

## Norfolk Regional Local Human Rights Committee Minutes

**Date of Meeting:** January 31, 2012

**\*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:** Hillary Zaneveld, 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 6:55pm at the Pretlow Library.

**II. Motion to Approve Agenda:** The agenda was approved.

**III. Approval of Minutes:** The minutes from the previous meeting on 11/3/11 were approved.

### **IV. Advocate's Report**

Ms. Zaneveld reported that the Office of Human Rights had hired a new advocate and they were currently fully staffed. She also shared that Mr. Daye will be providing regional trainings for committee members in the upcoming months. Two trainings will be held in Williamsburg and one in Chesapeake. If the affiliates for one of the LHRC committees volunteer to provide refreshments for the training he will arrange for a provider training to offered at the same time as the committee training. No dates have yet been set for the trainings, Ms. Zaneveld will email the providers and committee members as those dates are determined.

Ms. Zaneveld also reviewed that she would like to receive the LHRC Quarterly Reports one week prior to the meeting date in the future. The reports can be emailed or mailed to her.

**V. Public Comment:** There were no public comments.

**VI. Program Reports**

**Name of Program: Alliance of Community Provisions**

Gwendolyn Proctor presented the report for Alliance of Community Provisions. She stated they have not started services as they are not yet licensed. She reported that she has submitted all required paperwork to licensing and she is awaiting a response. Please see the attached Quarterly Report for further information.

**Name of Program: Brighton Gardens, LLC.**

Tijuana Bell presented the report for residential and day support services from Brighton Gardens. Please see the attached Quarterly Report for further information.

**Name of Program: Giving Hearts, LLC**

No one was present from Giving Hearts, LLC at this meeting.

**Name of Program: Achiever's House**

Otelia Ponton-Reid presented the report for Achiever's House. Please see attached Quarterly Report for further information.

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

Patrice Matthews presented the report for residential, intensive in-home, and mental health supports. Please see the attached Quarterly Report for further information.

**Name of Program: Dominion Day Services**

LaTonya Walker presented the report for intensive in-home and mental health support services. She stated she would be the liaison for future meetings. Please see the attached Quarterly Report for further information.

**Name of Program: Virginia Baptist Children's Home and Family Services (doing business as HopeTree Family Services)**

Crystal Burgess presented the report for residential and in-home services. Please see the attached Quarterly Report for further information.

**Name of Program: Family and Youth Foundations Counseling Services**

Leon Sankofa presented the report for Family and Youth Foundations Counseling Services. Please see the attached Quarterly Report for further information.

**Name of Program: Positive Pathways**

Delisha Williams presented the report for Positive Pathways. Please see the attached Quarterly Report for further information.

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

Frank Hassell presented the report for intensive in-home services. Please see the attached Quarterly Report for further information.

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

Genise Mines dropped her report off at the meeting but could not stay for the meeting due to illness. Please see the attached Quarterly Report for further information.

**Name of Program: Progressive Counseling Services, LLC**

Baffour Opuku presented the report for mental health support services. Please see the attached Quarterly Report for further information.

**VII. Requests for Affiliation**

Tijuana Bell requested affiliation for a Sponsored Residential program for Brighton Gardens, LLC. She stated this program would use the existing Human Rights Policy and Procedure, Program Rules, and behavior management. The committee acknowledged the receipt of her letter requesting affiliation for the new program. Affiliation was granted.

**VIII. Administrative Issues**

Ms. Zaneveld reviewed that two reports are due at this meeting. The Annual LHRC report which covers the date of 7/1/11-12/31/11 and the Quarterly LHRC report which covers the dates of 10/1/11-12/31/11. She also reported that in open session only data is reported. All information relating to complaints or abuse allegations are discussed in closed session.

**IX. Schedule of Meetings**

The next meeting will be held on April 24<sup>th</sup> 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-** The public portion of the meeting was concluded at 7:50pm. The committee moved to go into executive session pursuant to VA Code 2.2.3711 (A)4 for the protection and privacy of individuals in personal matters not related to public business, namely for the purpose hearing from Dominion Day Services, Destiny's House, and Family and Youth Foundations Counseling Services to review patient information pursuant to the regulations.

Ms. Lisa Lockwood made the motion to exit Executive Session and Mr. Jeff Hoyt seconded the motion with all in favor.

The Norfolk Regional LHRC members all so certified that, to the best of each member's knowledge, only private business matters lawfully exempted from statutory open meetings requirements and only private business matters identified in the motion to convene the executive session were discussed in executive session.

There were no recommendations made by the LHRC members.

**XI. Adjournment**

The meeting was adjourned at 8:17pm the conclusion of the executive session.

**Meeting Attendees**

Leon Sankofa, Family and Youth Foundations Counseling Services  
LaTonaya Walker, Dominion Day Services  
Patrice Matthews, Unison Mental Health, Greater Williamsburg Intensive In-home  
Franklin Hassell, National Coalition for Youth and Family Services, Inc.  
Gwen Proctor, Alliance of Community Provisions  
Gregg Proctor, Alliance of Community Provisions  
Tijuana Bell, Brighton Gardens  
Delishia Williams, Positive Pathways  
Baffour Opuku, Progressive Counseling Services  
Otelia Ponton-Reid, Achiever's House  
Crystal Burgess, Virginia Baptist Children's Home and Family Services (HopeTree FS)

Submitted by: Crystal Burgess, LHRC Secretary