

**Quarterly – HPR-V Local Human Rights Committee Meeting Minutes
Monday, October 16, 2006**

Norfolk Community Services Board
248 West Bute Street
Norfolk, Virginia

Committee Members Present

D'Linda Swanston, Chair
Thynesis Ricks
Jean Swanick
Laverne Townes
Samuel Yancey

Others Present

Reginald Daye, Office of Human Rights
Associates At York, Sharon Gardner
Chesapeake CSB, Melissa Mason
Community Alternatives Inc., Bobbie Hansel
Jayne Wilson, Support Secretary, Eastern Shore CSB
Fidura & Associates, John Barrett
Heart Havens Inc., Cecilia Davis
Hope House Foundation, Mae Eng
Lucas Lodge, Peggy Fleming
Norfolk Community Services Board, Sandi Lee, Robert Horne, George Tucker, Susan Davenport
Portsmouth BHS, Gracie Taylor
Support Services of Virginia, Chip Dodd
Tidewater Regional Group Home, Tim Heiler
Virginia Beach Dept. of Human Services, Jane Sinnott, Dana Gray, Joan Wallace

Visitor

Gale Walls

- I. **Call to Order** – D'Linda Swanston called the meeting to order at 1:00 p.m.
- II. **Minutes** – A quorum was present. The July 17, 2006 minutes were approved as disseminated. The minutes from the August 22, 2006 executive session were approved as disseminated.
- III. **Treasury Report** -Melissa Mason reported a fund balance of \$5,485.16. Dues from all affiliates had been received at that time.

IV. Support Committee Reports

AFILLIATE	INCIDENTS REPORTED	SERIOUS INJURIES	DEATHS
Associates at York	0	0	0
Chesapeake Community Services Board	4	4	2
Community Alternative, Inc.	49	0	0
Eastern Shore Community Services Board	2	0	0
Fidura & Associates	2	0	0
Heart Haven	0	0	0
Hope House Foundation	7	0	0
Lucas Lodge	2	0	0
Norfolk Community Services Board	2	6	12
Portsmouth Behavioral Healthcare Services	1	0	2
Support Services of Virginia, Inc.	1	0	1
Tidewater Regional Group Home Commission	0	0	0
Virginia Beach Department of Human Services	0	9	9

V. Regional Advocate's Report – Reginald Daye

The LHRC conference that was to take place this fall will be rescheduled for sometime in 2007, probably in the fall.

There will be a public hearing at Norfolk CSB's Hospitality Center at 6401 Tidewater Drive on October 24 from 4:00 p.m.-6:00 p.m. Issues to be addressed may be found on the LHRC website.

There will be an LHRC training at Southeast Virginia Training Center on November 14, 2006 from 9:00 a.m.-12:00. Due to limited seating, this training will be by invitation only.

Gianna Mitchell has recently been hired by Human Rights. There is also a part-time opening for 25 hours per week. While there are no benefits associated with this position, a state car will be provided.

VI. Topics requiring Action

Hope House was granted approval for affiliation of the Speedy One site that has had temporary affiliation for some months.

Virginia Beach DHS requested 90 day temporary affiliation for a new residential program. This was approved pending a letter to Reginald Daye's office giving the specifics of the program. This project will include two twelve bedroom homes.

Mr. Daye noted that for any new service requested, all affiliates must submit a letter to Mr. Daye to request an addition to already approved human rights policies and procedures. If the new program is not covered under the affiliate's current policies, a return letter will be sent requesting the affiliate

to develop policies to cover the new program. Anything that requires licensure approval will be covered by this requirement.

Support Services of Virginia requested temporary affiliation for a sponsored residential home. Mr. Daye stated that the requirement would be the same as for opening a group home. A letter must go to Mr. Daye's office for approval.

The Norfolk CSB presented rules of conduct for two jail-based programs: 1) Bridges to Freedom for men; and 2) Freedom Within for women. Mr. Daye requested several changes to the rules:

1. On page one, "You will perform daily work details to clean and maintain order on the cell block" is unenforceable by the CSB. It also indicates a "job" for which the consumer should be compensated. The wording should indicate that they will be responsible for "their area".
2. The satellite groups mentioned in the rules are monitored by the jail, not the CSB and therefore rules for these groups need to be contained under separate jail rules.
3. Rule number one, referencing Norfolk City Jail "Resident Rules and Regulations" Handbook, is more appropriate for "admission criteria".
4. Rule number nine needs to stipulate that no disciplinary action can be recommended or administered by the "group".

A committee member questioned rule number seven, wondering if the program chart would be readily available for consumers to see. It was reported that each consumer has a right to see the information in his/her own chart but that the charts are kept locked in a CSB office at the jail for HIPAA purposes.

The rules of conduct for both programs were approved pending the aforementioned changes.

Norfolk CSB presented rules of conduct for its crisis stabilization program. The following changes were requested by Mr. Daye:

1. The first behavior referencing intoxication, illicit drug use or possession of alcohol and/or illicit drugs should be moved to the mission statement.
2. For each behavior specifying discharge from the program, wording needs to be added indicating that the consumer will then be assessed for a higher level of care.
3. Under "Destruction, Intentional Misuse of Property or Theft", Mr. Daye questioned whether it could be determined if the destruction was intentional or as a result of the consumer being out of control due to the use of alcohol or illicit drugs. He suggested different wording that would clarify this.

The rules of conduct for the crisis stabilization were approved with the above changes.

Ms. Wilson requested clarification regarding whether she could serve as both support secretary and the ESCSB's representative to the committee. Mr. Daye said that in order to do so, Mr.

Cannon, the ESCSB's executive director, would need to write a letter to Mr. Daye's office appointing Ms. Wilson as the representative to the LHRC.

- VII. Next Meeting – January 22, 2007 @ 1:00 p.m.** The dates of the meetings are to be posted in a common area for all to see: January 22, 2007, April 16, 2007. The location is to be included with the posting of the meeting dates.

VIII. Executive Session

The committee went into Executive Session at 2:55 p.m. See attached reports.

IX. Adjournment

The general meeting was adjourned at 4:31 p.m.

Respectively submitted,

Jayne Wilson – Support Secretary

HPRV Local Human Rights Committee

LHRC Executive/Open Sessions – October 16, 2006

Committee Members Present:

D'Linda Swanston
Thynesis Ricks
Jean Swanick
Laverne Townes
Samuel Yancey

Others Present:

Reginald Daye, Office of Human Rights
Community Alternatives, Inc., Bobbie Hansel
Lucas Lodge, Peggy Fleming
Virginia Beach Department of Human Services, Jane Sinnott, Dana Gray, Joan Wallace

Executive Session

A motion was made, seconded and passed approving the HPRV Local Human Rights Committee to go into executive session pursuant to the Virginia Freedom of Information Act, Section 2.2-3711(A) for the matters relating to:

- Lucas Lodge: follow-up report on prescriptions for narcotics for W. G., J. R., K.H., and R. P/
- Lucas Lodge: follow-up report on K. H.'s bone density scan
- Virginia Beach Department of Human Services: follow-up report on restrictive treatment plan for CMB
- Community Alternatives, Inc: follow-up status report on EW

Open Session

A motion was made, seconded and passed to reconvene in open session. Upon reconvening in open session, each member certified that to the best of their knowledge, only matters lawfully exempt from public disclosure were discussed in closed session. The following recommendations were made:

- Lucas Lodge: prescriptions for all narcotics for W. G., J. R., K. H., and R. P. are to include a start and end date.
- Lucas Lodge: a copy of K. H.'s bone density test results are to be sent to each committee member and Reginald Daye no later than November 16, 2006.
- Virginia Beach Department of Human Services follow-up report: no recommendation was given by the committee; the committee asked the affiliate to give an update at the January 22, 2007 meeting.
- Community Alternative Inc. follow-up report: no recommendation was given by the committee; the committee asked the affiliate to give an update at the January 22, 2007 meeting.

Respectively submitted,
Jayne Wilson, Support Secretary

