHRC recommends staff discipline and supervision be included in the corrective action plan. Youth Empowerment has also instituted a restraint debriefing form which is sent to Human Rights and Licensure offices.

#### **b. LHRC Board Action**

- **Reappointment**

Ms. Mauretta Copeland has served her first term and is eligible for reappointment. Ms. Copeland 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 Mr. Armstrong, seconded by Ms. Ronquillo, the LHRC recommended Ms. Mauretta Copeland for reappointment to the Chesterfield LHRC.

Ms. Mingloski will submit the appropriate paperwork to the Office of Human Rights for action at the next State Human Rights Committee meeting.

- **Elections**

Ms. Angle addressed the Committee and affiliated providers, stating it has been a pleasure to work with all present over the past 6 years while serving the Chesterfield LHRC. Ms. Angle commended all for the service they provide to individuals with disabilities.

Chair Angle opened the floor to accept nominations for the office of Chair. On motion of Ms. Angle, seconded by Ms. Ronquillo, the LHRC nominated and voted for Dr. Analie Rademaker to serve as chair for a term of one year. Dr. Rademaker accepted the nomination and appointment, and Chair angle thanked her for her continued support.

Chair Angle opened the floor to accept nominations for the office of Vice-Chair. On motion of Dr. Rademaker, and seconded by Ms. Angle, the LHRC nominated and voted for Ms. Mauretta Copeland to serve as Vice-Chair for a term of one year. Ms. Copeland accepted the nomination and appointment.

- **Recognition**

On behalf of the State Human Rights Committee, Ms. Flowers presented Ms. Angle with a plaque for her service to the Chesterfield Local Human Rights Committee over the past 6 years. Ms. Angle expressed her gratitude and appreciation.

## **6. Announcements / Updates**

Ms. Flowers addressed the Chesterfield LHRC on behalf of the Office of Human Rights asking Chesterfield LHRC to accept 3 additional providers as affiliates. Chesterfield LHRC has agreed to accept 3 additional providers on a temporary, 6 months basis. The affiliation fee for these providers will be \$100 and the affiliation will be re-evaluated in 6 months.

Mrs. Copeland attended a disability policy seminar in Washington, D.C. which was very informative. Attendees lobbied on Capitol Hill and met with legislative aides.

Chair Angle noted the next regular meeting will be held at Chesterfield CSB (Rogers Building) on **Monday, July 27**. Chair Angle reminded all providers to submit the event reports for the reporting period of May and June by **July 7, 2009**.

## **8. Adjournment**

There being no further business, the meeting was adjourned at 6:40pm. The next regular scheduled meeting will be held **Monday, July 27, 2009**, in the Rogers Building, Board Room.