

Richmond Tri-Cities Human Rights Committee Minutes

Group B

November 15, 2011

Hosted by: The Wellness Group Youth & Family Services Inc. /Guardian Residential Services, Inc. located at 1510 Willow Lawn Drive, Virginia 23230

Committee Members Present: Tarah Comer, Chair; Dona Edmondson, Member; Janet Olivia Mitchell.

Members Absent: Simone Mitchell, Jimmy Christmas, V. Thweatt-Harper

Others Present: Michael Curseen, Regional Advocate

Affiliates Present (Group B) Safe Haven Inc., Open Arms Family Services, Mercy 'N' Grace Residential Services, Lumzy's Residential Services, Life Construction, Taylor's Enhanced Living, Transitional Adult Residential Care, Wilkerson's Consulting Services, Substance Abuse Consulting Services, Inc., Youth Pathways, LLC, The Wellness Group Youth & Family Services Inc.

Affiliates Absent (Group B) Renewing Family Services, Inc.

- I. Meeting was called to order at approximately 6:44pm by Chair, Tarah Comer, LHRC Chair.
- II. Introductions were made from all of the providers.
- III. Approval of Minutes-September 21, 2011 – Deferred until next meeting
- IV. Public Comments: Thomas Chase, Wilkerson's Consulting Services, expressed concern with the VICAP process and how providers would be affected since counselors were unable to attend the independent assessment with the client. Mr. Chase provided information regarding address change for Wilkerson's Consulting Services. The facility's address is 7807 Courthouse Three Lane, North Chesterfield VA, 23237. Intensive In-home, Therapeutic Day Treatment, and Therapeutic Day Treatment After School Program are provided at this location.
- V. **Old Business:**
 1. **LHRC Follow-up Re: Receipt of overdue quarterly reports for the following Providers for the Periods May 18, 2011-July 8,2011**
 - a. Renewing Family Services- No report submitted
 - b. Family Transitions- Submitted report
 - c. HALO, INC- No report submitted
 - d. Substance Abuse Consulting Services- No report submitted
 - e. Transitional Adult Residential Care- Reviewed quarterly report; however corrections were provided.

Action: Committee was unable to vote on report due to not having quorum. Action deferred to January 17, 2012 LHRC meeting.

VI. New Business:

- 1) **Request for Affiliation (Program Expansion) Re: Taylor’s Enhanced Living, INC. (Psycho-Social Rehabilitation Adult Day Program Services located in Chester VA-**
The program would service individuals 18 years old and older, who meet Medicaid Criteria for Adult Day Program, servicing a maximum of 25 clients. The staff to client ratio is 1:4. The address for the facility is 3810 W. Hundred Road. Chester, VA 23831.
Action: Action deferred to January 17, 2012 LHRC meeting.
- 2) **Review of LHRC Revised Meeting Dates and Reporting Months Schedule-** A document was presented and reviewed by Tarah Comer, Chair, Richmond Tri-Cities LHRC regarding Meeting Dates and reporting periods for the corresponding groups.
- 3) **Review of LHRC Expectations Re: Provider Attendance at LHRC Meetings-** A memo was presented regarding expectations of attendance at LHRC meetings. Ms. Comer reiterated that affiliates must attend all meetings. The Office of Licensing will be notified and a recommendation for a citation will be made whenever a provider is absent from any regularly scheduled meeting. Michael Curseen suggested having an on call representative to ensure attendance from each agency.
- 4) **Quarterly Reports Review of Periods July 9, 2011-September 30, 2011**
 - a. Acclaim Care, Inc,- Reviewed Report
 - b. Alternative Counseling Group- Reviewed Report
 - c. Beetween T’s- Reviewed Report
 - d. Changing Fazes- Reviewed Report – Follow-up needed for question 4
 - e. Edgewood Group and Family Services- Follow-up needed for pg. 1 & pg. 3, Q-1
 - f. Faith & Family Advocates- Clarification needed for Q-1
 - g. Family Impact- No Report Submitted
 - h. Family Transitions- No Report Submitted
 - i. Good Neighbor Homes- Report incomplete
 - j. HALO, Inc.- Reviewed Report - Clarification needed for Q-4
 - k. Hope, Unity & Freedom- Col. Hts. – pg. 1 needs detail / Richmond – pg. 4 Q-1
 - l. The Wellness Group Youth & Family Services/Guardian Residential- Reviewed Report
 - m. Safe Haven, Inc.- Reviewed Report
 - n. Renewing Family Services- No Report Submitted
 - o. Open Arms Family Services- Reviewed Report
 - p. Mercy ‘N’ Grace Residential Services- Reviewed Report
 - q. Lumzy’s Residential Services- Reviewed Report
 - r. Life Construction- Reviewed Report
 - s. Taylor’s Enhanced Living- Reviewed Report

- t. Transitional Adult Residential Care- Reviewed Report
- u. Wilkerson's Consulting Services- Reviewed Report
- v. Substance Abuse Consulting Services, Inc- Reviewed Report
- w. Youth Pathway- missing pg 3 of report

VII. Secretary's Report: 11 of 12 Group A Providers were in attendance. Absent: Renewing Family Services

VIII. Office of Human Rights Comments:

1. Michael Curseen informed and educated the providers of Group (B) on how to appropriately complete the annual and quarterly report .
2. Mr. Curseen processed on what "constitutes a meeting"
3. Mr. Curseen recommended and encouraged all providers to explore attending the training opportunities: (a) Investigator Training, (b) Understanding Licensing Requirements, (c) Topics for Administrators of Group Homes and Residential Services, and (d) Audit Training from a Provider's Prospective.
4. Mr. Curseen educated all providers on the different provider requirement for adding a new location to an existing service versus adding a new service.
5. Mr. Curseen encouraged all providers to review the SHRC Newsletter

IX. Next scheduled meeting: January 17, 2012 Group A -Hosted by Acclaim Care, Inc.

X. Executive Session: LHRC Membership Applicant/ Mr. William Stewart – (absent)

XI. Adjournment- The meeting was adjourned at 9:15pm