

HENRICO LOCAL HUMAN RIGHTS COMMITTEE DRAFT MINUTES

DATE: *December* **1, 2009**

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

MEETING PLACE: **Ballroom of the Marriott Courtyard at Virginia Center Commons 10077 Brook Rd. Glen Allen, VA 23059**

RECORDING: **Gloria Watford** PRESIDING: **Heleen-Anderson-Grant**

MEMBERS PRESENT: **Gloria G. Watford, Edward McIntosh, Heleen Anderson-Grant , Laura Buracker , Aljanon Wills**

MEMBERS ABSENT:

OTHERS PRESENT: **Ansley Perkins, Human Rights Advocate**

VISITORS:

AFFILIATES PRESENT: Erica Garris: Aunt Ann's : Ellen Thornton-Love, Tracey Schwartzlow, Brale & Thompson: _ Tracy Wickham, Mary O. Nion Clinical Alternatives; Chuck Adcock , Family Counseling Ctr : Marie R. Briston, Family Focus : Charlene Fox, Lolita Jones, Family Life Svcs. Sandra Simon, Hartwood : Paul Hutson , Heart Havens: Laura Totty, Henrico CSB: Gerry O'Neal , Institute for Family Centered Services; Brian Chizuk, Sherry Quigley, Intercept Youth Services; Kelli Payne , Mary Sutton, Lillian Mitchell, LONCHMNS; Taneika Goldman, Andrea J. Davis, Lutheran Family Services, Inc : Shawmeka Talley , Pamela Hagues NDUTIME Youth and Family Services, Inc.; Jackie Wurth , St. Mary's: Edward Gerhard, Seton House: Valerie Clanton, Michelle Shelton, Support One; Barb Kellog, Tree of Life;

AFFILIATES ABSENT : Attachment & Trauma, Clearr Vission and The Center for Child & Family Services, LLC

CHAIRPERSON SIGNATURE:

SECRETARY SIGNATURE:

<u>Topic/Agenda</u>	<u>Report/Discussion</u>	<u>Recommendation/Action</u>	<u>Follow-Up</u>
<u>Call to order:</u>	The meeting was called to order by Chair Heleen Anderson-Grant at 6:50 PM.		
<u>Old Business:</u>			
Approval of Minutes	No corrections	The HLHRC approved a motion to accept the October 5 th , 2009 minutes.	

<p>Public Comment:</p> <p><u>HLHRC Follow-up RE: Intercept Youth Svcs. –Written update Report concerning Status (Increase/Decrease)of Awol’s Occuring at Intercept Youth Service, Inc.</u></p>	<p>The consumers at Family Life Svcs. Are having their annual wreath making workshop</p> <p>Ansley Perkins apologized for being late due to attending another LHRC meeting.</p> <p>Brian reported the letter was included with the packet of human rights reports. They show a 50% reduction from this time frame last year. Zero incidents of AWOL’s occurred without staff knowledge.</p>	<p>The large wreaths are \$10 and the small are \$5 for your favorite football team or sorority</p> <p>The November 17th letter, last paragraph stated 5 AWOL’s but a correction of six was noted. For 2009, it states 1 but a correction of 3 was noted.</p>	<p>Intercept will continue to submit the written report concerning the status of AWOL’s</p>
<p>HLHRC Follow-up RE: Intercept Youth Svcs,Inc.-written submission of the type of standardized test used for HIPPA.</p>	<p>Brian reported that this training is given to new hires along with the human rights training. The test includes 14 questions.</p>	<p>The committee wanted to know how many hours are involved before the first test.</p>	<p>A motion was approved for Intercept to submit a report that details the criteria for the HIPPA training to include who teaches, how many hours, etc.</p>
<p>HLRC Follow-up RE: Family Life Services-verbal report for July-August 2009 reporting period</p>	<p>Family Life Services had and reported on 1 serious incident and 1 death.</p>	<p>A motion was approved to accept the report.</p>	
<p>HLHRC Follow-up RE-Tree of Life Services , Inc. – verbal report for July-August 2009 reporting period</p> <p>New Business</p>	<p>Tree of Life Services, Inc. had and reported on 1 allegation of neglect.</p>	<p>A staff person was suspended and later fired.</p> <p>A motion was approved to accept the report.</p>	
<p>Bi-Monthly Calendar</p>	<p>Beginning in the new year, we would like the affiliates to be more current in their Human Rights Activities reports. The deadline</p>	<p>New calendars were passed out. Example: for the HLHRC Feb. 2, 2010 meeting, the bimonthly report is due by January 19th and covers the reporting period of November to January 18th.</p>	

	for submitting these reports will change so that the reporting period is only a few weeks behind rather than over a month behind the meeting.	A motion was approved to accept and implement the new calendar.	
Submission of Human Rights Activities Reports		The Human Rights Activities reports need to be submitted by the deadline so that the community has time to review them prior to the meeting. <u>Section 4.C</u> of the affiliation agreement states that <i>failure to submit periodic and/or annual reports in accordance with the established time frames may result in suspension or termination of affiliation with the LHRC.</i>	The affiliation agreement will be enforced in the 2010 calendar year.
Affiliation Fees	Due by Jan. 15, 2010 Invoices were dispersed by Charlene Fox.	Fees should be mailed to Charlene Fox at <i>1296 Concord Ave. Richmond, VA 23228</i>	A motion was approved to terminate the affiliation of any provider who has not submitted the affiliation fee by COB January 15 th .
Program Expansions	At the October 30 th annual training for LHRC members, they received some guidelines regarding program expansion requests. Written requests should be addressed to and received by the Chair (with a copy sent to the advocate) no later than 10 business days prior to the LHRC meeting. Additionally, a written overview should be given to the HLHRC members at the meeting to include but not limited to population being served, training of staff, etc.		
Intercept Youth Services: concern regarding significant decrease in allegations of abuse and neglect	For the first half of the year, the average number of allegations was 27. However, for the second half of the	Brian had previously stated the reduction was due to a drop in census. Sherry stated the reduction was due to staff education through the	A motion was approved to receive from Intercept a written report regarding what

	<p>year, they have dropped to 8 allegations. Since a corrective action plan has not been developed for this significant reduction, the committee would like to know what this decrease is attributed to?</p>	<p>weekly/monthly meetings, census and the type of client. Ms. Perkins stated that the numbers previously given by Sherry do not support that the census has contributed to the reduction</p> <p>Brian stated they are doing internal training with Crisis Wave. There is an 80% focus on verbal skills to include triggers, listening skills, etc.</p>	<p>occurs at the weekly and monthly meetings.</p> <p>Another motion was approved to receive from Intercept a written report regarding the agency's procedure for reporting allegations.</p> <p>A 3rd motion was approved to receive from Intercept a written report that includes all the allegations from January 1, 2009 – December 31, 2009. This summary should also include the client's name, type and date of allegation and the house.</p>
<p>Bi-Monthly Reports September/October 2009</p>	<p>Affiliates with something to report:</p> <p>Aunt Ann's had 3 allegations of neglect and 3 serious incidences; they reported on 2 neglect.</p> <p>Family Life Svcs. had 1 complaint regarding dignity and 1 allegation of abuse; they reported on both.</p> <p>Heart Havens had and reported 1 allegation of abuse.</p> <p>Henrico Mental Health had 5 complaints regarding dignity and confidentiality and 2 allegations of neglect;</p>	<p>Additional Human Rights training given.</p>	

	<p>they reported on 1 neglect</p> <p>Intercept Youth Svcs. – <i>Therapeutic Day</i> had had no allegations or complaints. <i>Intercept Community Homes</i> had 4 allegations of neglect and 1 serious incident; they reported on 1 neglect and the serious incident. <i>Intercept-Fresh Start Program</i> had 2 allegations of neglect and 1 of abuse; they reported on 1 neglect.</p> <p>Olivia’s House had and reported 1 allegation of neglect.</p> <p>NDUTIME – <i>Therapeutic Day</i> had and reported 2 allegations of neglect. <i>Group Home</i> had 4 allegations of abuse and reported on 1.</p> <p>St. Mary’s had and reported on 1 complaint regarding dignity, participation in decision-making and 1 allegation of abuse.</p> <p>Support One had and reported on 1 serious incident and 1 allegation of abuse.</p>	<p>Staff person was terminated. All staff retrained on personnel policies.</p> <p>A new nurse manager will be hired.</p>	<p>The HLHRC approved a motion to accept all reports and deferred the</p>
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			<p>reports for Attachment & Trauma; Clear Vision; and The Center for Child & Family Services, LLC until the February meeting.</p> <p>The HLHRC approved a motion to accept the reports from the providers with nothing to report.</p>
	<p>The following affiliates had nothing to report: Braley & Thompson; Clinical Alternatives; Family Counseling Ctr.; Family Focus; Institute for Family Centered Svcs. and Tree Of Life.</p>		
<p>Review of Bi-monthly Reports Received September/October 2009</p>	<p>18 of 21 Bi-monthly Reports received for September/October 2009</p>	<p>The absentees will have to give their reports at the February 1, 2010 meeting.</p>	
<p>Review of Provider Attendance Data - Secretary's Report</p>	<p>18 present</p>	<p>3 absent --- Attachment and Trauma Institute; Clear Vision and The Center for Child & Family Services, LLC</p>	
<p>HLHRC Expenditure Update: Charlene Fox</p>	<p>Balance \$2337.67</p>	<p>The treasurer is waiting to deduct the expenses from tonight's meeting.</p>	
<p>Adjournment:</p>	<p>The meeting adjourned at 9:30 PM</p>		

