

****DRAFT****

Norfolk Regional Local Human Rights Committee Minutes

Date of Meeting: April 16, 2008

**Denotes attendance at this meeting*

Committee Members: Cheryl Layman-Chairperson*
Dr. Giovanni Scott- Vice-Chairperson*
Brian Gretzler-member*
Kelly Wilson-member*

Office of Human Rights: **Stewart Prost**, Office of Human Rights*

Other Attendees: n/a

Program Affiliates: Neighbor To Family
Ashanti House

Temporary Program Affiliates: Alliance of Community Provisions
Community Group Home
Giving Hearts, LLC
Brighton Garden

I. Call to Order: Chairwoman Cheryl Layman called the meeting to order at 6:50 pm m at Community Personal Care

II. Motion to Approve Agenda: The committee approved the agenda.

III. Approval of Minutes: The minutes were approved

IV. Advocate's Report

Mr. Prost stated The Office of Human Rights is conducting unannounced reviews. They average about 18 unannounced reviews per year. Revised Human Rights polices and procedures were due March 1, 2008. Board member Babette Robinson resigned due to scheduling conflicts. Committee members completed training on February 9, 2008, and will also complete a video based training in the near future.

V. Treasurers Report

Bank Balance: \$2500.00

Withdraws/reimbursements: \$102.00 to Community Personal Care

Program are required to submit receipt before reimbursement
Treasurer will keep financial records

Treasure will add Secretary's name to account (per affiliate agreement)

V. Public Comment: There was no public comment

VI. Program Reports-Current Affiliates

Name of Program: Neighbor To Family

Number of Clients: 4

Staff to Client Ratio: 1:4

Program Changes: none

Addition of New Programs: none

Administrative Changes: none

Policy Changes that Impact of Clients in the Program: none

Changes in Handbooks Once Approved by the LHRC: none

Number of Complaints or Abuse Cases: none

Use of Restraint or Seclusion: none

Licensure or Human Right Reviews: Human Rights, March 24, 2008

*program rules approved.

Name of Program: Ashanti House

Number of Clients: 4

Staff to Client Ratio: 2:4

Program Changes: none

Addition of New Programs: none

Administrative Changes: none

Policy Changes that Impact of Clients in the Program: none

Changes in Handbooks Once Approved by the LHRC: none

Number of Complaints or Abuse Cases: none

Use of Restraint or Seclusion: none

Licensure or Human Right Reviews: yes

Name of Program: Giving Hearts, LLC

Number of Clients: 0

Staff to Client Ratio: 0

Program Changes: none

Addition of New Programs: none

Administrative Changes: none

Policy Changes that Impact of Clients in the Program: none

Changes in Handbooks Once Approved by the LHRC: none

Number of Complaints or Abuse Cases: none

Use of Restraint or Seclusion: none

Licensure or Human Right Reviews: none

Name of Program: Brighton Gardens, LLC

Number of Clients: 0
Staff to Client Ratio: 0
Program Changes: none
Addition of New Programs: none
Administrative Changes: none
Policy Changes that Impact of Clients in the Program: none
Changes in Handbooks Once Approved by the LHRC: none
Number of Complaints or Abuse Cases: none
Use of Restraint or Seclusion: none
Licensure or Human Right Reviews: none

Name of Program: Community Groups Home (The Healing Place)
Number of Clients: 1
Staff to Client Ratio: 1:1
Program Changes: none
Addition of New Programs: none
Administrative Changes: none
Policy Changes that Impact of Clients in the Program: none
Changes in Handbooks Once Approved by the LHRC: none
Number of Complaints or Abuse Cases: none
Use of Restraint or Seclusion: none
Licensure or Human Right Reviews: none

Name of Program: Alliance of Community Provisions
Number of Clients: 0
Staff to Client Ratio: 0
Program Changes: none
Addition of New Programs: none
Administrative Changes: none
Policy Changes that Impact of Clients in the Program: none
Changes in Handbooks Once Approved by the LHRC: none
Number of Complaints or Abuse Cases: none
Use of Restraint or Seclusion: none
Licensure or Human Right Reviews: none

Name of Program: Achiever's House
Number of Clients: 0
Staff to Client Ratio: 0
Program Changes: none
Addition of New Programs: none
Administrative Changes: none
Policy Changes that Impact of Clients in the Program: none
Changes in Handbooks Once Approved by the LHRC: none
Number of Complaints or Abuse Cases: none

Use of Restraint or Seclusion: none
Licensure or Human Right Reviews: none

The following programs were granted permanent affiliation:

- Community Group Home
- Brighton Garden

Temporary affiliation was extended to the following programs:

- Alliance of Community Provisions
- Giving Hearts, LLC
- Achiever's House

VIII. Requests for Affiliation

Destiny's House:

- Patrice and James Matthews presented Destiny's House, and was granted temporary affiliation.
- Behavior Management Policies and Program rules were approved, with changes submitted to the committee before the next meeting.

Queen's House

- Mr. Opoku presented Queen's House, and was granted temporary affiliation.
- Behavior Management Policies and Program rules were approved.

VIII. Administrative Issues

Affiliates will meet on May 21, 2008 at Community Personal Care
Committee members request that they receive any material submitted for review
at least once week prior to the scheduled meeting.

IX. Schedule of Meetings

Meetings for the remainder of the year:

- July 8, 2008 6:30 pm
- October 14, 2008, 6:30 pm
- January 13, 2009, 6:30 pm

All meeting will be held at Community Personal Care

X. Adjournment

The meeting was adjourned by Chairperson Cheryl Layman at 8:10 pm

Submitted by:

Approved by:

Lisa Duez
Recorder and & Support

LHRC Committee Secretary