

**Final Sub-Committee Minutes
James City Regional LHRC
October 14, 2011**

Members Present: Shenita Brown, Chair, Lisa Thatcher, secretary.

Others Present: Reginald T. Daye, Regional Advocate, Region V, Victory Whitaker- Fam Matters, Lesha Neal & Gail Gay- Elam House/DSFAP, Gale Walls- Gale's Place, Ernestine Duncan- Miracles Behavioral Center, Brian Durham, Extended Family Services, Angel Wings- Mary Valentine.

New Providers Seeking Affiliation Present: 1 Life 1Love, CEO- Vanessa Futrell, Sherrie Boone- Intensive-In Home counseling, Tidewater Therapeutic After School- CEO, Princetta Wooten.

Members Absent: Milestone Counseling, Danny Cephas-LHRC committee member

Call to Order: The meeting was called to order by Shenita Brown, Chair at 9:15 a.m. The meeting took place at Fam Mat- 754 Maguire Place Unit A- Newport News, VA.

Adoption of Agenda: No motion made to adopt agenda as this was a sub-committee meeting.

Approval of Minutes: No motion made to approve minutes from 7/8/11 as this was a sub-committee meeting.

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 he received all signed corporation agreements except Angel Wings and Gail's Place. (Both providers turned in signed agreements at this meeting.) Providers were reminded of the quarter reporting and use of new forms. Quarters based on calendar years as follows: 1st quarter- Jan 1-March 30th, 2nd quarter- April-June 30th, 3rd quarter- July 1-September 30th, 4th quarter- October 1-Dec. 31st. Mail 3rd quarterreport – July 1- Sept. 30th to the committee and turn in copies at quarterly meetings. For the fourth quarter report – Oct. 1- Dec. 31- this report will need to be forwarded to the LHRC members and Mr. Daye and at the same time submit annual report which is a cumulative report that technically should covers Jan. 1 to Dec. 31, 2011. Since the new reporting form went into effect in July the

annual report is actually a semi-annual report. At the top of the annual report put an * and write Semi-Annual(07/01/11-12/31/2011) report which will only apply to this region V. for this year. This annual or semi-annual for this year only, report is due 1/15/12 along with Annual Seclusion/Restrain report.

Mr. Daye stated if a provider adds another service location such as a group home that they are already licensed for the same service, to submit in writing a letter describing home, location and if it comes under the same behavioral management policies and program rules, licensed by who and licensing specialist assigned. Your new program will automatically be affiliated with James City LHRC. If it is for a different type of service, you must specifically request affiliation with the LHRC. All information can be located on the State website.

LHRC scheduled committee meeting for Thursday, October 27th @ 9:00 a.m. Support Liaison is to notify committee members that were absent and provider Milestone Counseling, DSFAP who are to give their reports and new affiliate Tidewater Afterschool to report on revisions to polices as given. The full committee will also decide on meeting dates for 2012 and notify members. Mr. Daye will do Freedom of Information Act Training for Sub-committee today.

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. Provider was reminded again if no action within a period of one year, she will have to begin the process again but continue affiliation with LHRC. Provider was also advised to contact Chanda Braggs in licensing and get status.
2. **Elam House- reported** - currently licensed. Serving a population of adolescent males ages 15-21 with MH disabilities. 2- admissions, 1- census, 3- discharges, 0 deaths, complaints, restraints, seclusions, and allegations of abuse.
3. **DSFAP-** First Step- census-11, 5-admissions, 0- discharges, deaths, 0 complaints, 0 restraints, and 0- abuse allegation. 1 peer on peer conflict. Letter of good standing for licensure which expired in August 2011. Barry Lee licensing specialist.
4. **Miracles Behavior- report given-** census- 7,0- admissions, 1- discharge, 0-deaths, complaints, restraints, seclusions, allegations of abuse. Intensive In-home license expired, have a letter of good standing on file.

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5. **FAM Matters report given-** census- 24, 0- admissions, 4 discharges, 0 deaths, complaints, restraints, seclusions. Tri-annual license expiration 092013, licensing specialist Barry Lee. New location 758 Maguire Place Unit A, Newport News, VA.
6. **Milestone- Absent**
7. **Extended Family Services-** Still in process of modifying home. Licensing specialist Ed Gonzalez.
8. **1 Life 1 Love-** LHRC sub-committee voted to grant affiliation. Approved program rules of conduct and behavioral management policies as submitted with revisions recommended.
9. **Tidewater Therapeutic After-School-** LHRC sub-committee voted to grant affiliation, to accept program rules of conduct and behavioral management policies subject to making modifications and sending back to the committee.

Public Comment: none

Other Business:

Local Human Rights Committee did not go into closed session.

The meeting adjourned at 10:30 a.m.

Next Meeting: **October 27, 2011-** 9:00 a.m. at 758 Maguire Place, Unit A- Newport News, VA. *Committee members and those providers that need to report only. LHRC members will be advised via email of the next scheduled meeting for 2012.

Adjourned: The meeting was adjourned by Shenita Brown at 10:30 a.m.

Typed by James City Regional LHRC Support Secretary _____

Lisa Thatcher

James City Regional LHRC Chair _____

Shenita Brown