

HENRICO LOCAL HUMAN RIGHTS COMMITTEE MINUTES

DATE: April 6, 2010

MEETING TIME: 6:30p.m.

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

RECORDING: Gloria Watford PRESIDING: Heleen-Anderson-Grant
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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: Dawn Wadiak, Attachment & Trauma Institute: Erica Garris: Aunt Ann's : Ellen Thornton-Love, Bralev & Thompson: Lisa Adkins, Clearr Visions: Mary Moss, Tracy Wickham, Clinical Alternatives; Chuck Adcock , Family Counseling Ctr : Mary Milby, Family Focus : Charlene Fox, Lolita Jones Epps, Family Life Svcs: 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 ,Lillian Mitchell, LONCHMNS; Andrea J. Davis, Lutheran Family Services: Shaumika Wright, Pamela Hagues NDUTIME Youth and Family Services, Inc.; Jackie Wurth , St. Mary's: Edward Gerhard, Seton House: Valerie Clanton, Mechelle Shelton, Support One; Barb Kellogg, Tree of Life;

AFFILIATES ABSENT : Hartwood Foundation

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 6:48 PM.	Due to the February meeting being cancelled because of inclement weather, we will have a double meeting tonight.	
<u>Old Business:</u>			

Approval of Minutes	No corrections	The HLHRC approved a motion to accept the December 1, 2009 minutes.	
Treasurer 's Update Affiliates-Fees Report	Defer report until the end of the meeting		
Public Comment:	<p>1. Ansley Perkins –passed a book around with old contact information</p> <p>2. In the Feb. mailing, you received tickets from Olivia's House for Cotillion.</p>	<p>Please update your information and provide an email address.</p> <p>Please return them if you are not going to use them</p>	
<u>HLHRC Follow-up RE: Intercept Youth Svcs. – Written update Report concerning Status (Increase/Decrease)of Awol's Occurring at Intercept Youth Service, Inc.</u>	<p>Brian reported the months Nov.-Jan. (2009) were being compared to 2008 in the letter submitted by Intercept.</p> <p>Brian also submitted a letter dated March 20th concerning the status of AWOL's for 1/19/10-3/20/10</p>	<p>There were 5 AWOL's for this period</p> <p>There were 2 AWOL's for this period.</p> <p>A motion was approved to accept both reports.</p>	Intercept will continue to report on the number of AWOL's
HLHRC Follow-up RE: Intercept Youth Svcs , Inc.-written submission of the criteria for the HIPPA training	Brian reported that Mr. Diggs drop off this report on April 6 th with all the requested information.	A motion was approved to accept the HIPPA Training documentation submitted by Intercept.	
HLRC Follow-up RE: Intercept Youth Services , Inc.-the significant decrease in allegations of abuse and neglect – 3 sections	1. The purpose of the weekly and monthly meetings at each home	<p>The staff has weekly meetings as well as monthly staff meetings; written agendas were submitted for both. At the weekly meeting, they discuss behaviors, education, social issues, life skills development and medical.</p> <p>The monthly meeting is facilitated by the clinical manager. Each client's ISP is reviewed.</p>	A motion was approved to include any critical incident reports be included under item one of the behaviors section on the weekly staffing agenda.

	<p>2. Written report regarding the procedure for reporting allegations</p> <p>3. Written report regarding the summary of allegations from Jan. 1, 2009-Dec. 31, 2009</p>	<p>Staff supervision meetings occur on the average once a month or more if needed.</p> <p>Brian stated that the program mgr. is responsible for reporting allegations. The committee discussed how there appears to be discrepancies from house to house on how critical incidences are reported.</p> <p>The committee will meet with Intercept in Executive Session to discuss this matter.</p>	<p>A motion was approved for Intercept to submit written documentation regarding the entire process for how each home reports critical incidences. This will be reviewed at the June meeting.</p>
HLHRC Follow-up RE: Attachment & Trauma Institute –verbal/written report for Sept.-Oct. 2009 reporting period	Nothing to report.	A motion was approved to accept the written report for Sept. and Oct. 2009 for the Attachment & Trauma.	
HLHRC Follow-up Re: The Center for Child & Family Services-verbal report for Sept.-Oct. 2009 reporting period	Nothing to report	A motion was approved to accept the report for The Center for Child & Family Services.	
HLRC Follow-up RE: Clearr Vission Support Services, LLC-verbal/written report for Sept.-Oct. 2009 reporting period	2 allegations of neglect. Female client informed CVSS of being violated by van driver	<p>No evidence of assault was found. The case went to court Nov. 18th and was dismissed.</p> <p>The 2nd allegation was unsubstantiated.</p>	A motion was approved to accept the report
Program Expansions	Prior to submitting the affiliation request letter (10 business days before the LHRC meeting) to the Chair with a copy to the advocate, the provider needs to complete the Human Rights Verification Form. This form is located on the		

	Licensing website and should be submitted to the State Human Rights Director. Upon review and approval, the provider will be sent a letter indicating it is time to seek LHRC affiliation for the program expansion.		
Affiliation Fees	As of April 6, 2010 Charlene has received 14 of 21 affiliates' fees	Family Life Svcs . and Lonchoms are exempt. A motion was made to terminate the affiliations of the following agencies: Family Focus, Hartwood Henrico Mental Health, Ndutime, and Center for Child & Family Svcs.	Several providers stated the fee had been sent. Those with checks in question will need to contact Charlene and confirm receipt of your check by close of business Wed. April 7, 2010. Charlene's phone number was given and after the 7 th , she will contact Ms. Perkins with an update.
Bi-Monthly Reports November-January 18, 2010	Affiliates with something to report: Attachment & Trauma Inst. 1 allegation of abuse/restraint Aunt Ann's 1allegation of neglect and 1 of abuse; they reported on the neglect Clearr Vission 1 allegation of abuse and 2 allegations of neglect Support One Valerie did not bring her Nov.-Jan. report. 3 allegation of neglect, they reported on 1	The allegation was unfounded. Staff given further de-escalation training. The allegation was unfounded. Staff received additional training The allegation was unfounded. Allegation was founded. Staff was terminated and van wheelchair tied-down procedures were reviewed with all staff	

	<p>Heart Havens 1 allegation of neglect</p> <p>Henrico Mental Health reported 6 complaints and 2 allegations of neglect, they reported on 1 neglect</p> <p>Intercept Youth Svcs. – <i>Community Base Services</i> none</p> <p><i>Intercept Community Homes</i> 5 allegations of neglect and 1 allegation of abuse, they reported on 2 neglect</p> <p><i>Intercept-Fresh Start Program</i> 2 allegations of neglect and 2 of abuse, they reported on 1 neglect and 1 abuse</p> <p>NDUTIME –<i>Therapeutic Day</i></p> <p>NDUTIME-<i>Group Home</i> 4 allegations of abuse/restraint and 2 allegations of neglect; they reported 1 neglect and 2 abuse</p> <p>St. Mary’s 2 allegations of neglect and reported on 1</p> <p>Tree of Life 2 allegations of neglect and reported on 1</p>	<p>Neglect was founded; back-up plan for when driver drops clients off is now in place</p> <p>The allegation was founded and staff was terminated.</p> <p>Both allegations were unfounded. 1 client was discharged and the other client was detained.</p> <p>Both allegations were unfounded</p> <p>All 3 allegations were unfounded</p> <p>The allegation was founded</p> <p>The allegation was founded; staff was terminated.</p>	
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	<p>The following affiliates had nothing to report: Braley & Thompson, Clinical Alternatives, Family Counseling Ctr., Family Focus, Family Life Svcs., Institute for Family Centered Services, Lonchm's Inc., Lutheran Family Svcs., Seton House, The Center for Child & Family.</p>		<p>A motion was approved to accept the Nov.-Jan. 18 reports from the providers with something to report.</p> <p>A motion was approved to accept the reports from the providers who had nothing to report.</p>
Review of Bi-monthly Reports Received November-Jan. 18, 2010	18 of 21 Bi-monthly Reports received for November - Jan 18, 2010	3 absent	
Review of Provider Attendance Data - Secretary's Report	20 of 21 present, 1 absent		
HLHRC Expenditure Update: Charlene Fox	Nov.-Jan.2010 \$2,337.67---beginning balance \$3,500.00 –Christmas Party- Family Life		

	covered Balance as of 4/5/10 \$5,837.67		
<i>10 minute break before starting our April meeting</i>	.		
Revised 2010 calendar	Our next meeting will be June 1 st 2010 at 6:30p.m.		
Bi-Monthly reports January 19,2010-March 20,2010	<p>The following affiliates had nothing to report:</p> <p>Attachment & Trauma Inst., Aunt Ann's, Braley & Thompson, Clinical Alternatives, Family Counseling Center For Recovery, Family Focus, Heart Havens, Institute for Family Centered Services, Lonchm's, Olivia's House, Lutheran Family Svcs., Seton House and Tree of Life</p> <p>Affiliates with something to report:</p> <p>Family Life Reported on sect. III – client update and location change</p> <p>Support One 7 allegations of neglect and reported on 2</p> <p>Henrico Mental Health 1 allegation of neglect and 4 complaints; they reported on 2 complaints</p> <p>St. Mary's 2 allegations of neglect</p>	<p>1 allegation was founded</p> <p>The complaints were unfounded</p> <p>The allegation was founded and the staff was terminated</p>	<p>A motion was approved to accept the reports from providers with nothing to report.</p>

	and reported on 1		
	NDUTIME 2 allegations of abuse/restraint and reported on 1	The allegation was unfounded	
	Intercept Youth –Fresh Start 5 allegations of neglect and 2 allegations of abuse/restraint; they reported on 2 neglect	The allegations were unfounded; one patient was discharged	
	Intercept Youth – Community Homes 9 allegations of neglect and 3 allegations of abuse; they reported on 2 neglect	The allegations were unfounded	
	Intercept Youth – Community Based Services had none	The committee inquired if this program had LHRC affiliation in Region V.	A motion was approved for Intercept’s Community Based Services to submit documentation of affiliation within Region V at the June meeting
Review of Providers Attendance Data	20 of 21 affiliates present, 1 absent		
Review Bi-Monthly Reports Jan. 19-March 20, 2010	21-21		Motion approved to accept the reports for Jan. 19-March 20,2010 for Intercept, NDUTIME, St. Mary’s, Henrico Mental Health, Support One, Clearr Vission, Family Life Svcs.,
The Committee excused the providers so that	The Committee went into Executive Session to	A motion was approved for Intercept to write clients’	

