

Draft Minutes
James City Regional LHRC
July 20, 2012

Members Present: Cheryl Jones-Chair, Richard Cottingham, Shenita Brown, Lisa Thatcher

Others Present: Mr. Reginald Daye – DBHDS, Timothy Jones –DBHDS, Victory Whitaker-Fam Matters, Gail Gay -Elam House/DSFAP, Gale Walls- Gale’s Place, Center, Sara Sims & Elmira King - Milestone Counseling, Sherrie Boone- 1Life 1Love, Inc., Vanessa Futrell -1Life1Love, Princetta Wooten – TTASP.

Providers Absent: Extended Family, Angel Wings, and Miracles

Call to Order: The meeting was called to order by Cheryl Jones, Chair at 9:01 a.m.
The meeting took place at Fam Mat- 758 Maguire Place Unit A- Newport News, VA.

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

Approval of Minutes: A motion was made and seconded to approved the minutes of the 4/20/2012, as submitted.
A motion was made and seconded to approved to the subcommittee minutes of the 4/23/2012, as submitted.

Public Comments: **None**

Regional Updates:

1. This LHRC still needs a consumer to fill the vacancy; it is a code mandated position.
2. Mr. Daye introduced a new employee with him from DBHDS Human Rights Office, Mr. Timothy Jones. Mr. Daye went on to explain that Ms. Rhodes had moved on to the Office of Licensure.
3. Regarding reporting of Serious Incidents and Deaths. Mr. Daye stated that owners/directors of agencies should have received a letter directing them to report all Serious Incidents and Deaths to the central office in Richmond, and not to his office. Mr. Daye stated that if you needed clarification on whether or not an incident was classified as a serious incident, that you could call him or your assigned licensing specialist, to gain clarification. At this point you should be sending two reports to Richmond: your Annual Seclusion and Restraint Report and now your Serious Incidents and Deaths, as they occur. If you need the form, you can obtain it from the state website under provider information.
4. Regarding requesting affiliation for additional programs, both new and existing within the region; Mr. Daye explained the process in which agencies need to go through when

adding on programs and services, and then requesting affiliation, if applicable for those programs with this LHRC.

5. These items need to be sent to Mr. Daye and the committee at least 2 weeks prior to meeting, in order to be on the agenda. This affords them time to review all of the documents prior to the meeting.

Standard Reporting:

1. Affiliates gave the following reports:
 - i. **Gale's Place-** Still waiting on licensing which should happen in the next 3 months. They have not submitted a copy of their Quarterly report to the Secretary.
 - ii. **Family Matters-** Currently licensed. Licensing agent –Barry Lee. 0 reports of allegations of abuse/neglect, 0 total counts by type and 0 total counts by how occurred. 0- complaint cases/resolutions. Census-24.
 - iii. **Elam House-** – They have not submitted a copy of their Quarterly report to the Secretary.
 - iv. **DSFAP-** They have not submitted a copy of their Quarterly report to the Secretary.
 - v. **Milestone Counseling Services- Currently** licensed. Licensing agent – Tammy Trestrail. 62 census, 0 reports of allegations of abuse/neglect, 2 total counts by type and 0 total counts by how occurred. 0- complaint case/resolutions. Two serious incident reports, Mr. Daye directed Ms. King to revise Total of Complaint Cases to zero.
 - vi. **1Life1Love, Inc.** - Currently licensed. Licensing agent –Barry Lee. 0 reports of allegations of abuse/neglect, 0 total counts by type and 0 total counts by how occurred. 0- complaint cases/resolutions. Census-24.
 - vii. **Tidewater Therapeutic** – Still waiting to be licensed, and has not submitted a copy of their Quarterly report to the Secretary.

New Business:

1. **1Life1Life: requested affiliation for the Mental Health Support program.**

Affiliation was granted to go in to affect for Mental Health Support contingent up on receipt of an amended letter to Mr. Daye and the committee, which would state their plan on what Human Rights Policies and Procedures, Program Rules of Conduct, and Behavior Management Policy they were using; and also submit those documents with the amendment of Mental Health Support.

Other Business:

1. All Quarterly Reports need to be faxed or mailed to Mr. Daye, as well as mailed to the committee (just the Report pages, the pages with details on each incident can be brought to the meeting in order to protect confidentiality). Also a complete copy of the report needs to be brought to the meeting for the secretary. Per the host program, they are no longer able to make copies for the providers who fail to submit copies in advance, as required. This is due to the expense and capacity of their copier. All reports to committee and Mr. Daye need to be received, by them, 2 weeks prior the meeting.
2. Milestone Counseling Services (Ms. Elmira King) and DSFAP (Ms. Gail Gay) requested a call meeting at Milestone's office. Date to be determined soon via email to Ms. Jones, sometime during the month of August, in reference to new programs being added.
3. Mr. Daye is going to contact Licensing regarding providers: Extended Family, Angel Wings, and Miracles in order to determine if they are still seeking affiliation with this LHRC.

Local Human Rights Committee voted to go into closed session to Va. Code- 2.2-3711A for the purpose of hearing abuse and complaints reported for DSFAP and Elam House. The committee voted to come out of closed session. Upon entering 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.

Next Meeting: **October 19, 2012-** 9:00 a.m. at 758 Maguire Place, Unit A-
Newport News, VA.

Adjourned: The meeting was adjourned by Richard Cottingham at
10:20a.m.

Typed by James City Regional LHRC Support Secretary _____
Sara Sims

James City Regional LHRC Chair _____
Cheryl Jones