

# NEWPORT NEWS REGIONAL LOCAL HUMAN RIGHTS COMMITTEE (LHRC)

June 23, 2009

## MINUTES

<b>PRESENT:</b>	
Joyce O'Brien	LHRC Member, Chairperson
Louise Beveridge	LHRC Member, Vice Chairperson
Dr. Rosanne Walters	LHRC Member, Secretary
Stewart Prost	Office of Human Rights
Brian Whitley	Office of Human Rights
Carey Chappell	Keystone Newport News
Chris Ruble	Keystone Newport News
Jill Adrian	Keystone Newport News
Pamela Mchristmer	Chessen and Associates
Heather Fisher	Family Solutions
Gregory Smith	Residential Living Options
Michael Bains	Brighter Futures
Patricia Bills	Alexander House
Allon Wright	Families In New Directions
Rachel Hyson	Family First of Virginia Beach/Lydia's House

<b>ABSENT:</b>	
Deborah Elliott	LHRC Member

### I. CALL TO ORDER

The meeting was called to order by Joyce O'Brien, Chairperson at 6:10 p.m.

### II. REVIEW OF THE MINUTES

The minutes for the March 17, 2009 meeting were reviewed. A motion was made Dr. Walters to accept the minutes as written. Motion was seconded by Ms. Beveridge. Vote was taken, all in favor.

### III. OLD BUSINESS

#### A. Topic: Family First of Virginia Beach/Lydia's House requesting continued temporary affiliation of Girls Group Home

Discussion: Family First of Virginia Beach/Lydia's House requests temporary affiliation for an additional location for girls ages 12-17 with moderate to serve emotional behavioral problems. Continued temporary affiliation was granted at the March 17, 2009 meeting.

Action: Family First of Virginia Beach/Lydia's House requests continued temporary affiliation for new location (girls group home). A motion was made by Dr. Walters to continue temporary affiliation for new location (girls group home). Motion was seconded by Ms. Beveridge. Vote was taken, all in favor.

**B. Topic: Keystone Newport News to discuss status of LHRC Board Member advertisement in local newspaper**

**December 9, 2008 LHRC Meeting:** It was discussed that an advertisement “Want Ad” in the Daily Press looking for a “Consumer” officer to be part of our Newport News Regional Local Human Rights Board was to be created. The affiliates agreed to divide the cost of the advertisement. Ms. Adrian will create the advertisement and e-mail it to all the affiliates and LHRC Board members for their approval prior to the end of December 2008.

**March 17, 2009 LHRC Meeting:** Ms. Adrian stated that the advertisement “Want Ad” was not written. Ms. Adrian along with other Keystone Newport News representatives (Mr. Ruble and Ms. Chappell) spoke to their CEO Mr. Robert Lehmann and they felt it would be more advantageous to the LHRC if we were to have an Article in the local newspaper about the Newport News Regional LHRC. By having an article in the paper it would also save the affiliates from having to pay. Ms. Adrian apologized for not getting with the affiliates in reference to this decision; however Ms. O’Brien and Mr. Daye were aware of the situation.

**June 23, 2009 LHRC Meeting:** Mr. Ruble from Keystone Newport News stated to the committee that the article was not written and that Keystone Newport News has provided four applicants to the OHR for consideration to sit on the LHRC board, one of the applicants has been chosen. Mr. Ruble continued to state that he would like to see other affiliates that are just as affected by the LHRC board vacancies provide candidates to the OHR.

Ms. Bills from Alexander House stated that she has two possible candidates for the “Consumer” positions. Ms. Bills will contact the two possible candidates and forward the names to Mr. Prost OHR.

Upon receipt of any new applications for review and approval Mr. Prost stated that a special meeting with the LHRC board members would need to be conducted. There does not have to be a quorum for this type of meeting.

Ms. Beveridge asked if we could increase the number of LHRC Board members. Mr. Prost said that the by-laws would have to be amended and there is a process for completing that request. For general information LHRCs are built on odd numbers 5 (quorum 3), 7 (quorum 4), 9 (quorum 5) (max).

Mr. Prost stated that the LHRC consist of at least a minimum of five (5) members. As required by Virginia Code, 1/3 of the LHRC members shall be consumers or family members of consumers, with at least two consumers who are currently receiving services, or have with five (5) years of initial appointment, received services. In addition, at least one appointment to the LHRC must be a health care provider.

**Action:**

OHR recommends that if the applicants from Alexander House are not considered an article does need to be written.

#### IV. NEW BUSINESS

- A. **Topic: Keystone Newport News submitted for LHRC approval revised Policies and Procedures on Human Rights-Resident's Rights and Human Rights-Receipt and Security of Cash and Valuables (Policies submitted (via e-mail) to LHRC Board Members prior to meeting for review)**

Discussion: Ms. Chappell provided feedback on the following policy changes:

**Human Rights-Resident's Rights Policy** only one (1) change was required in the first paragraph:

- Each resident shall receive upon admission, and every **6 months** (prior policy stated one (1) year) thereafter, a Bill of Rights and a Grievance Procedure, and will sign each document acknowledging receipt.

Ms. O'Brien pointed out to Ms. Chappell in the third paragraph that "is" needed to be changed to "if", see below:

- The Admissions Counselor will document on the form **is** - **if** the resident is informed of his/her rights, but refuses to sign the form.

**Human Rights-Receipt and Security of Cash and Valuables Policy** only one (1) change was required in the fourth paragraph:

- When cash or valuables are found during a resident search or resident belongings search, the staff member conducting the search will immediately process the cash or valuables using the procedure listed above. The valuables will then be placed in an envelope, properly labeled, and forwarded to Administration for secure storage.
- The change was to state exactly where the valuables were going to be stored along with the steps of storage.

Both policies were approved by the OHR and a letter has been received from OHR/Mr. Daye.

Action: Policies reviewed as written by the board members. No approval vote necessary.

- B. **Topic: Family First of Virginia Beach/Lydia's House is requesting temporary affiliation for In Home Care Program (Re-submitted to LHRC Board Members prior to meeting (via e-mail) "previously" approved polices)**

Action: Withdrawn by Ms. Hyson from Family First of Virginia Beach/Lydia's House.

#### V. ADVOCATE'S REPORT

- Mr. Prost from the OHR distributed a memo to the LHRC board members along with the affiliates of a law change by the General Assembly changing their department name. Memo verbiage below:
  - On July 1, 2009 the Department of Mental Health, Mental Retardation & Substance Abuse Services (DMHMRSAS) will officially change its name to the Department of Behavioral Health and Development Services (DBHDS). The new website for this Department will be; [www.dbhds.virginia.gov](http://www.dbhds.virginia.gov). All e-mail addresses for the DBHDS staff will change. For example, my new e-mail address will be; [stewart.prost@dbhds.virginia.gov](mailto:stewart.prost@dbhds.virginia.gov). However, the old e-mail address and the current website will continue to operate for another year.

- The 2<sup>nd</sup> memo Mr. Prost handed out was from the State Human Rights Committee. The memo was primarily for the affiliates stating the importance and responsibility of the providers to actively recruit when openings arise on their Local Human Rights committee in order to maintain a functional committee.
- Discussion was brought up about possibly changing the time of the meeting from evening to sometime during the day. Mr. Prost stated that this is just something to think about until we get the other LHRC board members on board. However, if the meeting continues to be conducted in the evening the hosting facility (Keystone Newport News) may want to provide more of a meal for the board members and the affiliates due to the time frame of the meeting. Virginia Beach/Lydia's House stated that they would like to see the meeting moved to 1:00pm in order to miss rush hour traffic. Dr. Walter's stated that if a duration time was placed on the meeting it would be better for scheduling purposes day or night.
- Mr. Prost handed out a grid lined spreadsheet (as an example) that could be adopted (with some re-work) by the affiliates to present all their investigations. The spreadsheet can be sent to the LHRC board members and OHR at least 5 days prior to the meeting so they can determine the incidents they want reviewed during closed session, which may also make the closed session run smoother and quicker. Ms. Adrian recreated the spreadsheet and gave it to Mr. Prost for his review. The updated spreadsheet will be sent out to the affiliates via e-mail as soon and approved by Mr. Prost. It was determined that the affiliates would send their investigations (spreadsheet) to Ms. Adrian via e-mail (no hard copies accepted) by the 1<sup>st</sup> business day of the meeting month (i.e., September 1, 2009). And in turn Ms. Adrian will consolidate the spreadsheets and e-mail to the LHRC board members and OHR.
- Mr. Brian Whitley new Human Rights Advocate was introduced to the committee.
- Update on March 17, 2009 LHRC Minutes: The Commonwealth Center for Children and Adolescents will remain open, but will be downsized and the Southeastern Virginia Training Center, will remain open, but rebuilt and the number will be decreased from 156 to 75 residents.
- Details forthcoming on new web based system for reportable incidents.
- The OHR will be conducting a new LHRC Board Member training tentatively scheduled for September 23, 2009 from 9:00am – 12:00pm at either Eastern State or Southeastern Virginia Training Center.

## VI. 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.

## VII. PUBLIC COMMENT

**The following comment was made by Joyce O'Brien LHRC Board Chair:**

- Ms. O'Brien thanked our two departing LHRC Board members Dr. Rosanne Walters and Lousie Beveridge for their many years of service to the Newport News Regional LHRC.

**The following comment was made by Carey Chappell, Keystone Newport News:**

- Ms. Chappell informed the committee that Chris Ruble has been named the CEO of Keystone Newport News.

**VIII. MEETING SCHEDULE 2009: September 8 / December 8**

**IX. 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 Solutions, Family First of Virginia Beach/Lydia's House, and Keystone Newport News pursuant to the regulations.

Dr. Walters made a motion to go into closed session at 7:05 p.m. to discuss issues evident in reports from Residential Living Options, Family Solutions, Family First of Virginia Beach/Lydia's House, and Keystone Newport News. The motion was seconded by Ms. Beveridge and unanimously approved.

**X. RECONVENED IN OPEN SESSION**

Motion: Upon reconvening in Open Session at 9:00 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).

**XI. LOCAL HUMAN RIGHTS COMMITTEE RECOMMENDATIONS**

**Residential Living Options:**

- No recommendations

**Family Solutions:**

- No recommendations

**Family First of Virginia Beach/Lydia's House:**

- No recommendations

**Keystone Newport News:**

- No recommendations

**XII. NEXT SCHEDULED MEETING**

The next regular LHRC meeting is scheduled for Tuesday, September 8, 2009 at 6:00 p.m. at Keystone Newport News.
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**XIII. ADJOURNMENT**

Ms. O'Brien adjourned the meeting at 9:05 p.m.

RESPECTFULLY SUBMITTED:

Joyce O'Brien, Chairperson

JO/ja