

Norfolk Regional Local Human Rights Committee Minutes

Date of Meeting: January 10, 2011

***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
Jerolin Management
Progressive Counseling Services LLC

I. Call to Order: -Chairman Brian Gretzler called the meeting to order at 7:06pm 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 reported that Kathryn Ketch did retire and that the office currently consisted of Mr. Deye and himself. There are plans for another full-time advocate to begin work by the end of the month and for a part-time person to start in the near

future. Mr. Prost also reported that in December it was voted on to implement new practices, bi-laws, and cooperative agreements for the LHRCs. Information packets regarding the changes were given to the Committee members by Mr. Prost and the bi-laws and model cooperative agreement were reviewed. Mr. Prost stated that changes need to be implemented by 6/30/11 so between now and the next meeting in April the Committee needs to review the new bi-laws and decide what actions are to be taken. Changes will be implemented and reviewed at the April 11th meeting. Mr. Prost also reported that all affiliates need to send a yearly Seclusion and Restraint Report to Ms. Marion Greenfield, Director of Clinical Quality & Risk Management with DBHDS, by January 15th. The form can be found on the DBHDS website.

V. Treasurers Report

Mr. Sankofa reported that there is currently a balance of \$4,533.21 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

Mr. Prost reported that Neighbor to Family had turned in their license and would therefore no longer need LHRC affiliation.

Name of Program: Ashanti House

Number of Clients: 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

Mr. Opuku reported that Ashanti house has been closed. Therefore that program no longer requires LHRC affiliation.

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 Day Support: 5
Staff to Client Ratio: 1 to 4; 2 to 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: One case of abuse (Peer-to-Peer) and one Human Rights complaint over the past quarter. Both issues have been resolved.
Use of Restraint or Seclusion: none
Licensure or Human Right Reviews: none

Name of Program: Giving Hearts

Number of Clients: N/A
Staff to Client Ratio: N/A
Program Changes: none.
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 Giving Hearts. Affiliation was moved from permanent to temporary affiliation.

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: Greater Williamsburg Residential Facility and Intensive In-home Counseling & Mentoring Division (formerly Destiny's House)

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

Number of Clients: 22
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: 44
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: 15
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: Queen's 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: National Coalition for Youth and Families, USA. INC

Number of Clients: 38
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: 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: Progressive Counseling 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 continued.

Temporary affiliation was extended to the following programs:

Alliance of Community Provisions
Jerolin Management
Progressive Counseling Services

VIII. Requests for Affiliation

There were no requests for affiliation.

IX. Administrative Issues

The affiliates still need someone to fill the liaison position. The meetings for the 2011 year have been scheduled.

X. Schedule of Meetings

The next meeting will be held on April 11, 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 7:52pm.

Meeting Attendees

Leon Sankofa- Family and Youth Foundations

Darius Brown- Dominion Day Services

Genice Mines- Jerolin Services

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

Kimberly Foster- Positive Pathways

Beth Duckett- Achiever's House

Franklin Hassell- National Coalition for Youth and Families

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

Doretha Selby-Diggs-Queen's House

Baffour Opoku- Progressive Counseling Services LLC

Submitted by:

Crystal Burgess

LHRC Committee Secretary