

NEWPORT NEWS REGIONAL LOCAL HUMAN RIGHTS COMMITTEE (NNRLHRC)

September 13, 201

MINUTES

PRESENT:	
Felicia Tyler	LHRC Member, Chair
Deborah Elliott	LHRC Member, Co-Chair
Robin Rukin	LHRC Member, Secretary
Robert Thompson	LHRC Member
Stewart Prost	Office of Human Rights
Hillary Zaneveld	Office of Human Rights
Tomeka Frederick	Brighter Futures
Danielle Wade	Chessen and Associates
Heather Fisher	Family Solutions
Barbara Farrell	Residential Living Options
Coston Griffin	Alexander House
Darnell Parker, Jr.	C.A.T.C.H
Patina Sharpe	Guiding Young Girls
Simone Dreher	Guiding Young Girls
Robert Stitt, Jr.	Inner Circle
Ednora Mason	Heart & Soul
Bobbie Bradley	Heart & Soul
Vincent Hamilton	Heart & Soul and Volunteer Liaison with Faith Hope Care Provider
Pierre Ames	Opportunities for Growth
Clarence Mayo	Faith Hope Care Provider
Chris Ruble	Newport News Behavioral Health Center
Carey Chappell	Newport News Behavioral Health Center
Jill Adrian	Newport News Behavioral Health Center
ABSENT:	
None	

I. **CALL TO ORDER**

The meeting was called to order by Ms. Tyler, Chairperson at 2:05pm.

II. **REVIEW OF THE MINUTES**

The minutes for the June 14, 2011 meeting were reviewed. A motion was made by Ms. Elliott to accept the minutes as written. Motion was seconded by Mr. Thompson. Vote was taken, all in favor.

III. **OLD BUSINESS – No Old Business**

IV. **NEW BUSINESS**

A. Topic: **Opportunities For Growth to brief their program and request affiliation**

Overview: Mr. Pierre Ames briefed the Newport News Regional LHRC (NNRLHRC) board members about their program.

Opportunities For Growth, LLC provides Intensive In-Home Services to children and families in the Newport News Region.

Action: A motion was made by Mr. Thompson to affiliate Opportunities For Growth to include the approval of their behavioral management policy and program rules of conduct. Motion was seconded by Ms. Rukin. Vote was taken, all in favor.

Note: Cooperative Agreement was received by OHR and signed during the meeting by Ms. Tyler, NNRLHRC Chair.

B. Topic: Faith Hope Care Provider to brief their program and request affiliation

Overview: Mr. Vincent Hamilton briefed the NNRLHRC board members about their program.

Faith Hope Care Provider, LLC provides individuals with a variety of inclusive resident and community opportunities to mainstream back into the community.

Action: A motion was made by Ms. Elliott to affiliate Faith Hope Care Provider to include the approval of their behavioral management policy and program rules of conduct. Motion was seconded by Mr. Thompson. Vote was taken, all in favor.

C. Topic: Family Solutions to brief their new Adult Group Home program and request affiliation

Overview: Ms. Heather Fisher briefed the NNRLHRC board members about their program.

Family Solutions is seeking to modify one of their licenses at their 2111 Greenwood location from its current 16-21 years of age to 18 years of age and up.

Action: A motion was made by Ms. Tyler to affiliate Family Solutions new Adult Group Home to include the approval of their behavioral management policy and program rules of conduct. Motion was seconded by Ms. Rukin. Vote was taken, all in favor.

D. Topic: Approval of revised Newport News Behavioral Health Center's Contraband Policy

Overview: Ms. Carey Chappell from Newport News Behavioral Health Center briefed the revised changes to their Contraband policy to the NNRLHRC board members. Earrings have been added to the Contraband Policy as a banned substance at their facility. Per Ms. Chappell earrings will be reintroduced to the residents at higher program levels of their treatment and up to the discretion of their Program Director.

Action: A motion was made by Mr. Thompson to accept the revised Newport News Behavioral Health Center's Contraband Policy. Motion was seconded by Ms. Elliott. Vote was taken, all in favor.

V. ADVOCATE'S REPORT

- Mr. Prost introduced Hillary Zaneveld, new OHR Human Rights Advocate. Ms. Zaneveld will be the OHR liaison for the NNRLHRC starting in December.

- Mr. Prost stated that the OHR is still interviewing for an additional Human Rights Advocate.
- The State Human Rights Office has standardized the period a report covers. The quarters for all LHRCs are: 1st Qtr January 1 – March 31, 2nd Qtr April 1– June 30, 3rd Qtr July 1 – September 30, and 4th Qtr October 1– December 31. A partial 3rd quarter report will be submitted to Ms. Margaret Walsh for this meeting; however the December 2011 will have the actual 3rd quarter data. A suggestion for the December meeting would be to have the>NNLHRC board members change the meeting months to January, April, July, October for 2012 to reflect the standardized quarters. The annual report will be due by January 15, 2012. The annual report will only cover July 1 – December 31, 2011, due to the new format requirements in Region V.
- Ms. Zaneveld stated that it is the recommendation of the OHR that the synopsis of any incidents on the quarterly report be separated and presented during closed session.
- It is also the recommendation of the OHR to mail (not e-mail) all Quarterly and Annual Reports (in their entirety) by each individual provider to each of the board members and OHR two week prior to an LHRC meeting. This includes any synopsis of incidents on the quarterly report.
- The Cooperative Agreement was handed out and briefed by Mr. Prost and Ms. Zaneveld. The agreement **needs** to be filled out by the Provider and brought to the December 13th meeting for the Chair, Mr. Tyler to sign. It is very important to have any individual that will representing your organization at an LHRC listed on the agreement. If a Provider sends an individual not listed on the agreement that Provider will not be noticed by our committee.
- Mr. Prost and Ms. Zaneveld handed out a memo regarding the process for Providers seeking DBHDS approval for the addition of a new location of a licensed service in the same region.
- Freedom of Information Act training was provided by Ms. Zaneveld at the conclusion of closed session business.

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 read aloud and received from all affiliates in attendance.

VII. PUBLIC COMMENT

The following comment was made by Ms. Deborah Elliott:

- Ms. Elliott a member of the DBHDS Cultural & Linguistic Competence Steering Committee briefed the>NNRLHRC. To learn more about DBHDS CLC committee and what they have to offer, visit <http://www.dbhds.virginia.gov/ohrdm-clc.htm>.

The following comment was made by Manica Key, Family Sharing:

- Ms. Key is visiting our LHRC because of interest in our area. Ms. Key is from Family Sharing which provides sponsored residential services in Regions 1 and 6.

VIII. CLOSED SESSION

Motion: At 3:45pm Ms. Elliott moved that the NNRLHRC go into executive session, pursuant to Virginia Code 2.2-371(A), for the protection of privacy of individuals and their records in personal matters not related to public business, namely to conduct an interview for membership to the committee and review serious incidents from Alexander House, Residential Living Options, Family Solutions, and Newport News Behavioral Health Center pursuant to the regulations. Ms. Rukin seconded the motion. Vote was taken, all in favor.

Freedom of Information Act training to the LHRC members was conducted at the conclusion of closed session and after each person so certified. See notation under Advocate Report.

IX. RECONVENED IN OPEN SESSION

Motion: At 4:40pm a motion was made by Ms. Elliott to reconvene into Open Session. Motion seconded by Mr. Thompson and each member so certified that to the best of each members knowledge only private business matters lawfully exempted from statutory open meeting requirements and only private business matters identified in the motion to convene the executive session were discussed in executive session.

X. LOCAL HUMAN RIGHTS COMMITTEE RECOMMENDATIONS

The committee members voted to recommend Mr. Tim Russell to the SHRC for membership to the Newport News Regional LHRC.

Alexander House:

- No recommendations

Residential Living Options:

- No recommendations

Family Solutions:

- No recommendations

Newport News Behavioral Health Center:

- No recommendations

XI. MEETING SCHEDULE 2011 (2:00-4:00pm): Dec 13

XII. NEXT SCHEDULED MEETING

The next regular LHRC meeting is scheduled for Tuesday, December 13, 2011 at 2:00pm at Newport News Behavioral Health Center
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XIII. ADJOURNMENT

Ms. Tyler adjourned the meeting at 4:45pm

RESPECTFULLY SUBMITTED: Felicia Tyler, Chairperson

FT/ja