

NEWPORT NEWS REGIONAL LOCAL HUMAN RIGHTS COMMITTEE (LHRC)

December 11, 2007

MINUTES

PRESENT:

Louise Beveridge	LHRC Member, Vice Chairperson
Precious Etheridge	LHRC Member
Crystal Rivera	LHRC Member
Gianna Mitchell	Office of Human Rights
Kelly Walter	Keystone Newport News
Jill Adrian	Keystone Newport News
Liz Calvano-Carpenter	Chessen and Associates
Heather Fisher	Family Solutions
Gregory Smith	Residential Living Options
Michael Bains	Brighter Futures
Coston Griffin	Alexander House
Helene Timpone	Family First/Lydia's House
Cheri Allen	Family First/Lydia's House

ABSENT:

Joyce O'Brien	LHRC Member, Chairperson
Rosanne Walters	LHRC Member
Allon Wright	Families In New Directions

I. CALL TO ORDER

The meeting was called to order by Louise Beveridge, Vice Chairperson at 6:33 p.m.

II. REVIEW OF THE MINUTES

The minutes for the September 25, 2007 meeting were reviewed with one revision. Jill Adrian needed to be added on to the attendance list. A motion was made by Ms. Rivera to accept the minutes with the revision. Motion was seconded by Ms. Etheridge. Vote was taken, all in favor.

III. OLD BUSINESS

A. Topic: Request Temporary Affiliation for another group home – Residential Living Options

Discussion: Residential Living Options has rescinded their request for temporary affiliation for their additional group home located at 227 Grune St., Chesapeake, VA due to staffing issues.

Action: Affiliation rescinded. No motion needed to be taken.

B. Topic: Lydia's House not present

Discussion: Lydia's House affiliation was dropped to temporary affiliation due to non attendance at the September meeting. Lydia's House was also not in attendance for the March meeting. A letter will be sent to Lydia's House expecting attendance at the next meeting in December.

Action: Lydia's House requesting permanent affiliation. Ms. Etheridge made a motion that Lydia's House remain on temporary affiliation status. Ms. Rivera seconded the motion. Motion made for temporary affiliation until March 2008; vote was taken, all in favor. Motion granted.

IV. NEW BUSINESS

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

Discussion: The FOIA training will be conducted March 11, 2008 at 5:30pm prior to the regularly scheduled LHRC meeting at 6:00pm. The training is only for the LHRC committee members and will be conducted by Gianna Mitchell from the Human Rights Office.

B. Topic: Annual Restraint Seclusion Log

Discussion: Providers need 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.dhmrsas.virginia.gov/OHR-default.htm>.

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 (Ms. G. Mitchell):

- New human rights regulations went into effect December 1, 2007.
 - Ms. Mitchell reemphasized that the biggest changes in the regulations were in the complaint process (informal and formal). Ms. Mitchell provided a form that can be utilized as a template to submit the complaints to Human Rights along with a printed PowerPoint presentation on the guidelines. All formal and informal complaints need to be submitted to the Office of Human Rights.
 - The Local Human Rights office will be randomly checking formal and informal complaints.
- A DVD was sent out to providers containing a presentation on the new regulations.

- A schedule was sent out on the due date for revising/editing policies. Providers have until March 2008 to make changes to their Policy and Procedures. Providers need to be in compliance and will be held accountable prior to March 2008.
 - 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 by March 1, 2008.

VII. MEETING SCHEDULE 2008:

March 11, 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, Keystone Newport News and Family Solutions pursuant to the regulations.

Ms. Beveridge made a motion to go into closed session at 7:05 p.m. to discuss issues evident in report from Alexander House, Family Solutions, Lydia's House, and Keystone Newport News. The motion was seconded by Ms. Etheridge and unanimously approved.

Recommendation for Alexander House by the LHRC, any doubt of neglect or abuse contact Human Rights Office.

IX. RECONVENED IN OPEN SESSION

Motion: Upon reconvening in Open Session at 8:10 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, March 11, 2008 at 6:00 p.m. at Keystone Newport News.

XI. ADJOURNMENT

Ms. Beveridge adjourned the meeting at 8:19 p.m.

RESPECTFULLY SUBMITTED:

Louise Beveridge, Vice Chairperson

LB/ja