

May 8th, 2012 Metropolitan LHRC

Meeting Called to order 1:04pm

- I. Introductions- lead by Vice-chair following board members, leading to affiliates
- II. Motion to approve March 13<sup>th</sup> meeting, motion accepted
- III. Public Comments None mentioned
- IV. Treasurer Representative presented current balance information from 2/29 through 4/30 please find the following:
  - a. Current Balance \$4,552.20
  - b. Withdrawal \$150 (Food provided for Group A meeting from Virginia Home)
  - c. Discussed Fees
- V. Old Business
  - a. Motion to accept correction from, "Each One Count Youth and Family Services" motion accepted
- VI. New Business
  - a. Moore Cole Inc. Looking for affiliation for Residential Group Home Services located at 4242 Frederick Farms Drive Midlothian VA 23112 presented by Luicious A. (Consultant for Moore Cole Inc.)
    - i. Rules and regulations needed some revisions in several areas to include clear direction on restraint mechanism being used TOVA or crisis wave. All corrections due to Mr. Curseen's office within 10 business days (May 22nd, 2012)
    - ii. Motion for policies to be revised and sent to Mr. Curseen's office for review within 10 Business Days was accepted by the board members
    - iii. Affiliated with Group A
  - b. River Services looking for affiliation for affiliation to provide Mental Health Support Services presented by William J. Manns
    - i. Serving 18 and over with mental disabilities
    - ii. Located on Huguenot Road
    - iii. Just starting in this industry
    - iv. Criteria for staff included
      1. Bachelors in Human Services Industry
      2. Training in CPI
    - v. Working on:
      1. Bettering life skills
      2. Medications support
      3. Coping skills
      4. Relationships with family
      5. Helping homeless folks
      6. Case management

- 7. Financial management
  - 8. Problem Solving
  - 9. Anger Management
  - 10. Transportation
- vi. Serving both male and female going into homes
  - vii. Service based on needs helping families cope with behaviors based on initial assessment
  - viii. Assessments can take up to 30 days but will typically be completed within 7 days
  - ix. Discharge Criteria
    - 1. Based on the need of the individual
    - 2. Discharge for homeless person would consist of them finding the person a stable home
  - x. Caseload 5 per counselor
  - xi. Motion for affiliation and policies and procedures to be sent to Mr. Curseen by email within 10 business days (May 22<sup>nd</sup>, 2012)
  - xii. Affiliated with Group A
- VII. Motion to accept Independent Capacity System new residential group home location, located at 9512 Summercreek Drive Chesterfield, VA
- a. Questions from board- exclusion criteria, staffing pattern, safety supports
  - b. Motion for Independent Capacity System new location to be added to LHRC accepted
- VIII. Motion to accept Independent Capacity System surveillance system to be incorporated in new location motion accepted
- IX. Mr. Curseen discussed:
- a. Explanation on the group division and when reporting is due for new affiliates. Clearly explained when next quarterly report were due
  - b. Discussed the importance of completing questions 1 and 4 with substantial information
  - c. Discussed questions 2, 3, 5 were to be answered if applicable to your program
- X. Barry discussed
- a. Documentation
    - i. Reports need to get in by the due dates. The reasoning behind this is to give the LHRC time to make corrections and/or review the reports. Referenced code for citations if reports are not turned in on time
      - 1. Mr. Curseen Added: LHRC has authority to request a citation; citation can affect your license. Due to citations you it may affect organizations standing. Reason for this is to implement structure so items/business do not carry over
  - b. Attendance
    - i. Expecting for all providers to be present and have a backup identified within their organization just in case to avoid citations. Keep track of attendance

especially due to groups only meeting 3 times a year, missing a meeting can be crucial.

1. Mr. Curseen Added: Have a backup in place just in case something happens, missing a meeting equates to missing 1/3 of the year.
2. Question from Affiliate: Missed meeting and her licensing specialist was notified is that a citation?
  - a. Mr. Curseen responded, depends on the specialist some cite right away some may take their time to cite.

XI. Reporting

- a. A Fresh Approach Youth Services- report needs clarification, boards wants the organization to be clear on how staff knows how to report allegations of abuse. Motion to be revised and resubmitted by May 22<sup>nd</sup>, 2012 (10 Business days)
- b. All Family Matters, Inc. - report needs clarification LHRC liaison was incorrect should be person from the actual organization, licensing specialist was incorrect. Question 1 on page 4 need more substantial information. Motion to be revised and resubmitted by May 22<sup>nd</sup>, 2012 (10 Business Days)
- c. Committed Counseling Program – did not receive report by due date, but reported was delivered at the meeting
- d. Commonwealth Clinical and Consulting Services – did not receive report by due date, partner was supposed to bring it to the meeting
- e. Each one counts Youth and Family Services – did not know they were supposed to complete a report as they do not have any clients
- f. J & G House of Beginnings, LLC – did not receive report by due date, no one attended the meeting

XII. Barry Discussed

- a. Reports were due on the 24<sup>th</sup> of April
- b. Proposed motion to cite via code va 115250A-11, failure to have report in by due date for Committed Counseling Program, Commonwealth Clinical and Consulting Services, Each One Counts Youth and Family Services, J&G House of Beginnings, LLC. Motion for citation accepted by members
- c. Proposed motion to cite via code va115250A-7, failure to attend LHRC meeting / attendance for J & G House of Beginnings, LLC. Motion for citation accepted by members
- d. Jackson-Field – page 1 liaison and abuse section incomplete and page 4 Motion to be revised and resubmitted by May 22nd, 2012 (10 Business days)
- e. M.I.N.K.S. Youth & Family Services – Page 1 needs to be revised with organization name Motion to be revised and resubmitted by May 22nd, 2012 (10 Business days)
- f. Omega II Therapeutic Afterschool, Inc. – Page 1 LHRC liaison needs to be revised Motion to be revised and resubmitted by May 22nd, 2012 (10 Business days)
- g. Restoring Youth Alternatives motion to site via code va 115250A-11 for not having in, motion accepted

- h. Saving Lost Souls, Inc. – Page 1 needs to be revised with correct LHRC liaison Motion to be revised and resubmitted by May 22nd, 2012 (10 Business days)
- i. Stepping Stones Towards the Future, LLC- motion to site via code va 115250A-11 for not having in, motion accepted
- j. The Center for Counseling and Community Affairs - motion to site via code va 115250A-11 for not having in, motion accepted
- k. The Choice Group – Page 1 needs to be revised to reflect correct licensing specialist Motion to be revised and resubmitted by May 22nd, 2012 (10 Business days)
- l. Virginia Home for Boys and Girls Intensive In- Home - Page 1 needs to be revised to reflect correct licensing specialist Motion to be revised and resubmitted by May 22nd, 2012 (10 Business days)
- m. Youth Builders, LLC - Page 1 needs to be revised to reflect correct licensing specialist Motion to be revised and resubmitted by May 22nd, 2012 (10 Business days)

XIII. Secretary Report:

- a. Everyone present with expect J & G House of Beginnings , LLC

XIV. Barry Discussed

- a. Group B next meeting July 10<sup>th</sup>, 2012
- b. Group A September 11<sup>th</sup>, 2012
  - i. Mr. Curseen Added:
    - 1. You can attended any meeting, but if you do not attend your own you will get cited
    - 2. Email reports to same person as we have been reporting them too
- c. Pop Quiz: When is a next quarterly report due?
  - i. July 2<sup>nd</sup>, 2012

Meeting adjourned 2:29 pm