

**Petersburg Regional**  
**Local Human Rights Committee Meeting Minutes**

**August 8, 2012**

**Committee Members Present:**

Ms. Kathy Tierney, LHRC Member  
Mr. Michael Nichols, LHRC Chair  
Mr. Norman Stone, LHRC Member  
Mr. Steven Watkins, LHRC Member  
Mr. Rudi Jackson, LHRC Member

**Committee Members Absent:**

**Affiliate Members (Group A) Present:**

Ms. Tanisha Green, Jireh House, LLC, LHRC Affiliate  
Mr. Daniel Herr, Gateway Homes, LHRC Affiliate  
Ms. Lori Thomas, Triumph Residential Services, LHRC Affiliate  
Ms. Bernice Lee, Life Enhancement Services, LLC, LHRC Affiliate  
Ms. Letha Moore, Life Enhancement Services, LLC, LHRC Affiliate  
Ms. Nadine Keene, Poplar Springs Hospital, LHRC Affiliate  
Ms. Kimberly M. Lindblad, Specialized Youth Services of Va., Inc., LHRC Affiliate and  
Liaison to the LHRC

**Affiliate Members Absent:**

Ms. Ti'Juana A. Gholson, FamMat Services, LLC, LHRC Affiliate  
Ms. Latonya Brown, Positive Image, LHRC Affiliate  
Ms. Linda Wallace, River City Residences, LHRC Affiliate  
Mr. Charles Scott, United Family Services, LHRC Affiliate

**Others Present:**

Ms. Carrie Flowers, Human Rights Advocate, Office of Human Rights  
Ms. Isabel Vartanian, LHRC Member Applicant  
Ms. Gloria Bryant, Caring Hearts, LHRC Affiliate Applicant  
Ms. Lisa Boone, Caring Hearts, LHRC Affiliate Applicant  
Mr. Ian Blackwood, Ridge Place Family Services, LHRC Affiliate Applicant  
Mr. Anthony Duncan, Total Wellness Centers, Inc., LHRC Affiliate Applicant

**I. Call to Order**

- a) Mr. Nichols called the meeting to order at 3:50pm; Mr. Watkins seconded.  
Introductions were made.

## **II. Approval of the Minutes**

- a) The committee reviewed the minutes from the May, 2012 meeting. Mr. Rudi motioned to approve the minutes as written; Ms. Tierney seconded. Motion carried.

## **III. Public Comments**

No public comments were made.

## **IV. New Business**

- a) Caring Hearts requested affiliation with the committee. The agency will provide Mental Health (MH) Support services, with a recovery focus. The agency will target their efforts toward clients with long-term MH and Substance Abuse (SA) issues, especially those with difficulties maintaining interpersonal relationships. The service will teach conflict management and life skills, in an effort to restore them to a higher level of functioning. This service will be provided in the clients' homes, to address the needs the clients' identify. The agency's philosophy was described with the statement that "*all clients should be given the opportunity to achieve their highest possible level of functioning while also learning to effectively managing their illness*" and also "*working together to make a better you*". The service will offer instruction on the following topics: medication management, conflict management, hygiene, health/safety, etc. The agency will also offer services to individuals with Intellectual Disabilities (ID). The agency will employ a Clinical Director to oversee work provided by the counselors; this Director will ensure Caring Hearts personnel perform their work responsibilities in an ethical and professional manner, that they maintain confidentiality, that they obtain and maintain appropriate First Aid and CPR certification as well as have appropriate behavior management training. The agency is based in Caroline County and will serve Caroline and Hanover Counties as well as the City of Richmond. The agency is currently awaiting their license; affiliation with a Human Rights Committee was one of the final tasks required to obtain the license. Crisis Wave is the behavior intervention method chosen by the agency. Ms. Tierney motioned to approve the

agency's affiliation with this committee; Rudi Jackson seconded the motion. Motion carried.

- b) Ian Blackwood, of Seniors First Transportation Company requested that their residential program, Ridge Place Family Services, be approved for affiliation with the PR-LHRC. The program will serve clients 18 to 64 years of age with intellectual disabilities (IQ scores of 65 and below) in Richmond, Va. The home has the capacity to serve six residents. Services will be individualized and person-centered. The program will include the provision of recreation activities such as out of state trips to Disney World and bowling. The program expects that some of the clients will also be involved in Day Support programs. The program will utilize TOVA for its behavior management system. The program anticipates receiving referrals from Henrico Community Services Board. The program will employ staff trained according to licensing standards and will employ a nurse when or if there are clients who have that level of medical need. Patricia Massey is the owner of the company and has been working with licensing and OHR to obtain the proper license. The home is located in Richmond, Va. Mr. Watkins motioned to approve affiliation of the program with the PR-LHRC; Ms. Tierney seconded the motion and the motion carried.
- c) Dr. Anthony Duncan, Clinical Psychologist, Director of Total Wellness Centers requested affiliation with the committee. The program will provide therapeutic day treatment to children and adolescents from the ages of 6 to 20 years of age. The program will utilize a Cognitive Behavioral approach in both individual and group sessions to assist the clients with improving their overall level of functioning and assist with school adjustment. Dr. Duncan will work with school systems to identify appropriate candidates for the program; the program will serve clients with MH/behavioral services. The program will be located on the south side of Richmond, Va. Services will be provided after school; the program will occur in the building that is additionally occupied by Dr. Duncan's private practice. Mr. Stone motioned to approve this request for affiliation; Ms. Tierney seconded the motion. Motion carried.

## **V. Old Business**

a) It appears, as of the most recent financial report provided by Gateway Homes (July, 2012), Affiliate Dues have not been submitted yet by Positive Image, FamMat Services, LLC, Simms Children Assistance Services/New Horizon Group Home, United Family Services, S.O.A.R., LLC., Caring Hearts, Ridge Place Family Services, Total Wellness Centers. The affiliates made the decision that affiliates must submit dues no later than September 15, 2012 or they will be considered in violation of their cooperative agreement. Names of agencies who have failed to submit dues by that date will be forwarded to LHRC Members and Ms. Flowers. Mr. Herr of Gateway Homes also determined there will be a substantial surplus of monies in the Affiliate Account unless another use for the money is determined. Ms. Lindblad will purchase paper with dues monies so that affiliates no longer need to mail or hand-carry their hard copy program reports to Ms. Lindblad prior to the meetings. Affiliates will need to submit their program reports quarterly as usual by the dates noted below according to the schedule. Ms. Lindblad will submit receipts for the paper to Gateway Homes (Affiliate Account), as per the usual procedure for reimbursement. Mr. Herr suggested that an additional stipend go to the Committee's (Administrative) Liaison quarterly to cover the time/labor involved in the related tasks. Ms. Green of Jireh House, LLC, motioned to send \$100 to the Committee Liaison for this use/purpose. Ms. Mullins of DBS Family Services seconded the motion. Motion carried.

## **VI. Affiliate Reports**

- Jireh House
- Gateway Homes
- Triumph Residential Services
- FamMat Services, LLC, (absent)
- Poplar Springs Hospital
- Positive Image (absent)
- Life Enhancement Services, LLC
- River City Residences (absent)
- United Family Services (absent)

- a) *Reminder to Affiliates: you are required to forward Program Reports (on the newest quarterly report format) to your Affiliate Liason (Ms. Lindblad) regardless of whether or not your attendance is required at the scheduled meeting. (Group B attends the November, 2012 meeting.) Ms. Lindblad will forward the newest report format to the newest affiliates, confirmed today, August 8, 2012.*
- b) *Meeting attendance or failure to provide written report can/will result in citation from DBHDS.*

**VII. Advocate’s Report**

- a) Ms. Flowers indicated that each affiliate must submit the reports in a timely fashion and must complete the reports in their entirety. Additionally, failure to submit reports, attend required meetings, and/or adhere to cooperative agreements, can all result in citations from DBHDS.
- b) Ms. Flowers also clarified that the PR-LHRC is in need of one consumer member. It is the job of each affiliate to recruit members to the committee on an ongoing basis. Ms. Flowers will forward to the new affiliates the criteria to be a committee member.
- c) Ms. Flowers provided members and affiliates a copy of the most recent “Human Writes” newsletter.

**VIII. Closed Session**

- a) Mr. Watkins motioned to go into Closed Session; Ms. Tierney seconded the motion. Motion carried.

**IX. Other Business**

- a) Open session was reconvened. In closed session, Ms. Isabel Vartanian was interviewed for a position as an LHRC member. SHRC will review Ms. Vartanian’s application in September, 2012.
- b) Meetings scheduled to be held during the 2012 year will occur as follows:  
November 7, 2012 (Group B). Meetings in 2013 will be held on February 13, 2012 (Group A); May 8, 2013 (Group B); August 14, 2013 (Group A); November 13, 2013 (Group B).

<b>c) Reporting Period</b>	<b>Reports to Kim by</b>	<b>Meeting Date</b>
7/1/12 – 9/30/12	10/10/12	11/7/12 (Group B attends meeting)

10/1/12 – 12/31/12	1/10/13	2/13/13 (Group A attends meeting)
1/1/13 – 3/31/13	4/10/13	5/8/13 (Group B attends meeting)
4/1/13 – 6/30/13	7/10/13	8/14/13 (Group A attends meeting)
7/1/13 – 9/30/13	10/10/13	11/13/13 (Group B attends meeting)
10/1/13 – 12/31/13	1/10/14	2/12/14 (Group A attends meeting)

**X. Adjournment**

- a) Mr. Watkins made a motion to close meeting. Mr. Stone seconded the motion. Motion carried. The LHRC meeting was adjourned at 4:43pm.

9/2/12; kml