

Draft Minutes
James City Regional LHRC
August 6, 2010

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

Others Present: Reginald T. Day, Regional Advocate, Region V, Linda Day Royal, Gale Walls, Linda Elliott of Gale's Place, Mary Valentine, Cyrus Boyd, of Angel Wings, Elmira King of Milestone Counseling Services, Jamie Gaines of E.F. Services, Victory Whittaker of Family Matters, Gail Gay & Lesha Neal of Elam House, Standice Rumph of Miracles BHC.

Call to Order: The meeting was called to order by Cheryl A. Hilsman, Chair at 9:05 a.m. The meeting took place at Family Matters 813 Forrest Drive, Suite C Newport News, VA 23606 with introductions.

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 April 9, 2010 were approved with noted revisions.

Public Comments: None

Old Business: Copies of bank statements for LHRC given to each member from Victory Whittaker of Fam Matters. Treasurer gave report of balance.

New Business: Committee then heard requests for affiliations from providers along with modifications requested from the prior meeting.

1. **Angel Wings-** Still in licensing process. Requested continued 90 day temporary affiliation, motion made and approved. Discussion of resubmission of Behavioral Policy, and Rules of Conduct. Angel Wings was asked to take out #'s 10-11 in their rules of conduct as they related to personnel not clients. Send revisions two weeks prior to next meeting with a cover letter noting revisions from 08062010 meeting to Mr. Daye and each committee member.
2. **Extended Family Services-** Reported Ms. Angel of licensing has received and is processing revised policies and procedures. Motion made and approved for continued 90 day temporary affiliation.

3. **Elam House**- Reported licensing agent to finish on site inspection today. Mr. Daye stated he did not receive the faxed copy of the removal of the statement regarding contact list from telephone use. Elam House asked to fax the corrected page to Mr. Daye. Motion made and approved continued 90 day temporary affiliation.
4. **Gale's Place**- Still have not been assigned a licensing specialist. They are to take out item#2 of Program Rules and submit cover letter with today's meeting date, noting revision to Mr. Daye and committee members approved continued 90 day temporary affiliation. Acceptance of Behavioral Management approved. Resubmit program rules for next meeting.
5. **Miracles**- As of the meeting of 040910, Miracles temporary affiliation expired. Representative Standice Rumph stated there was conflict in schedules and she was now the Director for the program and would be represented. Mr. Daye advised it is the CEO's responsibility to make sure they are represented. The committee granted 90 day temporary affiliation. No report given.
6. **Milestone Counseling**- provided updates as follows: 45 clients in program which is currently licensed, 0- admissions, discharges, deaths, complaints, restraints, seclusions, allegations of abuse.
7. **Fam Matters**- provided updates. Currently licensed, 32 clients in program, 0- admissions, discharges, deaths, complaints, restraints, seclusions, and allegations of abuse. Representative gave everyone a copy of the committees bank statement. Was advised by Mr. Daye that whenever an organization loses affiliation to have their name removed from bank account if they are on it.

- Public Comment:** No one present from public.
- Other Business:**
1. Mr. Daye reminded committee of rules for adding new service.
 2. No rotation for providing refreshments was established.
 3. Meeting dates were established as 10-8-10, 1-14-11, 4-8-11, 7-8-11, and 10-14-11.
- Next Meeting:** **October 8, 2010-** 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 9:59 a.m.
Motion made and approved to go into closed session According to – 2.2-3711A to conduct interview and review A serious incident for Fam Matters. Committee voted to come out of closed session and upon entering into open session each member certified the only thing discussed in closed session was the incident with Fam Matters and the interview of a candidate for membership on the committee. A motion was made and passed to recommend to a State Human Rights Committee the appointment of Ms. Lisa Thatcher to the Committee.

Typed by James City Regional LHRC Support Secretary _____
Leshia Neal

James City Regional LHRC Chair _____
Cheryl A. Hilsman

James City Regional Local Human Rights Committee Meeting Dates:

The James City Regional LHRC will meet on the following quarterly scheduled dates in 2010-2011: All meetings will be held at 9:00 a.m. at Fam Matters- 813 Forrest Drive Ste. C- Newport News, VA

Friday, October 8, 2010
Friday, January 14, 2011
Friday, April 8, 2011
Friday, July 8, 2011
Friday, October 14, 2011