

Norfolk Regional Local Human Rights Committee Minutes

Date of Meeting: April 11, 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:

Brighton Garden
Achiever's House
Destiny's House
Dominion Day Services
Virginia Baptist Children's Home (HopeTree)
Family and Youth Foundations Counseling Services
Positive Pathways, Inc.
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 6:54pm 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 there will be a new Human Rights Advocate starting May 10th and that the position of secretary has been filled. Mr. Prost reported that they continue to be short staffed and that incident reports need to be faxed to the office and not called in. Mr. Prost also mentioned that there would be an online information system for finding information. Mr. Prost reviewed the procedures for implementing bylaws and the cooperative agreement for the human rights

committees and when they would take effect. The Committee members recommended approval for the bylaws and cooperative agreement

V. Treasurers Report

Mr. Sankofa reported that there is currently a balance of \$4,319.27 in the Norfolk LHRC account. It was discussed amongst the affiliates on how to spend the money remaining in the account. Mr. Prost suggested this issue should be discussed following the meeting or by a conference call among the affiliates. There was no resolution to how the money would be dispersed from the account as of this meeting.

VI. Public Comment: There was no public comment.

VII. Program Reports-Current Affiliates

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: yes.
Temporary affiliation was continued.

Name of Program: Brighton Gardens, LLC.

Number of Clients: 7 Day Support: 4
Staff to Client Ratio: 1 to 4; 1 to 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: 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: Mr. Prost completed site review on 2/24 and 3/2. Corrective Action Plan for the review completed and returned on 4/7/11.

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

Number of Clients: Residential 2; Intensive in-home: 18
Staff to Client Ratio: Residential 1:2; Intensive in-home 1:4
Program Changes: none
Addition of New Programs: Community Mental Health Support Services.
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: In-home program had a licensing review in February 2011.
Granted temporary affiliation for Community Mental Health Support Services.

Name of Program: Dominion Day Services

Number of Clients: 19
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: Licensure review on 1/16/11 with no citations.

Name of Program: Family and Youth Foundations Counseling Services

Number of Clients: 43

Staff to Client Ratio: 1:4

Program Changes: none

Addition of New Programs: none.

Administrative Changes: Mr. Sankofa reported he has a new office in Norfolk.

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: 1:1

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: Human Rights Review by Mr. Prost.

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: 25

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: 18
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
Permanent affiliation was granted.

Temporary affiliation was extended to the following programs:

Alliance of Community Provisions
Jerolin Management
Progressive Counseling Services

VIII. Requests for Affiliation

* Mr. Prost requested that he and the committee members receive information packets two weeks prior to the meeting when requesting affiliation for new programs.

Community Mental Health Support Services: Ms. Matthews requested temporary affiliation for the addition of a new program would provide in-home supports for adults. The Human Rights and behavior management was approved. Temporary affiliation was granted.

Unison Mental Health: A request was made for temporary affiliation for a new program that would provide mental health support services. The policy and procedures and behavior plan were approved. Temporary affiliation was granted.

IX. Administrative Issues

Committee members presented to the affiliates the meeting options of continuing for everyone to meet quarterly or having half the affiliates meet twice a year. The affiliates chose to keep the entire group of affiliates to continue to meet quarterly. The Committee members adopted the bylaws and the cooperative agreement.

X. Schedule of Meetings

The next meeting will be held on July 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- See above "Administrative Issues".

XII. Adjournment

The meeting was adjourned at 7:52pm.

Meeting Attendees

- Leon Sankofa- Family and Youth Foundations
- LaTonya Walker- 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- Queen's House
- Delisha Williams- Positive Pathways
- Otelia Porter-Reid- 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:

Crystal Burgess/Katie Murphy
LHRC Committee Secretary