

**Quarterly-HPR-V LHRC Meeting Minutes**  
**Monday, December 14, 2009**  
**City of Norfolk Community Services Board**  
**255 W. Olney Road, Norfolk, VA 23510-1523**  
**(757) 823-1600**

**Committee Members Present:**

Thynesis Harris  
Jeff Kail  
Betty Morgan  
Linda Ritter  
LaVerne Townes  
Jean Swanick

**Others Present:**

Stewart Prost, DBHDS

**Affiliates Present:**

Associates of York, Joanne Matel  
Another Level Youth & Family Services, Ronnie Davis, Jr., Candice Rumph  
Compassion House, Danora Jan Brockman, Barbara Guess  
Fidura & Associates, John Barrett, Jennifer Fidura  
Heart Havens, Inc., Kewania Lucy  
Lucas Lodge, Lisa Lucas-Burke, Kerri Fitzpatrick  
Norfolk CSB, Sandi Lee, Bob Horne  
Portsmouth Department of Behavioral Healthcare Services, Gracie Taylor  
Quailshire Court, LLC, Michael Vaughan  
Support Services of VA, Chip Dodd, Jeanne Cullison  
Tidewater Group Home, Tim Heiler  
V&V Adult Group Home LLC, Vincent Hamilton, Jennifer Johnson, Vernon Johnson,  
Vanessa Johnson,

- I. **Call to Order-** Jean Swanick called the meeting to order at 1:05pm.
- II. **Minutes-**A quorum was present. The September 21, 2009 minutes were reviewed and approved, with the following corrections, Ms. Thynesis Harris and Kerri Fitzpatrick corrected spellings of their names.
- III. **Treasury Report-** Lisa Lucas reported a fund balance of \$6,166.96. The committee voted to postpone any agency dues for 2010 due to the amount in the bank account.
- 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, February 28,

2010 for the March 15, 2010 meeting. If you have any questions or additions to the agenda please contact chair at [swanick2@verizon.net](mailto:swanick2@verizon.net).

AFFILIATE	INCIDENTS	SERIOUS INJURIES	DEATHS
Assoc. of York	0	0	0
Compassion House	0	0	0
Fidura & Assoc.	0	0	0
Heart Havens, Inc.	1	0	0
Lucas Lodge	2	0	0
Norfolk CSB	16	9	5
Portsmouth DBHS	3	0	2
Quailshire Court	0	0	0
Support Svc of VA	16	0	2
Tidewater GH	0	0	0

**Regional Advocate Report-** Brian Whittley has resided and not sure of replacement at this time.

- **Stuart Prost reports New Providers-**Once a new provider's application for a license has received initial approval they will be referred to Margaret Walsh. Ms. Walsh will request that the provider fill out a verification form, and send a copy of their Human Rights Policies & Procedures to her. She will review them to determine if they address the required areas of the regulations. Once she has completed her review, the provider will be referred to the Regional Advocate (Mr. Daye) for referral to an LHRC for temporary affiliation.
- **Existing Providers Adding a New Service or Moving into Another Region-**First of all, Licensing must give initial approval of the new service. Once this has been done, a verification form and policies must be sent to Margaret Walsh for review. Once the provider has received the certification letter from Margaret, they can be referred to the LHRC for temporary affiliation.
- **Existing Providers Adding a New Location-Same Service-**First of all, licensing must give initial approval to the requested service. The provider will notify the Regional Advocate and the LHRC that they are adding an additional location. Then the provider will request the temporary affiliation.

#### V. Old Business

Tidewater Regional Group Home – was approved by Long Island University for the Aggression Replacement Training Research Program. First round completed and results were sent to Long Island University. Preliminary second round was sent to the university and awaiting the results. They will continue to update the committee until the project is complete.

**VI. New Business**

The 2010 quarterly HPR-V meeting were scheduled. The dates are as follows:

March 15, 2010

June 21, 2010

September 20, 2010

December 13, 2010

**VII. Topics Requiring Action:**

Quailshire Court, LLC – Temporary Affiliation continued for 90 days with pending approval of Program rules and Behavioral Management Plan.

V&V Adult Group Home LLC – Behavioral Management and Program rules were approved and granted temporary affiliation for 90 days.

Compassion House, Inc., Temporary Affiliation renewed for 90 days.

Support Services of Virginia – Approval for permanent affiliation

Signet McCallister

237 Newport News Ave.

Hampton, Virginia 23696

Temporary affiliation granted for Sarah Gauthier for 90 days.

Another Level Youth & Family Services – Approved temporary affiliation for 90 days. Program rules and Behavioral Management Plan were approved.

**VIII. Next Meeting: The next meeting date will be at 1:00 p.m. March 15, 2010 @ Norfolk CSB, 255 W. Olney Road, Norfolk, VA 23510.**

**VIII. Executive Session:** 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. Each member certified that only public matters lawfully exempted from open meeting requirements under 2.2-37-12 were discussed. The committee made no recommendations on items discussed in executive session.

**IX. Adjournment: The Meeting was adjourned at 2:45pm.**

Respectfully Submitted

Gracie Taylor/Support Secretary