

# Richmond Tri-Cities Human Rights Committee Minutes

## Group A

January 17, 2012

**Hosted by:** Acclaim Care, Inc. 2915 Hungary Road Richmond, VA 23228

**Committee Members Present:** Tarah Comer, Chair; Janet Mitchell, Donna Edmonson, Veronica Harper, and Jimmy Christmas

**Members Absent:** none

**Others Present:** Michael Curseen, Regional Advocate, Buddy Small, Human Rights Advocate

**Affiliates Present (Group A):** Acclaim Care, Good Neighbor Homes, Hope, Unity and Freedom,

**Affiliates Absent (Group A):** Family Impact, Family Transitions

- I. Meeting was called to order at 6:50 pm by Tarah Comer, LHRC Chair.
- II. Introductions were made from all of the providers.
- III. Approval of Minutes: November 15<sup>th</sup>, 2011; September 20, 2011: Approved
- IV. Public Comments: Randy Wilson from Hope, Unity and Freedom expressed concern over LHRC citation recommendations for providers with late or missing reports. Mr. Wilson expressed concern that providers would be cited due to procedural misunderstandings, despite attempts to remain compliant. The LHRC responded that, at this time, citations are being recommended to the Department of Licensing for those providers who fail to submit quarterly and annual reports.
- 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- Missing report
    - b. HALO, INC- Submitted report; however, corrections were provided and are required within 5 days of meeting (by Jan 24) to the LHRC office
    - c. Substance Abuse Consulting Services- Missing report, citation to be recommended for overdue quarterly report
  2. **LHRC Follow-up Re: Receipt of overdue quarterly reports for the following Providers for the Periods July 9, 2011-September 30, 2011.**
    - a. Faith and Family Impact- Missing report
    - b. Family Transitions- Missing report
    - c. Good Neighbor Homes-Report incomplete

- d. HALO, Inc.- Reviewed report- Clarification needed for Q-4
- e. Hope, Unity & Freedom: Reviewed quarterly report with changes. Full report with changes to be faxed tomorrow
- f. Renewing Family Services- Missing report

**Action:** Committee moved to recommend citations to the Department of Licensing to Renewing Family Services for an overdue quarterly report and to Faith and Family Impact for an overdue quarterly report. The committee moved to recommend a citation to Good Neighbor Homes for an overdue quarterly report, unless Good Neighbor Homes submits proof of prior submission of said report by 9AM on January 18, 2012. Committee allowed to accept a revised report from Hope, Unity & Freedom by January 18, 2012, via fax.

## **VI. New Business**

**1. Review of LHRC Expectations RE: Provider Attendance at LHRC Meetings:** The committee discussed recent changes in the LHRC meeting schedule, which have reduced the number of LHRC meetings from 6 meetings per year to 3 meetings per year. The committee reiterated that affiliates must attend all meetings. Failure to attend will result in a recommendation for citation to The Office of Licensing will be. Mr. Curseen spoke to the importance of having a spokesperson at each meeting to minimize carrying excessive old business into future meetings.

**2. Review of LHRC Expectations RE: Provider Requests for Written Documentation:** The committee reiterated that it expects to receive all annual and quarterly reports on time and failure to do so will result in a recommendation for citation to the Office of Licensing. When presenting missing reports, copies of those reports should be provided to all committee members.

**3. Request for Affiliation (Program Expansion) Re: Good Neighbor Homes:** This program would service male and female individuals with Intellectual Disabilities, who are 18 years and older and meet Medicaid Criteria for Residential Placement. The proposed home will exist on Taylor Drive on the Chesterfield/Richmond City border and will service a maximum of 6 residents, with a 1:3 staff to resident ration. Good Neighbor Homes is presently petitioning for licensing under the, same admission and exclusionary criteria as their existing homes. Exclusionary criteria include a diagnosis of active TB and arson in the past 12 months. Residents would be referred from CSBs and Case Managers.

**Action:** The request for affiliation was accepted.

### **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. Between the T's- Report Received
- d. Changing Fazes- Report Received

- e. Edgewood Group and Family Services- Reviewed Report
- f. Faith and Family Impact- Reviewed Report; however, need to resubmit on correct form
- g. Family Impact – No Report Submitted
- h. Family Transitions- No Report Submitted
- i. Good Neighbor Homes- No Report Submitted; pending re-submittal of original timely submission with time stamp
- j. HALO Inc.- Reviewed Report
- k. Hope, Unity & Freedom- Reviewed Report
- l. Solace Health Care Group, Inc. – Report Received
- m. Safe Haven, Inc. – Reviewed Report; however, corrections were provided
- n. Renewing Family Services, Inc.- No Report Submitted
- o. Open Arms Family Services – Reviewed Report; however, corrections were provided
- p. Mercy ‘N Grace Residential Services- Reviewed Report; however corrections were provided
- q. Lumzy’s Residential Services- Report Received
- r. Life Construction- Reviewed Report – however, corrections were provided
- s. Taylor’s Enhanced Living- Reviewed Report
- t. Transitional Adult Care- Reviewed Report; however, corrections were provided
- u. Wilkerson’s Consulting Services – Report Received
- v. Substance Abuse Consulting Services- No Report Submitted
- w. Youth Pathway, LLC – Report Received

**Action:**

- i. Follow-up reports are due January 24, 2012 from the following agencies: Faith and Family Impact, Good Neighbor Homes, Safe Haven, Inc., Open Arms Family Services, Life Construction, Mercy ‘N Grace Residential Services, and Transitional Adult Care.
- ii. The committee moved to recommend citations to the Office of Licensing for the following providers for missing quarterly reports: Family Impact, Family Transitions, Renewing Family Services, Inc., and Substance Abuse Consulting Services. Overdue reports are due to Mr. Curseen by noon on January 20, 2012.

- iii. The committee agreed to allow Good Neighbor Homes designee to re-submit original documentation with timestamp indicating initial timely submission of report and will not move to recommend citation, provided this documentation is received by 9AM on January 18, 2012.
5. **Revised Meeting Dates and Reporting Months Schedule:** The committee discussed issues with agencies not receiving emails regarding meetings dates. Email addresses were reviewed and verified for each present agency.
6. **Documentation for Agencies with Multiple Services:** The committee moved to accept one consolidated report for incident reporting from agencies with multiple services, provided the services are clearly delineated.
7. **Requirements for Presenting Substantiated Neglect or Abuse-**The committee reminded all agencies that, when presenting incidents to the committee, copies of relevant documents should be provided to each committee member present.

**VII. Secretary's Report:** 9 of 11 Group A Providers were in attendance. Absent: Family Impact, Family Transitions

**VIII. Office of Human Rights Comments:**

1. Michael Curseen spoke to the importance of referring members to the LHRC to maintain an independent LHRC and avoid consolidation.
2. Michael Curseen clarified that the LHRC Liaison on quarterly and annual reports is to be completed with the name of the Provider's agency or designees and not with Mr. Curseen's name.
3. Board members clarified that question #4 on quarterly and annual reports is asking agencies to explain how they ensure that staff are able to recognize abuse.

**IX. Next scheduled meeting:**, March 20, 2012 Group B -Hosted by Safe Haven

**X. Executive Session:**

**XI. Adjournment-** The meeting was adjourned at approximately 9:50pm