

Quarterly-HPR-V LHRC Meeting Minutes
Monday, September 21, 2009
City of Norfolk Community Services Board
255 W. Olney Road, Norfolk, VA 23510-1523
(757) 823-1600

Committee Members Present:

Thynesis Harris
Jeffrey Kail
Betty Morgan
Linda Ritter

Others Present:

Stuart Prost, DBHDS
Brian Whitley, DBHDS
Cathy Starling, Support Secretary
Danora Jan Brockman, Compassion House, Inc.
Barlen Guess, Compassion House, Inc.

Michael J. Vaughan, Quailshire Court, LLC

Affiliates Present:

Associates of York, Kathleen Hooper
Norfolk CSB, Sandi Lee, Bob Horne
Heart Havens, Inc., Kewania Lucy, Vanessa Merrill
Associates of York, Kathleen Hooper
Lucas Lodge, Lisa Lucas-Burke, Kerri Fitzpatrick
Tidewater Group Home, Tim Heiler
Support Services of VA, Chip Dodd, Jeanne Cullison
Fidura & Associates, Jennifer Fidura, Pat Carter, Kris Walsh
Portsmouth Department of Behavioral Healthcare Services, Cathy Starling

- I. **Call to Order-** Betty Morgan called the meeting to order at 1:00 pm.
- II. **Minutes-**A quorum was present. The June 15, 2009 minutes were reviewed and approved, with the following correction, Mr. Prost provided technical assistance to the committee instead of conducting the meeting.
- III. **Treasury Report-** Lisa Lucas reported a fund balance of \$6,261. 37
- IV. **Affiliate Reports-**If you have items for presentation, or updates regarding previously reviewed topics, the LHRC members should receive, by email or regular mail, appropriate written documentation for review by, **November 30,**

2009 for the December 14, 2009 meeting. If you have any questions or additions to the agenda please contact chair at swanick2@verizon.net.

AFFILIATE	INCIDENTS	SERIOUS INJURIES	DEATHS
Assoc. of York	0	0	0
Fidura & Assoc.	2	0	0
Heart Havens, Inc.	1	0	0
Lucas Lodge	4	1	0
Norfolk CSB	1	3	6
Portsmouth DBHS	3	0	1
Support Svc of VA	16	0	0
Tidewater GH	1	0	0

- **Regional Advocate Report-** Stuart Prost reports there are 26 LHRC's in HPR V with a cap on forming additional LHRC's. Referrals are made to existing LHRC's with an effort to balance representation and number of providers on committees. There are 210 licensed providers in the area providing 800 services. Two potential affiliates (Compassion House, Inc., Quailshire Court, LLC) were referred to this committee today. The SHRC meeting will be held on 10/23/09 at SEVTC. LHRC's are open to the public. Mr. Prost encouraged participants to attend other LHRC meetings. Betty Morgan will be attending Board training 9/22/09 with 18-19 other new Board members. Programs with a conditional license, can't add a new location for first 6 months. Programs must renew temporary affiliations every 90 days. Mr. Prost described processes as follows:

New Provider

- Provider completes and submits Verification Form to Margaret Walsh Office of Human Rights
- OHR refers provider to LHRC
- Provider sends LHRC a request to be added to agenda requesting temporary affiliation, with copies of the OHR referral letter, Verification Form, human rights policies, program description, behavior management policies, and program rules.
- Program contacts LHRC to be put on agenda for temporary affiliation and provides LHRC with copy of program rules and request addition to the agenda to be added as affiliate
- Program provides copy of license or letter of good standing to LHRC to receive permanent affiliation

Add a new service

- Program sends service Verification Form to Margaret Walsh, stating that either the program is covered under current policies/procedures or submit new policies/procedures
- Program contacts LHRC to be put on agenda for temporary affiliation of program and provides LHRC with copy of new policies/procedures and program rules
- Program provides copy of license or letter of good standing to LHRC to receive permanent affiliation

Add a new location

- Program contacts LHRC to be put on agenda for temporary affiliation of site
- Program provides copy of license or letter of good standing to LHRC to receive permanent affiliation

V. Old Business

Tidewater Regional Group Home has provided data to Long Island University for the Aggression Replacement Training Research Program, but has not received any information back. They will continue to update the committee until the project is complete.

VI. New Business

- A. Jeff Kail was welcomed again as a new member.
- B. Ms. Ricks was congratulated for placing third in a writing contest.
- C. SSVA requesting permanent affiliation (J. Travis); no one placed yet at S. Gauthier
- D. Heart Havens requesting permanent affiliation (Morrison)
- E. Associates of York requesting review of psychiatric medication for individual (JR)

VII. Topics Requiring Action:

- A. **SSVA-Request for Permanent Affiliation - Granted:**

J. Travis

14 King Street
Onancock, VA 23417

S. Gauthier – no one placed yet

1312 Wormington Dr.
Chesapeake, VA 23322

Cignet McAllister-Request for Temporary Affiliation - Granted

237 Newport News Avenue

Hampton, VA 22369

- B. **Heart Havens** - Request for Permanent Affiliation-Granted:
Morrison
238 Harpersville Road
Newport News, VA 23601
 - C. **Compassion House** - Request for Temporary Affiliation - Granted: Mr. Prost
requested copy of revised program rules
237 Newport News Avenue
Hampton, VA
 - D. **Quailshire Court, LLC** - Request for Temporary Affiliation - Granted:
County Street
Portsmouth, VA
 - E. **Associates of York** – Request to review administration of psychiatric medication
for individual (JR) - Granted
- VIII. Next Meeting: The next meeting date will be at 1:00 p.m. on December 14, 2009 @ Norfolk CSB, 255 W. Olney Road, Norfolk, VA 23510.** Agenda will include setting meeting schedule for 2010, and pre-meeting review program rules and policies of Quailshire Court, LLC.
- VIII. Executive Session:** The LHRC went into executive session at 2:00 pm. A motion was made and seconded for the Committee to go into Executive Session pursuant to 2.2-37-11 (A) of the Code of Virginia to discuss private matters for Lucas Lodge, and Norfolk CSB. Each member certified that only public matters lawfully exempted from open meeting requirements under 2.2-37-12 were discussed.
- IX. Adjournment: The general meeting was adjourned at 2:45 p.m.**

Respectfully Submitted

Cathy Starling/Support Secretary