

**ROANOKE LOCAL HUMAN RIGHTS COMMITTEE
DRAFT MINUTES**

August 16, 2012

The Roanoke Local Human Rights Committee met on August 16, 2012 at 3:00 pm at Goodwill Industries of the Valleys at 2502 Melrose Ave., Roanoke, VA.

Members Present

Vincent Dabney, Chair
Joseph Kinchloe
Ann Patterson
Thayer Walker

Members Absent

Rebecca Downs
Renu Musselwhite

Affiliates Represented

Alleghany Highlands CSB – Nancy Curry
Austin Residential and Mental Health Support Services – Tina Austin
Berry Mental Support Services – Robin Berry
Commonwealth Lifespan Services – Betty Crance
Dominion Day Services – Dianna Parrish, Chris Morris
Family Insight – Heather Moor,
Goodwill Industries of the Valleys – Linda Edghill
It's About Time, Inc Day Support/It's About Time, Inc. – Bethany Lewis, Mitzi Tuck,
Dawn Parker
Key Living Options, Inc. – Linda Puckett
Mainstream Mental Health Services, Inc – Mike Morris, Jay Wallace
Roanoke Resource, LLC – Celia McCauley-Witt, Courtni Sandras
United Support Services, LLC – Maria Hodge, Ashley Lucas
Youth Advocate Programs (YAP) – Kristie Cales

Affiliates Not Represented

Delivering HOPE Human Services
Mountain River Counseling, LLC
New Choices Counseling, Inc.
TransformED Support Services
Vision Behavioral Health Services

Others Present

Dwayne Lynch Human Rights Advocate, DBHDS-OHR
Susan Walton, LHRC Administrative Support, Alleghany Highlands Community Services

Call to Order

Vincent Dabney, Chairperson, called the meeting to order and invited members, staff, affiliates, and guests to introduce themselves.

Mr. Dabney called for Public Comment.

Minutes

Minutes for May 24, 2012 meeting reviewed by the committee. Motion was made to approve May 24, 2012 minutes, 2nd and approved.

Agenda

Agenda for August 16, 2012 reviewed for approval. Motion made to approve agenda as printed, 2nd and approved.

Advocate's Report

Dwayne Lynch, Human Rights Advocate introduced Susan Walton new LHRC Admin Support. Informed providers to please do not forget to use updated forms for quarterly reporting, complaints of violation, and abuse/neglect and reports need to be sent timely. Packets have to go out to the committee shortly after this, so when reports are submitted late it means LHRC packets are sent late to the committee members. Advocate also reminded providers all quarterly reports are to be Cc to Susan Walton, LHRC Admin support.

Advocate advised providers if you have complaints you are only required to give detail if you have violations. However, if complaints result in no violation you can add the detail if you like, and in the violation box just insert "No" instead of a check. If you choose not to give detail you must be prepared to answer questions and give details to the committee. By putting a brief description it may help with a representative covering who has no knowledge of the complaints directly, in addition it gives the committee a chance to review and ask questions they feel necessary.

Advocate notified committee Region III is hosting SHRC meeting on Sept 7 at SWVTC in Hillsville. We will share the agenda with LHRC members as soon as it is finalized. Members were informed to let the OHR know if they are interested in attending any portion of the meeting. In addition the advocate let the LHRC know that together with Licensing we continue to increase our reviews of residential providers who serve individuals with ID.

Reminder to providers that the licensing serious injury/death reports now goes to central office.

Request for Affiliation (Expanded Affiliations):

- 1) Dominion Day Services. Requested to extend services to Craig County for intensive in-home services. Letter, brief description of services and mission statement reviewed. LHRC made the motion to extend affiliation for intensive in-home services for Craig County. The motion was carried to extend affiliation to Craig County for intensive in-home services.

Request for Affiliation (New Affiliations):

- 1) United Support Services. Licensing applicant for Out-Patient Mental Health and Addiction Counseling Services. Requested to add affiliation for out-patient and substance abuse services. Additional services will be provided at current location at 3959 Electric Road, Suite 345 in Roanoke, Va. Human rights policies and procedures with revisions enclosed. LHRC made motion to accept application. Motion was 2nd and approved.
- 2) Roanoke Resource. Licensing applicant for a mental health support agency. Request to affiliate mental health support services. Coverage area to include Roanoke City, Roanoke County, Salem, and Vinton. Policies and procedures enclosed. Human Rights Advocate stated Roanoke Resource will have a couple of slight revisions to show behavioral intervention plan to incorporate into the human rights policy stating what to do in a crisis. Policies and procedures reviewed by the committee. LHRC made motion to grant affiliation to Roanoke Resource for a mental health support agency. The motion was 2nd and approved.
- 3) Berry Mental Support Services. Licensing applicant for mental health support services. Policies and procedures enclosed and reviewed by committee. Coverage area will be in Roanoke County, Roanoke City and Salem. Need to update policies to include newly implemented CPI system and revise policies to reflect no restraints policy. LHRC requested provider to revise policies for the committee to review at the next LHRC meeting regarding the section entitled Article 14 - Use of seclusion, restraint and time out. LHRC made motion to grant temporary affiliation pending on the revision of Article 14. The motion was 2nd and carried to grant temporary affiliation.

Affiliates Reports and Updates.

Mr. Dabney invited the Providers to present the Provider Human Rights Reports for the 2nd Quarter.

- 1) Nancy Curry presented the Alleghany Highlands Community Services reports. The reports were accepted as submitted.

- 2) Tina Austin presented the Austin Residential and Mental Health Support Services reports. Reports were accepted as submitted.
- 3) Betty Crance presented Commonwealth Lifespan Services. Nothing to report. Provider was licensed on 5/14/12. Report was accepted as submitted.
- 4) Dianna Parish presented Dominion Youth/Day Services reports. Reports were accepted as submitted.
- 5) Heather Moor presented Family Insight, Inc. reports. Reports were accepted as submitted.
- 6) Lynda Edghill presented Goodwill of Roanoke Valley reports. Reports were accepted as submitted.
- 7) Mitzi Tuck presented 1st and 2nd quarter reports for It's About Time, Inc. Day Support and In Home. Both reports were accepted as submitted.
- 8) Linda Puckett presented the report for Key Living Options. Report was accepted as submitted.
- 9) Maria Hodge presented the report for United Support Services, LLC. Report was accepted as submitted.
- 10) Kristi Cales presented the report for the Youth Advocacy Program. Report was accepted as submitted.

Policy and Procedure Review

- 1) Mainstream Mental Health Services – LHRC requested Mainstream to return from a previous meeting to show their behavioral policy and give specifics on how staff is trained. Mainstream has a no restraints policy. All staff is trained before they begin providing services. LHRC reviewed the program rules and policies. Provider notified the committee they are now licensed. LHRC made the motion to accept the update to the behavioral policy. The motion was 2nd and approved.

Adjournment

The meeting adjourned with reminder the next meeting will be November 15, 2012.

Vincent Dabney, Chairman

Date