

## Norfolk Regional Local Human Rights Committee Minutes

**Date of Meeting:** April 20, 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

**I. Call to Order:** -Chairman Brian Gretzler called the meeting to order at 6:58 pm at the Pretlow Library.

**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 that his office is short staff due to a staff person leaving in the near future and that there are only two individuals working in his office. He stated that at the next meeting he will have something in writing for the affiliates that outlines the process of adding services.

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

Mr. Sankofa reported that there is currently a balance of \$4,8450.86 in the Norfolk LHRC account.

**VI. Public Comment:** There was no public comment.

#### **VII. Program Reports-Current Affiliates**

##### **Name of Program: Neighbor To Family**

Number of Clients: In-Home: 0 Intensive in-home: 0 Outpatient: 0

Staff to Client Ratio: 0:0

Program Changes: Programs are being reviewed/updated.

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: 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: 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: 8  
Staff to Client Ratio: 1 to 4; 2 to 4  
Program Changes: none  
Addition of New Programs: Day Support Program  
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: 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: Destiny's House**

Number of Clients: Residential 3; Intensive in-home: 12  
Staff to Client Ratio: Residential 1:3; Intensive in-home 1:3 or 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: Dominion Day Services**

Number of Clients: 17  
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: 42  
Staff to Client Ratio: 1:5  
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: 12  
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: Queen's 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: none

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

Number of Clients: 35  
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: 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: 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

**There was no representative present from Judy's Place at the 1/12/10 meeting and therefore temporary affiliation had been dropped. Ms. Judy Askew was present at the meeting to request temporary affiliation. She cited a personal issue for her reason for not being present at the last meeting. Temporary affiliation was granted.**

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

Alliance of Community Provisions

#### **VIII. Requests for Affiliation**

**Brighton Gardens, Day Support Program:** The committee approved the program rules and granted temporary affiliation for the addition of this program.

**Jerolin Management:** temporary affiliation was granted for new program.

**Judy's Place:** There was no representative present from Judy's Place at the 1/12/10 meeting and therefore temporary affiliation had been dropped. Ms. Judy Askew was present at the meeting to request temporary affiliation. She cited a personal issue for her reason for not being present at the last meeting. Temporary affiliation was reinstated.

**Family & Youth Foundations, Day Treatment Program:** The committee declined from granting temporary affiliation for this new program until they receive the required information about the new service. Once they have received the required material, they may hold a special meeting to grant affiliation.

#### **IX. Administrative Issues**

Ms. Patrice Matthews will continue as Committee Liaison, Ms. Crystal Burgess will continue as Secretary, and Mr. Leon Sankofa will continue to serve as treasurer. Mr. Sankofa asked for affiliates to have receipts with them at the meeting to be turned in for reimbursement for refreshments. It was determined that affiliates should spend no more than \$100-150 on refreshments for the meeting. Some affiliates have not paid their yearly dues. New program affiliates are required to pay \$250, existing affiliates pay \$100. Those affiliates that paid \$500 are not required to pay dues this year. We will not hold an affiliates meeting this year as none of the officers of the committee have changed.

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

The next meeting will be held on July 26th, 2010 at The Pretlow Library located at 111 W. Ocean View Avenue, Norfolk, VA 23503, (757) 441-1750. The meeting will begin at 6:30pm.

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

**XII. Adjournment**

The meeting was adjourned at 7:50pm.

**Meeting Attendees**

Leon Sankofa- Family and Youth Foundations

Darius Brown- Dominion Day 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

N. Clark Earl- Neighbor to Family

Crystal Burgess- VA Baptist Children's Home (d.b.a. HopeTree FS)

Judy Askew-Judy's Place

Submitted by:

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Crystal Burgess

LHRC Committee Secretary