

Quarterly – HPR-V LHRC Meeting Minutes
Monday, December 17, 2007
Norfolk Community Services Board
248Bute Street
Norfolk, Virginia

Committee Members Present

D'Linda Swanston, Chair
Jean Swanick, Vice Chair
Thynesis Ricks, Secretary
Linda Ritter
LaVerne Townes
Gianna Mitchell, DMHMRSAS
John Barrett, Support Secretary

Affiliates Present

Norfolk CSB, Sandy Lee
Support Service of Virginia, Chip Dodd
Hope House, Michele Hammer
Va. Beach Dept. of Human Services, Dee Keenan
Chesapeake Community Service Board, Melissa Mason
Lucas Lodge, Lisa Lucas-Burke
Heart Haven, Cecilia Davis
Portsmouth DBHS
Tidewater Group Home, Tim Heiler
Community Alternatives, Bobbie Hansel-Union
Eastern Shore Community Service Board, Donna Kellam
Fidura & Associates, John Barrett, Support Secretary

Absent

Associates of York

- I. **Call to Order** – D'Linda Swanston called the meeting to order at 1 p.m.
- II. **Minutes** – A Quorum was present. The September 17, 2007 minutes were approved with the following corrections:

Lynn Seagle should be identified with Hope House not Heart Haven.
Change spelling of Robin Haverly to Robin Haverty

III. Treasury Report – Melissa Mason reported a fund balance of \$6,743.79 as of December 17, 2007.

IV. Affiliate Reports

AFFILIATE	INCIDENTS REPORTED	SERIOUS INJURIES	DEATHS
Associates of York	Absent		
Chesapeake CSB	4	9	4
Community Alternative	10	0	0
Eastern Shore CSB	3	0	1
Fidura & Assoc., Inc	0	0	0
Heart Haven	1	0	0
Hope House	8	0	1
Lucas Lodge	3	2	0
Norfolk CSB	2	12	9
Portsmouth DBHS	2	1	1
Support Services	6	0	0
Tidewater GH	0	0	0
Va. Beach HS	17	10	5

V. Regional Advocate Report – Gianna Mitchell

Gianna reminded everyone that both formal and informal complaints need to be reported. This is a change in the new regulations. Gianna presented the Community Complaint Form, which can be used at the providers discretion. If providers elect not to use the form, reports must be identified the complaint is formal or informal.

Policies and Procedures revisions must be completed by March 1 to comply with the new regulations. The policies should be submitted to the Advocate's office and a letter sent to Margaret Walsh that the policies have been revised . ***Do not send policies to Margaret Walsh.***

VI. Topics Requiring Action

Melissa Mason presented the new complaint reporting form which was approved with minor changes. Melissa will e-mail the new form to all providers. The new form should be used at the next meeting.

The committee voted to no longer review policies and procedures as a routine, but reserved the right to review selected policies at their discretion.

Norfolk CSB:

The Committee approved permanent affiliation for Social Detox an SA Case Management.

Tidewater Group Home

The Committee approved permanent affiliation for Outpatient Counseling Program.

Support Service of Va.

The Committee approved the use of the administrative office for Day Support program.

The Committee approved the following renewal of temporary affiliation for the following Sponsored Residential Programs:

Battle
27381 Redwood Rd.
Onley, Va 23410

McNeil
28110 Beacon Rd.
Onley, Va. 23410

The Committee approved temporary affiliation for the following new sites:

V. Tomlin
21117 Sunny Ct.
Cheriton, Va, 23316

Fox
5 Haverford Ct.
Hampton, Va. 23666

Crews
1306 Conifer Ct.
Va. Beach, Va 23453

Gayner
2839 Grandy Ave. #B
Norfolk, Va. 23509

Freeman
301 Pratt Ct.
Va. Beach, Va.

Murray
2508 Minnesota Ave.
Norfolk, Va. 23513

The Committee approved the following permanent affiliations:

Faison
4023 Ketch Dr.
Portsmouth, Va. 23703

VII. Adjournment

The general meeting was adjourned at 2:45 p.m.

VIII. Executive Session

A motion was made and seconded for the Committee to go into Executive Session pursuant to Code 2.2-37-11A to discuss private matters for the following:

Lucas Lodge
Chesapeake CSB
Norfolk CSB
Hope House
Eastern Shore CSB
Community Alternatives

A motion was made to come out of Executive Session at 2:47 with no action taken.

A motion was made and seconded to return to Executive at 2:55 p.m.

Respectfully submitted,

John Barrett
Support Secretary