

**Quarterly-HPR-V LHRC Meeting Minutes**  
**March 15, 2010**  
**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

**Others present:**

Stewart Propst, DBHDS

**Affiliates Present:**

Associates at York, Inc., Joanne Matel  
Compassion House, Inc., Danora Brockman  
Fidura & Associates, Jennifer Fidura, Iletha Miller  
Heart Havens, Inc., Kewania Lucy, Vanessa Merrill  
Lucas Lodge, Lisa Lucas-Burke, Kerri Fitzpatrick  
Norfolk CSB, Sandi Lee, Robert A. Horne  
Portsmouth Department of Behavioral Healthcare Services, Gracie Taylor  
Quailshire Court, LLC, Michael Vaughan  
Support Services of VA, Chip Dodd, Jeanne Cullison  
Tidewater Youth Services, Tim Heiler  
V&V Adult Group Home, Vincent Hamilton, Vernon Johnson

- I. **Call to Order** – Betty Morgan called the meeting to order at 1:05 pm.
- II. **Minutes** – A quorum was present. The December 14, 2009 minutes were reviewed and approved.
- III. **Treasury Report** – Lisa Lucas-Burke reported a fund balance of \$6,058.05. The committee requested new affiliates to pay their annual dues of \$175.00. Please make checks payable to Human Rights, HR5.
- IV. **Affiliate Reports** – **If you have items for presentation, or updates regarding previous reviewed topics, the LHRC members should receive, by email or regular mail, appropriate written documentation for review by, May 30, 2010 for the June 21, 2010 meeting. If you have any questions or additions to the agenda please contact chair at [swanick2@verizon.net](mailto:swanick2@verizon.net).**

<b>AFFILIATE</b>	<b>INCIDENTS</b>	<b>SERIOUS INJURIES</b>	<b>DEATHS</b>
Associates at York	0	0	0
Compassion House	0	0	0
Fidura & Associates	0	0	1
Heart Havens, Inc.	3	1	0
Lucas Lodge	0	0	0
Norfolk CSB	1	8	9
Portsmouth DBHS	1	0	2
Support Svc of VA	10	1	0
Tidewater Youth	0	0	0
V&V Adult Group Home	0	0	0

**Regional Advocate Report** - Currently three people in office and no replacement at this time for vacant position.

- Stewart Prost clarifies the process of temporary affiliation – if adding a services, it may fall under current policy or may need additional policies and procedures. If so, you may have to submit verification forms and any new policies to Margaret Walsh. Start simultaneously paperwork and let licensing specialist know what’s going on. Reiterated the process for adding a service and/or new location. Emphasized the importance of getting paperwork processed immediately and allowing ample time for the committee members to review the application.
- Presented a sample incident report on an excel spreadsheet. Would like committee to consider utilizing this technique for reporting procedures to help determine what incidents need further discussion. This will be an addition to LHRC’s provider report of allegations/complaints.
- As of July 1, 2010, there will be an opening for two consumers on the committee and board member, Betty Morgan, is up for renewal.

**V. Old Business**

Several affiliates received temporary affiliation at the prior meeting. V&V Adult Group Home, LLC reviewed changes that were requested at the prior meeting.

**VI. New Business**

Mr. Prost provided training in an open session for The Freedom of Information Act.

**VII. Topics Requiring Action**

Another Level Youth & Family Services – No show, affiliation terminated.

Heart Havens – Committee request to stay behind for executive session.

V&V Adult Group Home LLC – Request to extend temporary affiliation and approve policy and program for an additional 90 days.

Temporary affiliation for Sarah Gauthier dropped due to maternity leave.

Support Services – Committee voted to grant permanent affiliation for Wagner Home and noting the removal of the Judy Williams Sponsored Home including the removal of the Utopia Group Home.

Quailshire Courts, LLC – Committee voted to extend temporary affiliation for an additional 90 days.

Tidewater Youth Services – Committee voted to grant temporary affiliation for adding support services for mental health.

Norfolk CSB – Committee voted to grant temporary affiliation for an intensive in-home program.

**VIII. Next Meeting: The next meeting date will be at 1:00 p.m. June 21, 2010 @ Norfolk CSB, 255 W. Olney Road, Norfolk, VA 23510.**

**IX. 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 and review serious incidents and restrictive behavioral programs. When they reconvened, each member certified that only personal matters not related to public business were discussed. Committee did not have any recommendation or suggestions.

**X. Adjournment: The general meeting was adjourned at 2:45 pm.**

Respectfully Submitted,  
Joanne Matel