

FINAL

Chesterfield Local Human Rights Committee (CLHRC)

May 23, 2011

Committee Members Present:

Dr. Analie Rademaker, Chair
Ms. Mauretta Copeland, Vice Chair
Ms. Roxanna Ronquillo
Mr. Craig Gross

Staff:

Mrs. Karen Mingloski, LHRC Staff Support (Chesterfield)
Ms. Carrie Flowers, Human Rights Office

Absent:

Mr. Linwood Alford
Ms. Susan Foster
Mr. Charles Armstrong

Guests:

Mr. Keith Clark, Chesterfield CSB
Ms. Dina Phelps

Affiliates Present

Mr. Steve Dabney, A Dab of Hope LLC
Ms. Karen Mingloski, Chesterfield CSB
Ms. Kimberly Harris, Community Interventions
Ms. Inger Wyatt, Covenant Homes LLC
Ms. Julie Jacobs-Jennings, Grafton Schools
Ms. Gina Koke, Grafton Schools
Ms. Hollie Stephens, Greater Richmond League of Therapists
Ms. Kira Thomas, H&W Enterprises of NC, LLC
Ms. Shona Parham, J&M Adult Care Services
Ms. Veronica Cook, J&M Adult Care Services
Ms. Linda Jones, Jerolin Management Services
Ms. Dane Weddel, Kids in Focus, A ResCare Company
Ms. Cheryl Nero, Langhorne Family Care
Ms. Sheena Lyle, Lyle Professional Consulting
Mr. Jamie Knight, Lyle Professional Consulting
Mr. Maurice Morgan, New Pathways Youth Services, Inc
Ms. Tonya Morgan, New Pathways Youth Services, Inc.
Mr. Felix Foloruns, Olmeja Advocacy Services
Mr. Marcel Higgins, Overcomers Day Services, LLC
Ms. Kim Higgins, Overcomers Day Services LLC
Mrs. Amel Shelton, Quality Life Family Services, LLC
Ms. Leonett Reese, Rivers Assisted Living
Mrs. Tanikka Mason, Second Chances Youth Services
Mr. Cedric Moore, Spectrum Transformation Group
Ms. Sandra Turner, Turning Point Mental Health Services, LLC
Ms. LaKeshia Broussard, Village Children & Family Services
Mr. Vincent Walker, YES Behavioral Health
Mr. Joseph Cason, YES Behavioral Health

1. Call to Order

A quorum being present, Chair Analie Rademaker called the Chesterfield Local Human Rights Committee meeting to order at 5:34 pm at Chesterfield Mental Health Support Services, 6801 Lucy Corr Boulevard, Chesterfield. Chair Rademaker asked for introductions of those present.

2. Approval of Minutes

A motion was made and seconded to approve the minutes of March 28, 2011.

Ayes: Dr. Rademaker, Ms. Ronquillo, Ms. Copeland, Mr. Gross

Absent: Mr. Alford, Ms. Foster, Mr. Armstrong

3. Matters of the Public

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

4. Old Business

There was no old business to discuss.

5. New Business

A. Providers

i. Program Expansion

- **Quality Life Services** - Ms. Shelton requested program expansion for a day support program in Chesterfield at 113 Wadsworth Drive, Richmond, VA 23236. She anticipates opening in several weeks after fire sprinkler system has been installed. Center-based and community activities are planned.
A motion was made and seconded to approve the residential program expansion of **Quality Life Services, LLC**.
- **Second Chances Youth Services** – Ms. Mason requested program expansion for an after-school day center program in Emporia. Mr. Gross inquired about how they will approach serving kids with significant needs, including those with autism spectrum. Ms. Mason will bring more details to next meeting.
A motion was made and second to approve the after school day program expansion contingent upon receipt of the additional information requested.

ii Affiliation Renewal

- **Covenant Homes** - Ms. Wyatt requested affiliation renewal and reviewed the 2 residential group homes, which serve individuals with intellectual disabilities and mental health diagnoses. They have received their triennial license.
A motion was made and second to approval the affiliation renewal of Covenant Homes.
- **YES Behavioral Health** - Mr. Walker requested affiliation renewal and reviewed the handout in the packet. Policies and procedures have not changed, and they are fully licensed. No recent Licensing office visits, however, they are expecting the Department of Education for a review in the near future.
A motion was made and seconded to approve the affiliation renewal of YES Behavioral Health.

iii Policy and Procedure Review

- **New Pathways Youth Services, Inc.** Ms. Flowers noted old terminology such as Legally Authorized Representative "LAR" has been used, and that it needs to be changed to Authorized Representative "AR"; seclusion should not be in the policies and procedures; Department of MH/MR/SA is now Department of Behavioral Health and Developmental Services (DBHDS); remove pharmacological and mechanical restraint. She noted that the program should be very specific and concrete about what you are going to do in time of crisis.
There is no personalization to business – language should be more personalized to services offered. Ms. Flowers stated if employees pick up the manual, they should now what to do. Some of the forms have been changed to meet the need of those they will be serving. Mr. Morgan stated the revisions will be made within 30 days, and will email to Mrs. Mingloski, who will in turn email to LHRC members for review and comment prior to next meeting.
- **Turning Point Mental Health Services, LLC** policies and procedures were reviewed. Mr. Gross noted that consequences should be included if guidelines are not followed.

A motion was made and seconded to accept, pending review of the rules of conduct, the human rights policies and procedures of **Turning Point Mental Health Services LLC**.

iv. Event Report Statistics

Dr. Rademaker entertained reports from each provider on events occurring during the period of March and April 2011.

A Dab of Hope reported no events.

Chesterfield CSB reported no formal or informal complaints, 5 attempted suicides, and 2 other deaths.

Community Interventions LLC reported no events.

Covenant Homes reported 1 allegation of neglect that was unfounded.

Grafton Schools reported 2 allegations of neglect that were not founded.

Greater Richmond League of Therapists reported no events.

H&W Enterprises, LLC reported no events

J & M Adult Care Services, LLC reported no events.

Jerolin Management Services reported 2 allegations of neglect, with one allegation founded.

Kids in Focus, Kids in Focus II, Girls in Focus, Little Kids In Focus, Little Kids in Focus II reported 1 informal complaint that was resolved through staff counseling; 2 allegations of abuse that were unfounded. Both clients were TDOd for a more secure placement.

Langhorne Family Care reported no events.

Lyle Professional Consulting reported no events.

New Pathways Youth Services, LLC reported no events.

Olmeja Advocacy Services reported no events.

Overcomers Day Services, LLC reported no events.

Quality Life Services – reported no events.

Rivers Assisted Living reported no events.

Second Chances Youth Services reported 1 informal complaint that was resolved to the parent's satisfaction. Mr. Gross recommended "code of ethics" in initial packet.

Spectrum Transformation Group reported no events.

Turning Point Mental Health Services reported no events.
Village Children & Family Services reported no events.
YES Behavioral Health reported 1 allegation of neglect that was not founded.

A motion was made and seconded to accept the above Event Reports as submitted/corrected.

B. LHRC Board

• Adoption of Bylaws

The revised by-laws of the Chesterfield LHRC have been approved by the State Human Rights Committee. Therefore, on motion of Mr. Gross, seconded by Ms. Ronquillo, the LHRC adopted the revised by-laws.

• Election of Officers

Dr. Rademaker opened the floor to accept nominations for the office of Chair. On motion of Ms. Copeland, and seconded by Ms. Ronquillo, the LHRC nominated and voted for Mr. Craig Gross to serve as chair for a term of one year. Mr. Gross accepted the nomination and appointment.

Chair Rademaker opened the floor to accept nominations for the office of Vice-Chair. On motion of Dr. Rademaker, and seconded by Mr. Gross, 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.

Chair Rademaker opened the floor to accept nominations for the office of Secretary. On motion of Mr. Gross, and seconded by Ms. Copeland, the LHRC nominated and voted for Ms. Susan Foster to serve as Secretary for a term of one year.

6. Advocates Report

Ms. Flowers presented a plaque to Dr. Analie Rademaker in recognition of serving the Chesterfield LHRC for 6 years and thanked her for her valued service.

There were no additional announcements.

7. Announcements / Updates

Ms. Mingloski noted the next regular meeting will be held on Monday, July 25, 2011, and all providers are asked to submit the Event Reports form for the reporting period of May and June by **July 7, 2011.**

8. Executive Session

A motion was made, seconded and passed to move into Executive Session pursuant to Virginia Code 2.2-3711(1) for the purpose of discussion and consideration of appointments to and removals from the Local Human Rights Committee.

Upon reconvening in open session, the Local Human Rights Committee certified that to the best of their knowledge that only matters lawfully exempted from open meeting requirements and only such matters for the protection of the privacy of individuals and their records in personal matters not related to public business were heard, discussed or considered in closed session.

The Chesterfield LHRC made a recommendation for the State Human Rights Committee to appoint Ms. Dina Phelps to the Chesterfield LHRC.

9. Adjournment

There being no further business, the meeting was adjourned at 7:16m. The next regular scheduled meeting will be held **Monday, July 25, 2011.**