

DRAFT

Norfolk Regional Local Human Rights Committee Minutes

Date of Meeting: January 13, 2009

***Denotes attendance at this meeting**

Committee Members: Cheryl Layman-Chairperson-unable to attend due to illness
Dr. Giovanni Scott- Vice-Chairperson*
Brian Gretzler-member*
Kelly Wilson-member*

Office of Human Rights: Stewart Prost, Office of Human Rights*

Other Attendees: n/a

Program Affiliates: Neighbor To Family, Including the In-home Counseling Services
Ashanti House
Community Group Home
Brighton Garden
Giving Hearts, LLC
Destiny's House

Temporary Program Affiliates: Alliance of Community Provisions
Queen's House
Dominion Day Services
Positive Pathways, Inc.
Family and Youth Foundations Counseling Services
Virginia Baptist Children's Home
Judy's Place

I. Call to Order: Vice-Chairwoman Dr. Giovanni Scott called the meeting to order at 7:02 pm at Community Personal Care

II. Motion to Approve Agenda: The committee approved the agenda.

III. Approval of Minutes: The minutes were approved with amendments.

IV. Advocate's Report

Mr. Prost informed everyone that Gianni Mitchell had resigned effective 12-31-08. As of now, Region 5 is the busiest area, and only has 3 advocates. He also told everyone in attendance that there could be sight visits within 90 days of licensure, and that there could be educational corrective taken if policies and procedures are not in compliance. Mr. Prost also mentioned the impending closing of the Southeast Virginia Training Center on June 30, 2009. He also informed those who were not aware that Mr. Ralph Shropf of the Human Rights Office had recently passed away.

V. Treasurers Report

Mr Opuku reported that the initial balance of \$4500.00 minus expenses of \$278.43 leaves the committee with a balance of \$ 4221.57. Mr. Opuku will give a breakdown of all items in his report to the secretary before the end of the meeting so that it can be included in the financial report.

VI. Public Comment: There was no public comment

VII. Program Reports-Current Affiliates

Name of Program: Neighbor To Family

Number of Clients: 20 11HS-0

Staff to Client Ratio: 1:20

Program Changes: license for 11HS-corrected

Addition of New Programs: in home

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: 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: Queen's House

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

Name of Program: Giving Hearts, LLC

Number of Clients: 1

Staff to Client Ratio: 1:1

Program Changes: none

Addition of New Programs: none

Administrative Changes: yes –Lakeisha Spellman-end of Oct. 2008

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: 2

Staff to Client Ratio: 1:2

Program Changes: none

Addition of New Programs: adding a second location

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 licensure granted-temporary affiliation for second location

Name of Program: Community Groups Home (The Healing Place)

****Transitioning to Stepping Stone**

Number of Clients: 1

Staff to Client Ratio: 2:1

Program Changes: none

Addition of New Programs: none

Administrative Changes: Administrative structure might change-hope to finalize by the end of the month

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

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 extended

Name of Program: National Coalition for Youth and Families

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:

License presented-moved from temporary to permanent affiliation

Name of Program: Destiny's House

Number of Clients: 1

Staff to Client Ratio: 1:1

Program Changes: none

Addition of New Programs: submitted request to licensure for addition of intensive in-home service

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: 2

Staff to Client Ratio: 3:2

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: Positive Pathways, Inc.

Number of Clients: 5

Staff to Client Ratio: 3na

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

Presented license to committee-moved from temporary to permanent affiliation

Name of Program: Family & Youth Foundations & Counseling Services

Number of Clients:0

Staff to Client Ratio: 2:0

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: Virginia Baptist Children's Home and Family Services
D.B.A Hope Tree Family 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

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 extended to the following programs:

Judy's Place

Brighton Gardens-second location

VIII. Requests for Affiliation

None

IX. Administrative Issues

Vacancy on committee

X. Schedule of Meetings

Calendar approved for 2009-2010 dates

April 14, 2009

July 14, 2009

October 13, 2009

January 14, 2010

All meetings will start at 6:30pm and will be held at Community Personal Care until further notice.

XI. Adjournment

The meeting was adjourned by Brian Gretzler at 7:35 pm.

Addendum: The meeting was resumed at 7:50 to re-address the absence of Dominion Day Services representatives at this meeting. . A motion was made and seconded to place them back on temporary affiliation until an explanation is made as to their absence. The meeting was re-adjourned at 7:52pm.

Meeting Attendees

Lisa Duez-Neighbor To Family
Sondre' Fleming- Community Group Homes, LLC.
Taqisa K. Simmons-Community Group Homes, LLC.(Stepping Stones)
Jean Chapman-Brighton Gardens
Tijuana Bell-Brighton Gardens
Ademola Adelugba-Achiever's House
Patrice Matthews - Destiny House
Lakisha Spellman-Giving Hearts
Baffour Opuku-Ashanti House
Gwen Proctor-Alliance of Community Provisions
Leon Sankofa-Family and Youth Foundations
Crystal Burgess-Virginia Baptist Children's Home (Hope Tree Family Services)
Deleshia Williams-Positive Pathways, Inc.
Judy Askew-Judy's Place
Frank Hassell-National Coalition for Youth and Families

Submitted by: Approved by:

Sondre' Fleming/ Deborah Scoggins
Recorder and & Support LHRC Committee Secretary