

**Minutes for:
Mid-City Local Human Rights Committee
Monday, October 31, 2011**

<p>LHRS members:</p> <p>Latonia Edmonds, Chair Faye Joseph, Vice Chair Kathy Brobst, Committee Member</p> <p>Stewart Prost, Advocate, Office of Human Rights</p>	<p>Staff & Programs:</p> <p>Rhonda Taylor-Dubie's Love Residential Services Natasha Fedyszyn-Carr, The Up Center (in-home services, Sponsored Placements-Adult, Day Program, Sponsored Placement-Children (Temp) LaVanjuena Hawkins, Community Solutions (Day Treatment , In Home Services, Mental Health) Jay P. Gonzalez; Roger Alston; Prosperity Homes, Inc. Gregory Ash; Restorer of Broken Walls Betty Gray-Henson; Alternative Family Treatment Services Inc. Kewania Curney-VA institute for People with Disabilities Cyleta Baylor-Caring Hands and Supplementary Enrichment Education S.E.E. LLC of Virginia Richard Coleman-Urban Learning Leadership Center</p>
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Meeting Convened at 3:15 p.m. by Ms. Latonia Edmonds, Committee Chairperson
The minutes for the last meeting were read and approved with the following correction; Information regarding Dubie's Love was erroneously reported in the last minutes. There were no accidents or incidents reported at the last meeting.

Program Reports:

Virginia Institute for People with Disabilities - no incidents or allegations to report
T.W. Neumann & Associates- absent-The provider sent in the quarterly report, and will come in January.
Community Solutions-no incidents or allegations to report, Mental Health Support Current Census 27, In Home Census 9
Restorer of Broken Walls-no incidents or allegations to report
AJ & T Independent Group Homes-absent
Prosperity Homes, Inc.-no incidents or allegation to report
Alternative Family Treatment Services-no incidents or allegations to report-Census: 8
The Up Center In Home Services-no incidents or allegations to report –absent
Urban Learning and Leadership Center-no incidents & no allegations to report; census 2
Cook Community Support- no incidents & no allegations to report-Census 4
Dubie's Love- no incidents & accidents to report; Census: 2
Caring Hands and Supplementary Enrichment Education LLC of Virginia-no incidents or allegations to report; Census: 3
The Faith Foundation-no clients, no incidents or allegations to report; Census: 2
The Up Center Family Life Sponsored Homes- 1 allegation of sexual abuse-determined unfounded; no incidents and no allegations to report-Service 58 people, Day Treatment Census 10,

Old Business:

Contact information for Virginia Institute for People with Disabilities was provided:
Kewaina Curney and Paula Goins
1732 Schooner Straight Court, Virginia Beach, Virginia 23453, (757) 689-8652-William Coleman is no longer affiliated with the company
Rizal Cruz is no longer with AJ &T Independent Group Homes

Program requesting permanent affiliation with Mid-City LHRC:

The Up Center-requested and was granted affiliation for their Family Life Sponsored Homes: The address are in possession of the committee to protect the privacy of individuals placed in those homes.

Report from the Advocate:

An additional position for the office in Williamsburg is now open and the Human Rights Office is looking to fill it fairly quickly. Mr. Prost reviewed updates from the state office regarding the Quarterly Report Forms. They will begin standardizing across the state, the reporting periods for the forms. Hence, the next time reports are due, they will be for the Fourth Quarter Period between October 1st through December 31, 2011; The first quarter will be January 1st through March 31st; Second Quarter is April 1st through June 30th; and the Third Quarter is July 1st through September 30th. In terms of the report itself everybody is to do the quarterly reports whether you come to the meeting or not. All programs will need to submit the reports within two weeks prior to the quarterly meeting. In Region V, the Annual Report will be due on **January 15th** (a compilation of what happened within your quarterly reports) and 6 six months are included on that report as this is the first time that it has been requested of the providers. Also, per the memo that was released from the Department of Behavioral Health and Developmental Services (August 12, 2011), Mr. Prost reiterated that we do not have to wait for affiliation with the local human rights before opening a location. Page one of the Quarterly Reports has for a listing of any allegations or incidents. Details relating to the incidents should not be included on page one as that page is made public. An attachment

should be submitted and forwarded to the committee for discussion in closed sessions. When sending out emails, please recognize that this is not a secure way of communicating per HIPPA and the DBDHS. If report includes identifying information, fax submission or mail would be the best way to communicate with the committee. It also gives them an opportunity to review the details and schedule you to attend a closed door session. Please note if you have an incident or allegation to report, please make sure that you attend the next closed session as you will be included in the closed door session. All Quarterly Reports are due two weeks in advance.

In terms of the committee the state office is concerned about the composition of the committee as it is lacking in representation of a consumer and a general person. At present if one of our committee members are absent then there will not be a quorum. It is one of the requirements of the Cooperative Agreement for providers to find applicants to fill those seats. If this committee goes more than 6 months without a consumer on the committee there is the threat of closing the committee should that seat not be filled by January 2012. Applications are available both in hard copy and electronic form through State Human Rights office. If we can get someone interviewed over the next couple of weeks, we can incorporate them into the January 2012 meeting and fulfill our requirements. The committee is asked to look within their consumer pool, colleagues, or individuals that have been served through their program.

If you haven't gotten your Cooperative Agreements to Mr. Prost, please sign them and turn in to him. Also, if Quarterly Reports are not submitted citations will be requested by licensure.

New Business:

2012 Meeting Dates: January 23rd; April 23rd; July 23rd; October 22nd- Quarterly Reports are due to the committee members 2 weeks prior; Ms. Cyleta Baylor will send all committee and provider information to the group following the meeting

With no further business the meeting was adjourned and will convene once again on January 23, 2012.