

## Norfolk Regional Local Human Rights Committee Minutes

**Date of Meeting:** October 27, 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

**Temporary Program Affiliates:** Alliance of Community Provisions  
Judy's Place  
Jerolin Management  
Progressive Counseling Services LLC

**I. Call to Order:** -Chairman Brian Gretzler called the meeting to order at 6:47pm 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 Katheryn Ketch is retiring at the end of the year and he is currently unsure if her position will be filled. Mr. Prost stated that all providers

should send documentation that is related to licensing directly to the licensing specialist and send a copy to the Office of Human Rights. Also providers should send Serious Incident Reports (incidents resulting in hospitalization or death) to both the Office of Human Rights and the providers licensing specialist (no longer just licensure).

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

Mr. Sankofa reported that there is currently a balance of \$4,712.19 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: N/A Intensive in-home: N/A Outpatient: N/A

Staff to Client Ratio: N/A

Program Changes: N/A

Addition of New Programs: N/A

Administrative Changes: N/A

Policy Changes that Impact of Clients in the Program: N/A

Changes in Handbooks Once Approved by the LHRC: N/A

Number of Complaints or Abuse Cases: N/A

Use of Restraint or Seclusion: N/A

Licensure or Human Right Reviews: N/A

**There was no representative present from Neighbor To Family at the meeting therefore their status was moved from permanent affiliation to temporary affiliation.**

##### **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: 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: 0:0

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            Day Support: 4  
Staff to Client Ratio: 1 to 4; 2 to 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: Giving Hearts**

Number of Clients: 4  
Staff to Client Ratio: 2:4  
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: 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 3; Intensive in-home: 17  
Staff to Client Ratio: Residential 1:3; Intensive in-home 1:3 or 1:4

Program Changes: none  
Addition of New Programs: none  
Administrative Changes: Name change: Greater Williamsburg Residential Facility, LP for Residential Program and Intensive In-Home Counseling & Mentoring Division, LP for intensive in-home program.  
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: Licensure review on 10/25/10 in Residential. Agency was in compliance.

**Name of Program: Dominion Day Services**

Number of Clients: 17  
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: Virginia Baptist Children's Home and Family Services  
(doing business as HopeTree Family Services)**

Number of Clients: Residential: 3; In-home: 0  
Staff to Client Ratio: Residential 1:3; 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: 55  
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

**Temporary affiliation was continued for Therapeutic Day Treatment program.**

**Name of Program: Positive Pathways**

Number of Clients: 10

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: 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: 40

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: Licensing review on 7/21/10.

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

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: 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  
**Temporary affiliation was discontinued as there was no representative from Judy's Place present at the meeting.**

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

Alliance of Community Provisions  
Jerolin Management

**VIII. Requests for Affiliation**

**Progressive Counseling Services LLC:** Mr. Baffour Opoku requested affiliation for mental health support for individuals 18 years old and older.  
**Temporary affiliation was approved.**

**IX. Administrative Issues**

This is Patrice Matthews' last meeting as serving as the liaison for the LHRC Committee. Other affiliates are encouraged to step forward to volunteer for the position of liaison for future meetings.

**X. Schedule of Meetings**

The next meeting will be held on January 10, 2011 at The Pretlow Library located at 111 W. Ocean View Avenue, Norfolk, VA 23503, (757) 441-1750. The meeting will begin at 6:30p.

**XI. Executive Session- None**

**XII. Adjournment**

The meeting was adjourned at 7:25pm.

**Meeting Attendees**

Leon Sankofa- Family and Youth Foundations

LaTonya Walker- Dominion Day Services

Genice Mines- Jerolin Services

Alice Robinson- Giving Hearts

Patrice Matthews- Destiny's House

Tijuara Bell- Brighton Gardens

Jean Champan- Brighton Gardens

Gwen Proctor- Alliance of Community Provisions

Baffour Opoku- Ashanti House & Queen's House

Delisha Williams, Kimberly Foster- Positive Pathways

Beth Duckett- Achiever's House

Franklin Hassell- National Coalition for Youth and Families

Katie Murphy- VA Baptist Children's Home (d.b.a. HopeTree FS)

Baffour Opoku- Progressive Counseling Services LLC

Submitted by:

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Crystal Burgess

LHRC Committee Secretary