

# NEWPORT NEWS REGIONAL LOCAL HUMAN RIGHTS COMMITTEE (LHRC)

March 11, 2008

## MINUTES

### PRESENT:

Louise Beveridge	LHRC Member, Vice Chairperson
Dr. Rosanne Walters	LHRC Member
Crystal Rivera	LHRC Member
Gianna Mitchell	Office of Human Rights
Jill Adrian	Keystone Newport News
Kerry Dryden	Chessen and Associates
Heather Fisher	Family Solutions
Gregory Smith	Residential Living Options
Michael Bains	Brighter Futures
Coston Griffin	Alexander House
Patricia Bills	Alexander House
Allon Wright	Families In New Directions
Andrea Davis	Family First of Virginia Beach/Lydia's House
Cheri Allen	Family First of Virginia Beach/Lydia's House

### ABSENT:

Kelly Walter	Keystone Newport News
Joyce O'Brien	LHRC Member, Chairperson

## I. CALL TO ORDER

The meeting was called to order by Louise Beveridge, Vice Chairperson at 6:00 p.m.

## II. REVIEW OF THE MINUTES

The minutes for the December 11, 2007 meeting were reviewed with one revision. The new Human Rights regulations went into effect December 1, 2007 versus December 1, 2008. A motion was made by Dr. Walters to accept the minutes with the revision. Motion was seconded by Ms. Rivera. Vote was taken, all in favor.

## III. OLD BUSINESS

### Topic: **Renew Temporary or Request Permanent Affiliation – Family First of Virginia Beach/Lydia's House**

Discussion: Family First of Virginia Beach/Lydia's House affiliation was dropped to temporary affiliation due to non attendance at the September and March 2007 meetings. Family First of Virginia Beach/Lydia's House asked for temporary affiliation at the December 11, 2007. Motion granted.

Action: Family First of Virginia Beach/Lydia's House requesting permanent affiliation. Dr. Walters made a motion that Family First of Virginia Beach/Lydia's House move to permanent affiliation status. Ms. Beveridge seconded the motion. Motion made for permanent affiliation. Vote was taken, all in favor. Motion granted.

#### IV. NEW BUSINESS

##### A. Topic: Freedom of Information Act (FOIA) Training

Discussion: The annual FOIA training was conducted at 5:30pm prior to the regularly scheduled LHRC meeting at 6:00pm. The training was for LHRC committee members and was conducted by Gianna Mitchell from the Office of Human Rights.

##### B. Topic: Annual Restraint Seclusion Log

Discussion: Providers needed to send their annual restraint seclusion log to the Office of Human Rights in Richmond, VA by January 15, 2008. Directions on this process are located at <http://www.dmhmrsas.virginia.gov/OHR-default.htm>. The Providers were asked to state, during the reading of their standing reports, if they had completed their annual restraint seclusion log.

##### C. Topic: Human Rights Volunteer Luncheon

Discussion: The Human Rights Volunteer Luncheon will be held April 1, 2008 at Crown Plaza in Richmond VA. Board members are required to RSVP by March 14, 2008 if they wish to attend. Flyers were handed out at the meeting with details about the luncheon.

Action: None Required

#### V. STANDING REPORTS

##### Topic: General Information

Discussion: Affiliates were asked to bring any issues that include resident information to be heard in the closed session.

Action: Reports were received from all affiliate programs in attendance. A summary is attached.

#### VI. PUBLIC COMMENT

##### The following comments were made by the Office of Human Rights:

- Formal and Informal Complaints:
  - Ms. Mitchell reemphasized that all complaints must be reported within 24 hrs. to the Office Human Rights. Ms. Mitchell provided additional information on abuse allegations and complaints. Ms. Mitchell provided a form that can be utilized as a template to submit the complaints to the Office of Human Rights.
- Providers were told that copies of their revised Human Rights policies were due by March 1, 2008. If Providers policies were not received by the specified date a letter will go out to their Licensing Specialist indicating that they were out of compliance.
  - Letter to Margaret Walsh and CC: Reginald Daye on Providers certifying compliance with new rules and regulations.
  - Letter and updated Provider policies and procedures to Reginald Daye were due March 1, 2008.
- Ms. Mitchell and the committee informed the Providers that meeting attendance is critical. Providers have been tardy, which in turn delays the meeting. It is also a negative reflection on the Provider, which could effect their affiliation if the practice continues.
- Temporary Affiliation:
  - If a Provider's affiliation is dropped to temporary they must wait 90 days to request permanent affiliation from the committee.

**VII. MEETING SCHEDULE 2008:**

June 10, 2008 / September 9, 2008 / December 9, 2008

**VIII. CLOSED SESSION**

Motion: Executive Session, pursuant to VA Code 2.2-3711-A (4), for the protection of the privacy of individuals in personal matters not related to public business, namely to review patient information from Residential Living Options, Family First of Virginia Beach/Lydia's House, Family Solutions, and Keystone Newport News pursuant to the regulations.

Ms. Beveridge made a motion to go into closed session at 7:45 p.m. to discuss issues evident in report from Residential Living Options, Family First of Virginia Beach/Lydia's House, Family Solutions, and Keystone Newport News. The motion was seconded by Ms. Rivera and unanimously approved.

Recommendations by the LHRC:

- Family First of Virginia Beach/Lydia's House - Train staff on more supervision and be more proactive when seeking educational services during admissions.
- Residential Living Options – Quarterly update to committee on gait belts, provide clear copies of physician order for the resident that requires a gait belt, documentation for the authorized representation for the resident that is requiring the gait belt, and provide MAR for resident requiring the gait belt.

**IX. RECONVENED IN OPEN SESSION**

Motion: Upon reconvening in Open Session at 8:30 p.m., each member of the LHRC certified to the best of their knowledge, that only public business matters lawfully exempt from statutory open meeting requirements and only private business matters identified in the motion to convene the Executive Session were discussed in accordance to the VA Code 2.2-3711-A (4).

**X. NEXT SCHEDULED MEETING**

The next regular LHRC meeting is scheduled for Tuesday, June 10, 2008 at 6:00 p.m. at Keystone Newport News.

**XI. ADJOURNMENT**

Ms. Beveridge adjourned the meeting at 8:40 p.m.

RESPECTFULLY SUBMITTED:

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Louise Beveridge, Vice Chairperson

LB/ja