

Norfolk Regional Local Human Rights Committee Minutes

Date of Meeting: July 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: Reginald Daye, Office of Human Rights*
Hillary Zanereld, Office of Human Rights

Other Attendees: None.

Program Affiliates:

Alliance of Community Provisions
Brighton Gardens
Giving Hearts, LLC
Achiever's House
Destiny's House
Dominion Day Services
Virginia Baptist Children's Home (HopeTree Family Services)
Family and Youth Foundations Counseling Services
Positive Pathways
National Coalition for Youth and Families of USA, Inc.
Jerolin Management
Progressive Counseling Services

I. Call to Order: -Chairman Brian Gretzler called the meeting to order at 6:40pm at the Pretlow Library.

II. Motion to Approve Agenda: It was recommended by Mr. Daye, that the Treasurer's Report no longer be included on the Agenda. The affiliates can request the report from the treasurer during the "Administrative Issues" portion of the meeting. The Committee then approved the Agenda with the change.

III. Approval of Minutes: Mr. Daye requested that part IV. The Advocate's Report of the April 11, 2011 read "The Committee members recommended approval for the bylaws and cooperative agreement" instead of "The Committee members made a motion to accept the bylaws". The secretary noted the change. The Committee then approved the minutes with the change.

IV. Advocate's Report

Mr. Daye introduced Hillary Zanereld who is a new Human Rights Advocate. Mr. Daye reviewed with the providers that they need to submit two copies of the Cooperative Agreement for the Chair Person to sign. Mr. Daye reported that the State committee approved the bylaws. He also reviewed that there is no longer temporary affiliation. Mr. Daye reviewed the protocol for adding a new service and for expanding existing services. Mr. Daye stated that any requests to expand an existing service or add a service must be made at least two weeks prior to the LHRC meeting. Mr. Daye also reviewed the importance of reporting complaints and he reviewed the criteria for a complaint.

V. Public Comment: There was no public comment.

VI. Program Reports

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.

Name of Program: Brighton Gardens, LLC.

Number of Clients: 9 Residential Day Support: 5

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: Giving Hearts, LLC

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: Achiever's House

Number of Clients: 4
Staff to Client Ratio: 1:3
Program Changes: none
Addition of New Programs: none
Administrative Changes: Have hired 3 new Residential Counselors and a new therapist.
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, Unison Mental Health(formerly Destiny's House)

Number of Clients: Residential 2; Intensive in-home: 19, Unison MH: 0
Staff to Client Ratio: Residential 1:2; Intensive in-home 1:4, Unison MH:0:0
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: 24
Staff to Client Ratio: 1: 4
Program Changes: none
Addition of New Programs: Awaiting approval from licensing to add Mental Health Support Services to Newport News location.
Administrative Changes: New Clinical Director, Mike Henderson.
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: 54

Staff to Client Ratio: 1:4

Program Changes: none

Addition of New Programs: none.

Administrative Changes: New Clinical Director Portia Raules.

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: 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

Name of Program: Progressive Counseling Services, LLC

Number of Clients: 31
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

VII. Requests for Affiliation

Mr. Henderson from Dominion Day Services requested affiliation for adding a location for Mental Health Support Services in the Tidewater area. The Committee approved the program rules and behavior management policies and granted affiliation.

VIII. Administrative Issues

Mr. Daye reviewed the new Provider Quarterly Report of Human Rights Activities form that will be used starting at the next meeting. He also reviewed the Annual Report of Human Rights Activities. The providers requested the Treasurer's report and Mr. Sankofa reported there was \$4,155.29 in the LHRC account. Mr. Gretzler, Chairperson requested that future meetings start 6:50pm and that you need to arrive by 6:30pm if you plan to eat dinner. He requested who ever is providing dinner arrive before 6:30pm with the food.

IX. Schedule of Meetings

The next meeting will be held on October 4, 2011 at The Pretlow Library located at 111 W. Ocean View Avenue, Norfolk, VA 23503, (757) 441-1750. If you plan to eat dinner please arrive at 6:30pm. The meeting will begin promptly at 6:50pm.

X. Executive Session- None.

XI. Adjournment

The meeting was adjourned at 7:52pm.

Meeting Attendees

Rolinda Mack, Giving Hearts, LLC
Leon Sankofa, Family and Youth Foundations Counseling Services
Alice Robins, Giving Hearts, LLC
LaTonya Walker, Dominion Day Services
Mike Henderson, Dominion Day Services
Genice Mines, Jerolin Management
Patrice Mathews, Unison Mental Health, Greater Williamsburg Intensive In-home
Franklin Hassell, National Coalition for Youth and Family Services, Inc.
Otelia Panton-Reid, Achiever's House
Gwen Proctor, Alliance of Community Provisions
Tijuana Bell, Brighton Gardens
Delishia Williams, Positive Pathways
Baffour Opuku, Progressive Counseling Services
Crystal Burgess, Virginia Baptist Children's Home and Family Services (HopeTree FS)
Submitted by:

Crystal Burgess
LHRC Committee Secretary