

Quarterly-HPR-V LHRC Meeting Minutes

September 19, 2011

City of Norfolk Community Services Board
255 W. Olney Road, Norfolk, VA 23510-1523
(757) 823-1600

Committee Members Present:

Adrienne Scott
Jean Swanick
Jeff Kail

Others present:

Stewart Prost, Regional Advocate's Office

Affiliates Present:

Associates at York, Inc., Kathleen Hooper
Compassion House, Danora J Brockman
Fidura & Associates, Iletha Miller, Barbara Gardner
Heart Havens, Brenda Jasser, Brenda Sasser
Lucas Lodge, Lisa Lucas-Burke, Jonaquin Stringer
Norfolk CSB, Sandi Lee, Robert A. Horne
Support Services of VA, Jeanne Cullison, Chip Dodd

I. Call to Order – Jeff Kail called the meeting to order at 1:04 pm.

II. Introductions

III. Minutes – A quorum was present. The June 20, 2011 minutes were reviewed, approved as written.

V. 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 2 weeks prior to the scheduled meeting.**

AFFILIATE	INCIDENTS	SERIOUS INJURIES	DEATHS
Associates at York	0	0	0
Another Level	No report		
Community Empowerment	No report		
Compassion House	0	0	0
Fidura & Associates	0	0	0
Heart Havens, Inc.	3	0	0

VI. Regional Advocate Report -

- Correct spelling of new advocate's last name is: Zaneveld
- OHR has granted a second position for the Williamsburg office – applications are closed interviews will be upcoming – this will achieve full staffing for OHR
- Request to add 2 items to agenda –
 - Committee to complete annual Freedom of Information Act Training
 - Interview for new board member during closed session
- The Advocate sent out copies of the cooperative agreement. They need to be signed by affiliates and chair person– will be collected over time
 - Affiliates need to complete, make 2 copies, one to committee
 - Chair must sign
- 1/4ly reports are now standardized across the state
Current reporting period – July 1 to Sept 30
All quarters will be standardized, other ¼ as follows:
 - Oct 1 to Dec 31
 - Jan 1 to Mar 31
 - Apr 1- June 30December data will be repetitive – consider as a transition period
- Changes in process for affiliation for locations. Copies of memo were distributed and reviewed
 - Discussed distinction between what is a location and what is a service – this memo applies to addition of locations only
- Providers can come to all meetings, regardless of when they are scheduled
- Status of committee – there are currently 3 vacancies (2 general, 1 consumer)
Upcoming interview today may address one vacancy
“General” members can be professional or member of general public
- Providers should be looking for people to recommend
- Stuart has LHRC application forms
- As an option: if the consumer slot is filled, committee could amend bylaws to change to a 5-member committee. Committee would need to request an amendment to bylaws and submit to SHRC (might begin process in upcoming meeting in Dec)
- Next SHRC scheduled for 10.28.2011 at 9:00 am at SEVTC
 - Committee members & affiliates welcome to attend meeting is open to general public. Will probably finish by 1 or 2 in afternoon, including portion of closed session. conference room
- Regarding 1/4ly reports
 - In the section which requires details and CAP, affiliates can continue to use excel form to give details they don't want to be part of 1/4ly . These reports cannot include confidential info, because these are open to the public.

- LHRC may want to change dates for next year to better sync with required 1/4ly periods and so that information is more current at time of meeting. 1/4ly reports should not include anything that could be construed as confidential. Only numbers should be read in the meeting
- For affiliates not present, they need to know about change in 1/4ly time frames

VIII. Old Business

- Only 3 reports of 12 have been received so far – some may have arrived today.
- Some affiliates are using old form, some are using new. This should be seen as a transition period for reporting. By next meeting, transition should be complete
- Will discuss changing dates for meetings at December meeting

An affiliate (Norfolk CSB) expressed that the form seems to be quite confusing.

- Report forms are on dbhds website or can send Stuart request by email.
- Must separate abuse & neglect allegations from Complaints
- For abuse or neglect, the category “Occurred” means allegation is founded
- If there are multiple findings (allegations) in 1 report, then count should be based on initial complaint only.
- If several issues are raised in initial complaint, each one is counted separately
- Narrative portion of report is for abuse or neglect only, not complaints
- Date of occurrence is date of initial report
- Form was designed by state committee – Regional office cannot change it. If there are concerns about completing the report using instructions on the form, feedback may have impact.
- If there is difficulty completing an investigation according to timelines, and affiliate can request an extension from regional office.
- If event is designated as “unable to substantiate” or “insufficient evidence,” it is considered not to have occurred

Changes to the form could be proposed to the chairman of SHRC for addition to the agenda or brought up as public comment during meeting.

IX New Business

Support Services of Virginia requested affiliation for a new location at 205 34th St, apt 1009, Virginia Beach. A sponsor has moved with his consumer from the Roanoke area. Family and individual supported move. Sponsor had been functioning under a different provider. 1 bedroom is available for service.

The individual will be attending day program - he toured and chose a program for placement during transition period and if this does not fit, other programs will be considered.

Affiliation approved.

Support Services of VA alerted committee to potential upcoming changes. New services have been acquisitioned in Danville and SSVA will be adding DD Waiver to Day support, and may add a location in Virginia Beach for expansion, including a site specific for people with autism spectrum disorders. Requested that committee describe what information is desired to bring to meeting to address addition concisely. Committee may be interested in what accommodations will be made to address specific needs of individuals related to specific needs/diagnoses.

XI The general meeting was adjourned at 2:00 pm, and the committee proceeded to Executive session pursuant to Virginia Code § 2.2-371 (A), for the protection of privacy of individuals and their records in personal matters not related to public business, namely to review restrictive programs and /or review serious incidents.

Respectfully Submitted,
Jeanne Cullison