

Commonwealth Local Human Rights Committee
3600 West Broad Street, Suite 400
Richmond, VA 23230

January 19, 2012
Quarterly Meeting Minutes

Committee Members Present:

Anika Allen, Vice Chairperson
Donald Thompson
Donald Wheeler

Committee Members Absent:

Demetrius Whitehurst
Pamela Minter

Human Rights Representative:

Beverly Garnes, Human Rights Manager

Call to Order:

The meeting was called to order by Ms. Anika Allen, Vice Chairperson, at 6:12 PM. Introductions of committee members and human rights representative were made.

Public Comments:

Mr. Donald Wheeler made public comments advising affiliates the Department of Behavioral Health and Disability Services' regulations have changed. He recommended affiliates become familiar with the new staff qualifications and update affiliate agency policies accordingly. Mr. Wheeler also advised Department of Medical Assistance Services has posted Memos to its website announcing changes; affiliates were advised to become familiar with changes.

Approval of Minutes:

Minutes from the November 2011 LHRC meeting were approved. Affiliates reported the minutes were not attached to the email that was sent out. Ms. Allen apologized and advised affiliates the minutes are posted and they are able to access the minutes online. Affiliates were instructed to review the minutes for accuracy and report discrepancies to Ms. Beverly Garnes. Ms. Garnes extended the period to post minutes from three (3) days to five (5) days. The motion was made and to approve the minutes with the stipulation of corrections/changes as noted by affiliates and submitted to Ms. Garnes. Mr. Donald Wheeler seconded the motion.

Old Business:

- Ms. Allen noted **not** all providers had completed the Cooperative Agreements. Copies were available. Each provider was encouraged to obtain, sign, and submit Cooperative Agreement before leaving the meeting.
- Ms. Garnes reported **not** all quarterly reports were received by the due date. Affiliates were reminded of their initials of acknowledgement verifying the date/timeline for submission of all quarterly and annual reports. All reports were due January 9, 2012. Ms.

Garnes reminded affiliates they have agreed to abide by the rules (submit reports 10 days prior to meeting, etc.). LHRCs are authorized to submit names of providers who are not in compliance with the regulations to the Office of Licensing. In addition, affiliates have been asked to attend all four (4) LHRC meetings during the year. If affiliate is not available, affiliate has been instructed to send an alternate. Failure to comply with regulations may result in reporting to licensing and consequential effects the affiliates' license to provide services. Ms. Garnes reported letters will be mailed out to affiliates who are not in compliance.

- Ms. Easter of Elk Hill requested confirmation email once her quarterly/annual reports have been received by Secretary. Ms. Garnes instructed Ms. Easter to cc: Ms. Garnes with the reports. Ms. Allen advised all affiliates requesting confirmation of receipt email to cc: Ms. Allen for a response. Ms. Allen provided her email address (aallen@interceptyouth.com). All reports are to be sent to Ms. Barkins (humanrightsinfo@yahoo.com) and Ms. Garnes (Beverly.garnes@dbhds.virginia.gov). Those requesting a confirmation of receipt email must also cc: Ms. Anika Allen (aallen@interceptyouth.com).

New Business:

- The LHRC interviewed two potential candidates to be considered for appointment to the Commonwealth LHRC in an effort to fulfill a mandated position.
- Committee members tabled the affiliation of Dare to Change. Areas to be addressed, clearly defined, resubmitted included: age of population serviced, Behavior Management Technique selected, admissions and exclusionary criteria, clarity of DSM-IV diagnosis present, Confidentiality in the Human Rights Policy, Staffing credentials, establish admissions criteria and define roles of staff, corrections to reflect new regulation languages, i.e. Authorized Representative in place of Legally Authorized Representative.
- Committee members approved the following service providers with full affiliation.
- **Youth and Family Services of Virginia** received affiliation to add Community Mental Health Support Services for adults ages 18 and over.
- **Abraham Youth and Family Services** received affiliation for four (4) additional Therapeutic Day Treatment sites located in Hopewell and Prince George. *Ms. Allen requested address of sites be submitted to her.
- **Elk Hill** received affiliation to add outpatient and Substance Abuse services to all existing sites: Byrd Elementary School, 2704 Hadensville-Fife Rd, Goochland, VA 23063; Goochland Elementary School, 3150 River Rd West, Goochland, VA 23063; Randolph Elementary School, 1552 Sheppard Town Rd, Crozier, VA 23039; Goochland Middle School, 3250-B River Rd W, Goochland, VA 23063; Goochland High School, 3250-A River Rd W, Goochland, VA 23063.

Affiliate Reports:

1. Elk Hill: Nothing to Report
2. Second Chance for Youth: Nothing to Report
3. Skye is the Limit Residential Services: No representative present. Report submitted indicates Nothing to Report.
4. Urban Oasis: Nothing to Report
5. Central VA Healthcare Association: Nothing to Report

6. Abraham Youth and Family Services: Nothing to Report
7. Unity Family Services: Reported two (2) incidents between peers. Protocol was reportedly followed and incidents were reported as required.
8. Quality Healthcare: Nothing to Report
9. New Directions Community Outreach Services: Nothing to Report
10. Serenity C&C: Reported two (2) medical emergencies. Copies of the reports were faxed to Ms. Garnes and licensing specialist.
11. Guiding Light Family Services: No representative present: Absent
12. Mending Fences and Youth and Family Services: Received license to provide Intensive in Home; Reported change in licensing specialist. New licensing specialist is Ms. Yvonne Luster.
13. Cornerstone Support Services: Reported one incident of supervision neglect.
14. Fig Tree: No representative present or report submitted: Absent
15. Circle of Care for Systematic Treatment: No representative present or report submitted: Absent
16. From Within: No representative present. No report submitted: Absent
17. Richmond Justice Services: No representative present or report submitted: Absent
18. VA Supportive Services: No representative present or report submitted: Absent
19. Va Home-Based Counseling: No representative present or report submitted: Absent
20. All Care Family Services: No representative present or report submitted: Absent

The following affiliates agreed to submit their quarterly and/or annual reports to Ms. Garnes no later than 1/20/12:

1. Abraham Youth and Family Services (annual report)
2. Quality Healthcare (annual report)
3. Serenity C&C (quarterly and annual report)
4. Mending Fences (annual report)

• **Treasurer's Report:**

Mr. Ancell Hamlin reported a past balance of \$2,106.00. There was a withdrawal of \$484 for catering services, leaving a balance of \$1622.00. Mr. Hamlin noted in the past, dues were collected from each affiliate to provide refreshments, paper goods, supplies, reimbursement for reports, trainings, etc. Dues are no longer required and it will become incumbent upon the affiliates to meet these needs if they desire to continue as presently done.

Human Rights Advocate Report:

Ms. Garnes reminded affiliates the SHRC monitors the number of mandated positions on each LHRC. Ms. Garnes advised the next SHRC meeting will be held on January 27, 2012 at the Central Office in Richmond, Va. and will begin at 9:30am. All affiliates and committee members are welcome to attend.

The meeting of the Commonwealth Local Human Rights Committee was adjourned at 7:25pm by Ms. Anika Allen, Vice Chairperson. The next meeting will be held on April 19, 2012. Affiliates were reminded to submit reports no later than April 9, 2012.