

**HENRICO LOCAL HUMAN RIGHTS COMMITTEE MINUTES**

DATE: **February 5, 2008**

MEETING TIME: **6:30 p.m.**

MEETING PLACE: **Maxwell's Place, 6025 Staples Mill Road, Richmond, Virginia 23228**

RECORDING: **Gloria Watford**

PRESIDING: **Heleen Anderson-Grant**

MEMBERS PRESENT: **Gloria G. Watford, Heleen Anderson-Grant, Edward McIntosh**

MEMBERS ABSENT:

OTHERS PRESENT: **Michael Curseen, Human Rights Advocate; M. Ansley Perkins, Human Rights Advocate**

AFFILIATES PRESENT: **Heidi Jeppesen, Attachment & Trauma Institute;; Audra Ruffin, Clearr Vission Support Services; Maureen Mayer, Braley & Thompson, Inc.; Keith Cornfield, Clinical Alternatives; Jennifer Boyden, Community-Based Services; ( ? ), Family Focus; Lolita Jones, Charlene Fox, Family Life Services; Morgan C. Waller, Sandra Simon, Hartwood Foundation; Jae Benz, Heart Havens; Judith Beitzel, Henrico Area Mental Health & Retardation Services; Gerry O'Neill, Institute for Family Centered Services; Joe Morris, John Ratledge, Intercept Youth Services; Edward Gehard, Seton House; Taneika Goldman, Lutheran Family Services, Inc.; Pamela Hagues, Paul Flowers, NDUTIME Youth and Family Services, Inc.; Lillian J. Mitchell, Mary Shelton, LONCHMNS; Isaac Abraham, St Mary's Behavioral Health; Dana Carter, The Center for Child and Family Services; Charlie A. Convor, III; Tree of Life**

AFFILIATES ABSENT: **Aunt Ann's Home for Adolescents; The Family Counseling Center for Recovery**

CHAIRPERSON SIGNATURE:

SECRETARY SIGNATURE:

| <u>Topic/Agenda</u>                             | <u>Report/Discussion</u>  | <u>Recommendation/Action</u>  | <u>Follow-Up</u>                           |
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| <u>Call to order:</u>                           | The meeting was called to order by Chairperson, Helen O'Beirne at 6:30 PM         |   |  |
| Welcome to Mr. Edward McIntosh, HLHRC Member    | The Chair formally recognized Mr. Edward McIntosh as a member of the Henrico LHRC |   | None                                       |
| <b><u>Old Business:</u></b>                     |   |   |  |
| Approval of Minutes                             | December 4, 2007 Minutes approved   |   |  |
| Public Comment;                                 | There was no public comment   |   |  |
| HLHRC Request for Follow-up RE: Intercept Youth | The Committee received a verbal and written follow-up                             | The HLHRC accepted the corrective action plan and approved a motion for Intercept | The HLHRC will receive the recommended bi- |

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| Services, Inc  | summary and corrective actions addressing the HLHRC's concerns regarding the high frequency of AWOLS.                             | to provide bi-monthly progress updates comparing the increase/decrease of AWOLS and the effectiveness of the effectiveness of the comprehensive corrective action plan. The corrective action plan included 1) adding window alarms; 2) Modify admission requirements to require potential clients to be one month free of AWOL in a non-secure placement; 3) Staff training on Crisis wave verbal redirection/de-escalation techniques; 4) Staff & peer run groups to address the dangers AWOL; 5) Implementation of the 360 program requiring 1:1 staff assigned to any client identified as an AWOL risk.; 6) Weekly treatment team meetings to assess the AWOL risk of each resident and to follow-up with necessary interventions where risk is indentified. 7) implementation of separate documented debriefing sessions on all Critical Incidents including AWOLS within 48 hours of the incident. | monthly updates from Intercept as a standing agenda item. |
| <b><u>New Business:</u></b>  |   |   |   |
| Request for Transfer of Affiliation of Heart Haven's Birdsong Home and Mary Beth Graff Group Homes from Goochland/Powhatan LHRC to Henrico LHRC. | Ms. Jae Benz presented the request for transfer of services to the HLHRC in order to consolidate affiliations under a single LHRC | The HLHRC approved a motion to accept the transfer of affiliation of Heart Havens from Goochland/Powhatan LHRC to Henrico LHRC.   | None  |
| Request for Affiliation: Heart Havens / Perkins House  | Ms. Jae Benz presented the request for affiliation this 5-bed Medicaid Waiver residential home located in Crozier, VA.            | The HLHRC approved a motion to accept the affiliation of Heart Havens / Perkins House.  | None  |
| Review of Provider Attendance Data:  | 19 of 21 providers attended   | None  | None  |
| Review of Bi-monthly Reports Received November/December 2007   | 21 of 21 Bi-monthly Reports received for November/December 2007.  | None  | None  |

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|   | <p>Ms. Heleen Anderson-Grant, Chair questioned the reluctance of Henrico CSB to address follow-up action taken regarding substantiated human rights complaints. Ms. Judith Beitzel stated that on the advice of their attorney, the requested information is considered confidential and should not be reported. Ms. Beitzel further questioned why this issue is being revisited.</p> | <p>The HLHRC deferred discussion of this issue.</p>  | <p>The HLHRC will consider options for follow-up actions to be taken.</p>  |
| <p>Review/Update of <b>overdue</b> Bi-monthly Reports Received November/December 2007</p> | <p>All Bi-monthly reports were received.</p>   | <p>None</p>  | <p>None</p>  |
| <p>HLHRC Expenditure Update:</p>  | <p>Ms. Charlene Fox, Fiscal Support staff to the HLHRC February balance - \$4,615.79. Per Ms. Fox, this figure could be lower since the accountant has not finished reconciling the report. Ms. Fox also distributed invoices for affiliation fees to all providers in attendance.</p>   | <p>The HLHRC accepted Ms. Fox's financial report</p> | <p>The HLHRC will plan to receive an update of its expenditures, affiliation fees received and new balance at the April 1, 2008 HLHRC meeting.</p> |
| <p>State Office of Human Rights Updates:-Regional Human Rights Consultant</p>             | <p>Mr. Curseen reminded providers and HLHRC members that all providers are required to revise their human rights policies &amp; procedures to reflect the revisions made to the Rules &amp; Regulations by March 1, 2008.</p> <p>Mr. Curseen also repeated his previous request for all providers to actively solicit candidates to serve on the HLHRC and emphasized that this is</p> |  | <p>None</p> <p>None</p>  |

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|              | <p>necessary to ensure that the HLHRC continues to function so that providers can continue to be in compliance with their licensing requirement.</p> <p>Ms. Judith Beitzel, representing Henrico CSB requested clarification concerning the Complaint Reporting Process as referenced in the revised Rules and Regulations.</p> | <p>Mr. Curseen agreed to address this question at the April 1, 2008 HLHRC meeting.</p> | <p>The HLHRC will receive Mr. Curseen's presentation concerning the Complaint Reporting process at the April 1, 2008 HLHRC meeting.</p> |
| Adjournment: | The meeting adjourned at 9:15 PM  |  |   |