

# NEWPORT NEWS REGIONAL LHRC

March 14, 2006

## MINUTES

### PRESENT:

Joyce O'Brien	LHRC Member
Louise Beveridge	LHRC Member
Crystal Rivera,	LHRC Member
Rosanne Walters	LHRC Member
Reginald Daye	Regional Advocate, Office of Human Rights
Kelly Walter	Keystone Newport News
Nanette Hilliard	Family First/Lydia's House
Heather Soady	Family Solutions
Devin Beverly	Therapeutic Options
Cecilia Hardy	Brighter Futures
Patricia Bills	Alexander House
Gregory Smith	Residential Living Options
Allon Wright	Families In New Directions

### ABSENT:

Precious Etheridge	LHRC Member
Gail Smith	Chessen and Associates
Virginia Goodell	Advocate, Office of Human Rights

## I. CALL TO ORDER

The meeting was called to order by Joyce O'Brien, Acting Chairperson at 6:09 p.m. Mr. Daye was thanked for coming and Rosanne Walters, the new member, was introduced and welcomed.

## II. REVIEW OF THE MINUTES

The minutes for the December 19, 2005 meeting were reviewed and approved as amended. (See *CLOSED SESSION - The names of the organizations presenting were added – Keystone, Family Solutions and Residential Living Options*). A motion was made by Louise Beveridge to accept the minutes as amended, seconded by Rosanne Walters, and unanimously approved.

### III. OLD BUSINESS:

#### A. Topic: **Update on Submission /Approval of Revised By Laws to SHRC**

Discussion: Mr. Daye reported the By Laws were submitted to the SHRC at their October meeting. They were approved and the healthcare provision regarding the code section will automatically be included.

Mr. Daye advised the committee that the state had to remove a member from a committee. This decision was challenged but upheld. Based on this experience, their legal advisors have suggested language regarding for what constitutes a quorum and the process for removing a member. If the new language is adopted, our By Laws will not have to go back to the state committee for approval. Mr. Daye's office could make the changes for us.

Action: This topic will be placed on the agenda for the next meeting.

#### B. Topic: **Update on 2005-2006 Affiliate Agreements**

Discussion: The revised agreements were distributed with the previous minutes and agenda for this meeting. Signed Agreements have been received from Keystone, Alexander House, Brighter Futures, Families First/Lydia's House, Families in New Directions, Residential Living Options, and Family Solutions. An Agreement from Chessen and Associates is still pending.

#### C. Topic: **Update on Public Notification – Meeting Dates and Minutes**

Discussion: Kelly Walter reported that the meeting dates have been posted at Keystone and reminded affiliate members to make sure they have a copy posted for public viewing. Ms. Walter also confirmed the minutes were sent for the state website publication.

### IV. NEW BUSINESS:

#### A. Topic: **Affiliate Presentation by Alexander House**

Discussion: Patricia Bills provided an overview of location, program and services provided by Alexander House.

Action: Both Families in New Directions and Keystone Newport News will present at the next meeting.

**B. Topic: Report on Recruitment of New LHRC Member**

Discussion: Joyce O'Brien reported that an interview had been conducted and the committee had been impressed with Rosanne Walter's qualifications and background. Ms. Walter's is a Ph.D. who is the Director of the Newport News Office of Youth Development. Again, Ms. Walters was recognized and welcomed to the committee.

**C. Topic: Advocate's Report**

Discussion: Mr. Daye reported that Collete Ashiru is now working at Central State Hospital.

The statewide Human Rights Conference is scheduled for the fall. It will open with a reception/dinner on September 7<sup>th</sup> and continue for a full day on the 8<sup>th</sup>. Tentative locations are Richmond and Charlottesville. At this point and time, there has been some discussion on keeping the conference "closed" to providers in order to provide more focused groups. More information will be available following a scheduled meeting on the 25<sup>th</sup>.

State HRC attorneys are looking at a lot of the documents and other operations of the LHRC and are advising that localities should become more consistent in their procedures. Mr. Daye reminded the committee that this is one of the biggest regions in the state.

This particular committee works on a little different basis in that there are no up front fees for affiliate members. Keystone has provided a meeting place and refreshments as a courtesy. Our Affiliate Agreement does stipulate that any costs incurred due to committee members traveling to attending training will be split equally among the members – an example would be the upcoming conference. Mr. Daye quoted the Affiliate Agreement, *"If there are any community complaints or human rights violation complaints lodged against a provider member, the provider member against whom the complaints were made shall bear any and all costs associated with the LHRC's dealings with the complaint."*

He also reminded the committee that all program affiliates are routed for membership via his office and are clearly advised of the expectations of their affiliation to include regular attendance and providing administrative support.

Mr. Daye recommended formalizing the process for addressing non-compliance issues.

- Notify the Affiliate Program that they are being dropped to a Temporary Affiliate status, requesting they attend the next meeting and explain why they are out of compliance
- The committee then has the option of accepting the explanation and voting to restore status; voting to leave at temporary status for an additional 90 days, or let the membership expire.

Action: A motion was made by Louise Beveridge, seconded by Crystal Rivera and unanimously approved to accept Mr. Daye's recommendations to formalize the process to handle non-compliance, as noted above.

The Chairperson will send written notification to Chessen and Associates notifying them of their change in status to Temporary Affiliate due to non-attendance.

**D. Topic: Starting Time**

Discussion: Mr. Daye reminded the members that this Committee is posted as a public body, therefore meetings must begin on time. Members were polled on suggested changes and it was determined that the existing 6:00 p.m. timeslot is appropriate. Members voiced a commitment to be on time. Mr. Daye also reported that the committee members present have the authority to determine how long they will wait past the originally scheduled time before canceling the meeting.

**E. Topic: Election of Officers**

Discussion: Joyce O'Brien was nominated for the position of Chairperson, Louise Beveridge as Vice Chair, and Crystal Rivera for the position of Secretary.

Action: Louise Beveridge made a motion that the nominations be closed and approved as presented. Roseanne Walters seconded the motion, and it was unanimously approved.

**F. Topic: Additional Affiliate Programs**

Discussion: The representative from Family Solutions asked for an approval of a Temporary Affiliation for the third program they have added. Discussion revealed the new program would be for six male

beds, the same population already being served by this agency, the same policies and procedures and the same representative to this committee.

Action: A motion was made by Crystal Rivera to approve the additional program for Temporary Affiliate status. The motion was seconded by Louise Beveridge and unanimously approved.

Further Discussion: Mr. Daye recommended the committee consider capping their membership. He also recommended the committee consider each new application from existing programs on a one-by-one basis. If it is a program expansion and will fall under established policies and procedures, the work involved would probably not be overwhelming to the committee.

Action: A motion was made by Crystal Rivera, seconded by Louise Beveridge and unanimously approved to cap the membership as it exists and review any new program expansions on a one-by-one basis.

## V. STANDING REPORTS

### A. 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. As each representative presented their report, Mr. Daye confirmed the status of the submission of their annual report

## VI. 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 Keystone Newport News and Family Solutions pursuant to the regulations.*

Action: Joyce O'Brien made a motion to go into closed session at 7:34 p.m. The motion was seconded by Louise Beveridge and unanimously approved.

**VII. RECONVENED IN OPEN SESSION**

*Motion: Upon reconvening in Open Session at 7:58 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).*

**VIII. NEXT SCHEDULED MEETING**

The next LHRC meeting is scheduled for Tuesday, June 13, 2006 at 6:00 p.m. at Keystone Newport News.
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**IX. ADJOURNMENT**

Joyce O'Brien adjourned the meeting at 8:07 p.m.

RESPECTFULLY SUBMITTED:

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Joyce O'Brien, Chairperson

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**REPORTS SUMMARY** (December of 2005 and January and February of 2006)

	Brighter Futures	LFTC of VA, Therapeutic Options	Family First/ Lydia's House	Residential Living Options	Alexander House	Families in New Direction	Chessen & Associates	Keystone Newport News	Family Solutions
	* Cecilia Hardy	* Devin Beverly	* Nanette Hilliard	* Gregory Smith	* Patricia Bills	* Allon Wright	* Gail Smith	* Kelly Walter	* Heather Fisher
# Abuse/ Neglect Allegations received during the reporting period. The # founded and unfounded.	None	None	None	None	None	None		None	
# Complaints. # rights violations founded.	None	None	None	None	None	None		10 (9 unfounded 1 founded & resolved)	None
Identified systemic Human Rights issues	None	None	None	None	None	None		None	None
Changes: - Services provided - Program location - # Individuals served	40 individuals served	5 individuals being served Intensive in-home in Hampton, VA	1 individual being served <u>New Address:</u> 8458 Primrose St Norfolk, VA 23503	2 admissions 0 discharges 4 individuals served	Can serve up to 4	2 discharges 6 individuals served		25 admissions 18 discharges 59 individuals being served	1 admits 0 d/c
Licensing or Human Rights reviews including date and outcome.	None	None	2/20/06 In compliance	None	Due 3/2006	None		None	None
Deaths and serious injuries.	None	None	None	None	None	None		None	None
# Restraints	None	None		None		None		286 SLP 2	45
# Peer/Peer	None	None	None	None		None		4	3