

Draft Minutes
James City Regional LHRC
January 29, 2010

Members Present: Cheryl A. Hilsman Chair, Shenita Brown Vice Chair, Audra R. Weaver Secretary, Jeanette Ralph, vice-chair

Others Present: Reginald T. Day, Regional Advocate, Region V, Michelle Waldron, Miracles Behavior, Gale Walls, Gale's Place LLC, Linda Day, Gale's Place, LLC, Georgina Simmons, Milestone Counseling Services, Elmira King, Milestone Counseling Services, Jamie Gaines, E.F. Services, Brian Durham, E.F. Services, Victoria Whitaker, Fam Mat Services, Gail Gay, Nate Griffin, Lesha Neal, Elam House

Call to Order: The meeting was called to order by Cheryl A. Hilsman, Chair at 9:10 A.M. The meeting took place at Family Matters 813 Forrest Drive, Suite C- Newport News, VA 23606

Adoption of Agenda: A motion was made, seconded and approved to adopt the agenda.

Approval of Minutes: A motion was made to approve the minutes, seconded and approved. The minutes from September 18, 2009 were approved.

Public Comments: None

Old Business:

- Financial Report from Victory Whitaker of Fam Matters who stated all association dues were due today as only two members had actually paid. Ms. Whitaker was advised to provide a copy to the secretary who would send to members with minutes from this meeting.
- Mr. Daye advised the committee that we were still in need of a Consumer who had received services within the last five years from DMHMRSAS. It is the responsibility of this committee to fill this vacancy. We had not even turned in nominees for consideration of appointment and could be cited as we must affiliate with a fully functional LHRC. He reminded the committee he had not received any applicants which had to be reviewed by the State Human Rights Committee in Richmond so there is a time frame involved and it is imperative that this be done. Mr. Daye also reminded the committee if they opened an additional business they needed to keep their affiliation with one LHRC and not be affiliated with another. The affiliation agreement once signed is enforceable.

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- Mr. Daye also reminded the committee what the 300.00 association fee entailed. This fee is to support function of the LHRC by providing reimbursement to the chairs for mileage/travel for conferences, conference registrations, lodging, refreshments, and the acting secretary could also ask for reimbursement for mailings and everyone should receive a copy of account information from the treasurer and/or assistant treasurer.
- Elam House was asked to report on revisions from the last meeting

New Business:

1. **Elam House- on page 15 of program manual-** Elam House is to provide an actual restitution policy which references incentives, policy not detailed enough and can't make individuals work. Entire policy has to be structured with examples of how it will work. **RE: Phone policy-** add to statement notify Human Rights prior to enforcing restriction, take out contact list statement signed by legal guardian. **RE: Point System-** need to know actual chores which cannot include work you would normally pay someone else to do- also reminded cleaning of bathrooms could not be a required chore but one the staff was required to do. Explanation given by Gail Gay regarding how the point system actually worked satisfactorily. **RE: Education Guidelines-** need to know consequences (Page 9) put in parenthesis (Examples of outside activities e.g. YMCA). **RE: Visitation-** remove old statement, change to same statement as phone. It was recommended that revisions be sent to the committee and Mr. Daye two weeks prior to the next scheduled meeting. Elam House advised they were paying dues today and introduced Nate Griffin, Program Manager. Elam House granted continued temporary 90 day affiliation until which time revisions were received.
2. **E.F. Services-** Jamie Gaines gave report of policy and procedures from submitted revisions two weeks ago sent to committee along with operation of program, Rules of Conduct and types of services offered. She was asked to provide a copy of the signed affiliation agreement which she did. Motion was made, seconded and adopted to accept E.F. Services Behavioral Management Policy, and Rules of Conduct. E.F. services paid association dues. Motion was made and adopted to grant temporary 90 day affiliation with LHRC.
3. **Gale's Place LLC-** Gale Walls stated they were waiting on licensure but had not heard from Chanda Braggs. She also stated they did not have Certificate of Occupancy nor had they obtained a Fire Inspection due to the city of Suffolk informing them they could not come out until DMHMRSAS issued licensure. Mr. Daye suggested Ms. Wall contact Chanda Braggs at DMHMRSAS and inquire on the status of their licensing with regards to their policies and procedures and explain about the city. Ms. Wall also described the services her facility would provide- 18 + adults, male and female with intellectual disabilities, they have secured a three bedroom house three persons in one room and two in one room located at 4400 Cove Street Suffolk, VA. 757-638-1268. Ms. Wall gave

Program Rules of Conduct. Gale's Place was advised to send back to the committee and Mr. Daye with a dated cover letter- specifically prescribed medication statement. She was to list Revised and place the new date on the policy and cover letter. **RE: Behavioral Policy**-must include TOVA in policy- need to revise only indicated originally physical hold- again a copy to Mr. Daye as well as the committee is to be provided. Mr. Daye explained that the actual Human Rights policies would be reviewed upon site visit. **RE: Page 42-1. A** – Use of seclusion needs to be taken out, also **4.** Criminal statement should be taken out. Gale's Place was given an affiliation agreement and asked to sign. Was advised dues needed to be paid. Ms. Wall stated they could pay ½ today with the balance agreed to be sent by Monday. Treasurer is to inform Mr. Daye when payment received. Temporary 90 day affiliation was granted to Gale's Place, LLC.

- Mr. Daye reminded the committee that failure to report to scheduled meetings and/or not sending a representative could result in being cited and members would have to request temporary affiliation.
- **Quarterly Status Reports were given by:** Miracle Behavior Center- (see copy of report), Milestone Counseling- (see copy of report) and Fam Mat Services, LLC- (see copy of report).
- **Meetings were sent for the remaining year and are as follows:**
April 9th, July 9th, and October 8th, all at 9:00 a.m. at the location of 813 Forrest Drive, Suite C, Newport News, VA 23606

Next Meeting: April 9, 2010 at 9:00 a.m. at Fam Mat Services 813 Forrest Drive Suite C Newport News VA 23606

Adjourned: The meeting was adjourned by Cheryl A. Hilsman at 11:10 a.m.

Typed by James City Regional LHRC Support Secretary _____
Leshia Neal

James City Regional LHRC Chair _____
Cheryl A. Hilsman

