

Minutes
James City Regional LHRC
July 8 , 2011

Members Present: Shenita Brown, Chair, Lisa Thatcher, secretary, Richard Cottingham, Danny Cephas.

Others Present: Reginald T. Daye, Regional Advocate, Region V, Victory Whitaker- Fam Matters, Leshia Neal & Gail Gay- Elam House/DSFAP, Gale Walls- Gale's Place, Ernestine Duncan- Miracles Behavioral Center, Elmira King and - Milestone Counseling, Brian Durham, Extended Family Services.

Members Absent: Angel Wings

Call to Order: The meeting was called to order by Shenita Brown, Chair at 9:20 a.m. The meeting took place at Fam Mat- 754 Maguire Place Unit A- Newport News, VA.

Adoption of Agenda: A motion was made, seconded and approved to adopt the agenda with corrections; two mentioned providers seeking affiliation did not submit requested information during time frame given and were told they could not present at this meeting.

Approval of Minutes: A motion was made seconded and approved to adopt the minutes From 04/08/11 with corrections.

Public Comments: None

Old Business: A copy of the current balance of checking account given by Ms. Whitaker of Family Matters.

New Business: Mr. Daye stated that the By-Laws and Corporate Agreements discussed and given out at our last meeting had been approved by State Human Rights Committee. Providers submitted signed originals and were given copies. The committee welcomed the appointment of Mr. Danny Cyphas for membership on the James City Regional LHRC as approved by the State Department for three year tenure. Mr. Daye reviewed procedures for completing new quarterly and annual reports which would replace old forms. Providers were advised that any time they change management or send a different representative; they must complete a new corporate agreement with the new contact and submit to Mr. Daye so that the individual is on the list or they will not be permitted to attend meetings on the provider's

behalf. Providers should note on the form that it is an addendum or revision. The quarters for reporting actually begin in July as the third quarter. Next meeting will be the fourth quarter.

Reports were received by providers as listed below:

1. **Gale's Place-** Still waiting on Licensing and trying to secure a home for the program. Last home owner did not have inspected. Owner living at prior house which is also listed as office for the program. Director was advised if no action within a period of one year, she will have to begin the process again but continue affiliation with LHRC.
2. **Elam House- reported** - currently licensed conditional waiting on annual review by licensing specialist Barry Lee. Serving a population of adolescent males ages 15-21 with MH disabilities. 2- admissions, 3- census, 0- discharges, 0 deaths, complaints, restraints, seclusions, and 1-allegations of abuse. (To be reported in closed session).
3. **DSFAP-** First Step- census- 6, 2-admissions, 0- discharges, deaths, 0 complaints, 0 restraints, and 0- abuse allegation. Turning Point actually 0- census in process of moving facility. Annual licensure, Barry Lee licensing specialist.
4. **Miracles Behavior- report given-** census- 8, 2- admissions, 0- discharges, deaths, complaints, restraints, seclusions, allegations of abuse. Currently licensed. (see report)
5. **FAM Matters report given-** census- 28, 0- admissions, 0 discharges, 0 deaths, complaints, restraints, seclusions and 1 allegation of abuse still pending. (waiting for information back from family) Tri-annual license expiration 092013, licensing specialist Barry Lee. New location 758 Maguire Place Unit A, Newport News, VA.
6. **Milestone-** 63 census, 0- abuse, admissions, 4-discharges, 0- allegations of abuse, restraints, seclusions. License current. 1-death (didn't realize had to report all deaths if not directly related to a caseworker.) Recently had a licensure visit due to moving from old location. Currently licensed with a Tri-annual license. Licensing specialist is Tammy T.
7. **Extended Family Services-** Still in process of modifying home which should be complete within next 30 days. Will also have a new contact present at future meetings. (Was advised to complete necessary corporate agreement naming this person) Licensing specialist Ed Gonzalez.

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Public Comment: none

Other Business:

Local Human Rights Committee voted to go into closed session to interview complaints and allegations of abuse according to Va. Code- 2.2-3711A for the purpose of hearing abuse and complaints reported for Fam Matters and Elam House. The committee voted to come out of closed session. Upon entering information in open session each member certified that the only thing discussed while in closed session were the abuse and complaints for the above noted programs.

The meeting adjourned at 11:10 a.m.

Next Meeting: **October 14, 2011-** 9:00 a.m. at 758 Maguire Place, Unit A-
Newport News, VA.

Adjourned: The meeting was adjourned by Shenita Brown at 10:10 a.m.

Typed by James City Regional LHRC Support Secretary _____
Lesha Neal

James City Regional LHRC Chair _____
Shenita Brown