

## Norfolk Regional Local Human Rights Committee Minutes

**Date of Meeting:** January 12, 2010

**\*Denotes attendance at this meeting**

**Committee Members:** Brian Gretzler-Chairperson \*  
Lynette Askew- Vice-Chairperson\*  
Kelly Wilson-Secretary\*  
Lisa Lockwood- member\*  
Jeff Hoyt-member\*

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

**Other Attendees:** None

**Program Affiliates:** Neighbor To Family  
Ashanti House  
Brighton Garden  
Giving Hearts, LLC  
Achiever's House  
Destiny's House  
Dominion Day Services  
Virginia Baptist Children's Home (HopeTree)  
Family and Youth Foundations Counseling Services  
Positive Pathways, Inc.  
Achiever's House  
Queen's House  
National Coalition for Youth and Families USA  
Jerolin Management

**Temporary Program Affiliates:** Alliance of Community Provisions  
Judy's Place  
Divine Residential Services

**I. Call to Order:** -Chairman Brian Gretzler called the meeting to order at 6:44 pm 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 reviewed the process for new program providers and existing providers adding a service and adding a location.

Mr. Prost also reminded all affiliates that the Department of Mental Health, Mental Retardation and Substance Abuse is now the Department of Behavioral Health and Developmental Services.

#### **V. Treasurers Report**

Mr. Sankofa reported that there is currently a balance of \$4, 846.86 in the Norfolk LHRC account. He has only received yearly dues from two affiliates. All existing affiliates were reminded that they needed to pay the agreed upon \$100 yearly dues. All new program affiliates are expected to pay \$250.00 yearly dues.

**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: none

Administrative Changes: N. Clark Earl is the new Director of NTF. Christopher Younkins, therapist, resigned effective 12/23/09.

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

Sherrie Parker was present in place of N. Clark Earl, Director.

##### **Name of Program: Ashanti House**

Number of Clients: 5

Staff to Client Ratio: 2:5

Program Changes: none

Addition of New Programs: none

Administrative Changes: none

Policy Changes that Impact of Clients in the Program: Mr. Opoku reported that method of behavioral management (physical restraint) had been changed from CPI to TOVA (Therapeutic Options of Virginia)

Changes in Handbooks Once Approved by the LHRC: Mr. Opoku reported that method of behavioral management (physical restraint) had been changed from CPI to TOVA (Therapeutic Options of Virginia)

Number of Complaints or Abuse Cases: 0

Use of Restraint or Seclusion: 0

Licensure or Human Right Reviews: none

**Name of Program: Alliance of Community Provisions**

Number of Clients: 0

Staff to Client Ratio: 0:0

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 continued**

**Name of Program: Brighton Gardens, LLC.**

Number of Clients: 7

Staff to Client Ratio: 1 to 4; 1 to 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: none

**Name of Program: Giving Hearts**

Number of Clients: 2

Staff to Client Ratio: 1:2

Program Changes: none

Administrative Changes: New address: 3865 Forest Glen Road, VA Beach, VA 23452.

Brookie Chandler reported that letters had been sent to Human Rights and Licensing notifying them of the new address.

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

**Giving Hearts' permanent affiliation was reinstated by the Committee.**

**They had been moved to temporary affiliation at the October 2009**

**meeting when there was no representative from the agency present.**

**Name of Program: Achiever's House**

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: Destiny's House**

Number of Clients: Residential 1; Intensive in-home: 13  
Staff to Client Ratio: Residential 1:1; Intensive in-home 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: none

**Name of Program: Dominion Day Services**

Number of Clients: 15  
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: none

**Name of Program: Virginia Baptist Children's Home and Family Services  
(doing business as HopeTree Family Services)**

Number of Clients: Residential: 2; In-home: 0  
Staff to Client Ratio: Residential 1:2; In-home: 0:0  
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: Family and Youth Foundations Counseling Services**

Number of Clients: 40  
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: none

**Name of Program: Positive Pathways**

Number of Clients: 10  
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: Queen's 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: Mr. Opoku reported that method of behavioral management (physical restraint) had been changed from CPI to TOVA (Therapeutic Options of Virginia)  
Changes in Handbooks Once Approved by the LHRC: Mr. Opoku reported that method of behavioral management (physical restraint) had been changed from CPI to TOVA (Therapeutic Options of Virginia)  
Number of Complaints or Abuse Cases: none  
Use of Restraint or Seclusion: none  
Licensure or Human Right Reviews: none

**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

**No representative present at the meeting. Affiliation was dropped.**

**Name of Program: National Coalition for Youth and Families, USA, INC**

Number of Clients: 30

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: none

**Name of Program: Jerolin Management Services, LLC**

Number of Clients: 0

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: Divine Residential Services**

Number of Clients: 0

Staff to Client Ratio: 0:0

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

**No representative was present at the meeting. Affiliation was dropped.**

**Temporary affiliation was extended to the following programs:**

Alliance of Community Provisions

**VIII. Requests for Affiliation**

No requests for affiliation.

### **IX. Administrative Issues**

Ms. Patrice Matthews, Committee Liaison, reviewed that refreshments will be provided by affiliates in alphabetical order. Ms. Crystal Burgess, Secretary, asked if all providers could verify their email and contact information before leaving the meeting.

### **X. Schedule of Meetings**

The next meeting will be held on April 13, 2010. Mr. Brian Gretzler, Committee Chairperson, discussed future meetings being held at the Pretlow Library as this would be the last meeting held at Community Personal Care. The Pretlow Library is located at 111 W. Ocean View Avenue, Norfolk, VA 23503, (757) 441-1750. It was agreed upon that future meetings would continue to be held on the 2<sup>nd</sup> Tuesday of the first month in each quarter at 6:30pm. The 2010 meeting schedule is as follows: April 13, July 13, and October 12, 2010. The Secretary will send out an updated 2010 schedule of meetings to be posted on the DBHDS website.

**XI. Executive Session-** no executive session held at this meeting.

### **XII. Adjournment**

The meeting was adjourned at about 7:30 PM.

### **Meeting Attendees**

Leon Sankofa- Family and Youth Foundations  
Kimberly Johnson- Family and Youth Foundations  
Jean Chapman- Brighton Gardens  
Darius Brown- Dominion Day Services  
Genice Mines-Jerolin Services  
Erika Slayton- Jerolin Services  
Linda Jones-Jerolin Services  
Brookie Chandler- Giving Hearts  
Patrice Matthews- Destiny's House  
Tijuara Bell- Brighton Gardens  
Gwen Proctor- Alliance of Community Provisions  
Baffour Opoku- Ashanti House & Queen's House  
Deleshia Williams- Positive Pathways  
Beth Duchett- Achiever's House  
Franklin Hassell- National Coalition for Youth and Families  
Sherrie Parker- Neighbor to Family  
Crystal Burgess- VA Baptist Children's Home (d.b.a. HopeTree FS)  
Submitted by:

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Crystal Burgess  
LHRC Committee Secretary