

DRAFT

Norfolk Regional Local Human Rights Committee Minutes

Date of Meeting: April 14, 2009

***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: Jerolin Management Services

Program Affiliates: Neighbor To Family, Including the In-home Counseling Services
Ashanti House
Community Group Home
Brighton Garden
Giving Hearts, LLC
Destiny's House
National Coalition for Youth and Families USA, Inc.
Positive Pathways, Inc.

Temporary Program Affiliates: Alliance of Community Provisions
Queen's House
Dominion Day Services
Virginia Baptist Children's Home
Judy's Place

I. Call to Order: -Chairwoman Cheryl Laymen called the meeting to order at 6:55 pm at Community Personal Care. At that time a quorum was not present. Dr. Scott, Kelly Wilson, and Brian Gretzler called ahead to say that they would be late in arriving. The affiliate reports were given until they arrived.

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

III. Approval of Minutes: The minutes were approved.

IV. Advocate's Report

Mr. Prost informed everyone that the department needs new members due to retirement, and that there are two openings on the committee-one for a consumer, and one for a healthcare provider. He announced Brian Whitley as a new advocate. Mr. Prost also conducted mandatory training for the committee members on The Freedom of Information Act.

V. Treasurers Report

Mr Opuku was not present, but sent his report by Mr. Anthony Harris. There was no breakdown of expenses and new monies collected. This was found to be unacceptable to the committee members. The committee therefore requested that the treasurer call Chairwoman Layman and Mr. Prost with an accounting of expenses. Also, the treasurer needs to give an accurate report for the last quarter to the committee members prior to the next meeting. This is doubly important because the new fiscal year begins in July and the books need to be in order.

VI. Public Comment: There was no public comment

VII. Program Reports-Current Affiliates

Name of Program: Neighbor To Family

Number of Clients: Outpatient-10 In-Home 2

Staff to Client Ratio: 1:10 1:2

Program Changes: none

Addition of New Programs: in home

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: Ashanti House

Number of Clients: 6

Staff to Client Ratio: 2:6

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: Queen's House

Number of Clients: 2

Staff to Client Ratio: 1: 2

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: Giving Hearts, LLC

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: Brighton Gardens, LLC

Number of Clients: 2

Staff to Client Ratio: 1:2

Program Changes: 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: 0

Staff to Client Ratio: none

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

Temporary affiliation extended

Name of Program: National Coalition for Youth and Families

Number of Clients: 3

Staff to Client Ratio: 1:3

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:

Name of Program: Destiny's House

Number of Clients: 2

Staff to Client Ratio: 1:2

Program Changes: none

Addition of New Programs: Intensive in-home service (adolescents)

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: 2

Staff to Client Ratio: 1:2

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: Positive Pathways, Inc.

Number of Clients: 8

Staff to Client Ratio: 4:8

Program Changes: none

Addition of New Programs: Mental Health Support

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: Family & Youth Foundations & Counseling Services –
not in attendance**

Number of Clients:0

Staff to Client Ratio: 2:0

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: Virginia Baptist Children's Home and Family Services
D.B.A Hope Tree Family Services**

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

Requested continuance of temporary affiliation for in-home and residential programs; have sent in package for licensing and are awaiting approval.

Name of Program: Judy's Place

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: Dominion Day Services

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

Temporary affiliation was extended to the following programs:

Judy's Place

Brighton Gardens-second location

Dominion Day Services

VIII. Requests for Affiliation

Jerolin Management attended the meeting to request temporary affiliation, but two of the committee members had not received their packets. They will return to the July 14, 2009 meeting to present their program.

IX. Administrative Issues

Dr. Giovanni Scott tendered her resignation effective July 1 citing an increased patient workload.

Family and Youth Counseling-No Call, No Show-temporary affiliation rescinded. (They were also responsible for providing the food for the meeting-unable to reach Mr. Sankofa by phone)

Sondre' Fleming resigned as secretary of the affiliates effective this meeting.

There will be a special call meeting for the affiliates held on Wednesday, April 29, 2009 at 6:30pm at Community Personal Care. The purpose of this meeting will be to elect a new secretary and liaison.

X. Schedule of Meetings

Calendar approved for 2009-2010 dates

July 14, 2009

October 13, 2009

January 14, 2010

All meetings will start at 6:30pm and will be held at Community Personal Care until further notice.

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XI. Adjournment

The meeting was adjourned by Brian Gretzler at 8:15 pm.

Meeting Attendees

Lisa Duez-Neighbor To Family

Sondre' Fleming- Community Group Homes, LLC.

Jean Chapman-Brighton Gardens

Tijuana Bell-Brighton Gardens

Ademola Adelugba-Achiever's House

Patrice Matthews - Destiny House

Alice Robinson-Giving Hearts

Anthony Harris-Ashanti House & Queen's House

Gwen Proctor-Alliance of Community Provisions

Gregg Proctor- Alliance of Community Provisions

Crystal Burgess-Virginia Baptist Children's Home (Hope Tree Family Services)

Deleshia Williams-Positive Pathways, Inc.

Judy Askew-Judy's Place
Franklin Hassell-National Coalition for Youth and Families
Darius Brown-Dominion Day Services
Jerome Taylor-Dominion Day Services
Debbie Garris- Jerolin Management Services
Jenell Mines -Jerolin Management Services
Erika Slayton -Jerolin Management Services

Submitted by: Approved by:

Sondre' Fleming/ Deborah Scoggins
Recorder & Support LHRC Committee Secretary