

Minutes
James City Regional LHRC
February 4, 2011

Members Present: Cheryl A. Hilsman Chair, Shenita Brown vice Chair, Lisa Thatcher, secretary, Richard Cottingham.

Others Present: Reginald T. Daye, Regional Advocate, Region V, Victory Whitaker- Fam Matters, Lesha Neal & Gail Gay- Elam House, Gale Walls- Gale's Place, William Valentine- Angel Wings, Standice Rumph- Miracles Behavioral Center, Elmira King and Georgina L. Simmons- Milestone Counseling. Newly elected chairperson- Richard

Members Absent: Extended Family Services- Jaimie Gaines and Brian Durham

Call to Order: The meeting was called to order by Cheryl A. Hilsman, Chair at 9:15 a.m. The meeting took place at The Destiny Center 1153 Warwick Blvd. Newport News, VA.

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. From 11-4-2010 with revisions.

Public Comments: None

Old Business: Balance of checking account given by Ms. Whitaker of Fam matters. Richard Cottingham was welcomed to the committee by Mr. Daye Who reminded for the last time the committee of the need for a Consumer of service on committee.

New Business: Mr. Daye reviewed the new by-laws from the State Human Rights Committee, along with the Provider Cooperative Agreements, which must be completed by Program Directors, the Committee and returned on the next meeting. These agreements will replace the affiliate agreements. They will go into effect in June 2011. The new agreement eliminates affiliation fees. The providers need to decide what to do with the balance in their account. It is up to the provider affiliates to determine. This was discussed by the providers present after the meeting was adjourned. (See addendum) Members and providers received via e-mail copies of the new by-laws and corporate agreement prior to the meeting. The providers were also reminded that their annual seclusion and restraint reports were due January 15, 2011. The cooperative agreement also requires

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annual reports be submitted to the LHRC, in addition to the quarterly reports already being submitted. Committee members and providers were encouraged to address any concerns or complaints by writing directly to Christina Delzingaro, State Human Rights Committee Chair. Mr. Daye reminded everyone that applicants for membership on the committee must be interviewed by the LHRC, and then appointed by the State Human Rights Committee.

Milestone Counseling submitted an application for someone who is interested in serving on the LHRC. The LHRC will interview the person at its next meeting.

A motion was made to adopt the new model By-Laws to include the following: a total membership of 5, with the LHRC meeting 4 times per year.

The LHRC also polled the providers concerning their meeting preference. The majority indicated that they wish to attend the 4 regularly scheduled meetings.

The LHRC voted to have the provider affiliates attend the 4 regularly scheduled meetings.

Reports were received by providers as listed below:

1. **Gale's Place-** Still waiting on Licensing per director have not heard back from Chanda Bragg on Policies and Procedures. Provider was encouraged to follow up since the initial she previously had with the city was cleared. Motion was made and granted to continue affiliation.
2. **Elam House- reported** now licensed. Two admissions, two census, 1- discharges, 0 deaths, complaints, restraints, seclusions, and allegations of abuse. Motion made and approved to grant permanent affiliation with the James City LHRC. Assistant Director Mrs. Gay also owns First Step Transitional and Turning Point and is a member of a LHRC in Portsmouth. It was suggested that she transfer affiliation to this group so that she would only attend meetings with one committee. The committee granted affiliation of DSFAP operating as Turning Point and First Step after a motion was made and accepted.
3. **Miracles Behavior—**14 Census, one admission, five discharges, licenses expires March 2012.
4. **Angel Wings-** report given not yet licensed however, their inspection by licensing agent is due this month.
5. **Milestone Counseling-** reported current census 40- three- admissions, 0-discharges, deaths, complaints, restraints, seclusions, allegations of abuse. .
6. **Fam Matters-** reported current census 30, two admissions, 0- discharges, 0 deaths, complaints, restraints, seclusions and allegations of abuse.

Public Comment: No one present from public.

Other Business: After the meeting was adjourned, those providers present determined the following:

1. Twenty dollars cash was given by Ms. Victory Whitaker of Fam Matters to the committee members for gas reimbursement for a total of 80.00 to come out of the treasurer.
2. The committee also decided that refreshments for committee meetings would be covered through funds left and Ms. Whitaker volunteered to pick them up for each meeting.
3. It was decided that clerical support would receive 100.00 per meeting to cover clerical duties, cost of paper and toner and a check would be mailed for 400.00 to cover the four meeting per year of last year as the current secretary has actually served for over a year (two in June 2011). It was also asked if anyone would like to assume the responsibility of Clerical Support. Current secretary agreed to serve until a replacement was obtained.
4. Members agreed to donate 100.00 to Living Waters for the meeting place. Elam House volunteered their building if needed in the future for meetings.

Next Meeting: **April 8, 2011-** 9:00 a.m. at The Destiny Center- 10553 Warwick Blvd. Newport News, VA.

Adjourned: The meeting was adjourned by Cheryl A. Hilsman at 11:02 a.m.

Typed by James City Regional LHRC Support Secretary _____
Leshia Neal

James City Regional LHRC Chair _____
Cheryl A. Hilsman