

DRAFT

**Suffolk Regional Local Human Rights Committee Meeting Minutes**  
**5268 Godwin Blvd.**  
**Suffolk, VA**  
**August 14, 2012**

**Committee Members Present:**

- Steven Alexander, Chair
- Yvonne B. Green, Vice Chair
- Tina Copeland

**Others Present:** Reginald Daye, Regional Advocate, Timothy Jones-Human Rights Advocate

**SRLHRC Affiliates Present:** *Baker's Home, Inc.* (Claudette Jones, Stephanie Olds), *Better Care Family Homes, Inc.* (Jessica Ismael), *Bralely and Thompson, Inc.* (Patricia Berg), *Citadel Family Services, LLC* (Brian Glover), *Community Supported Training Organization, Inc (CSTO)*, (Georgiana Smith, Regina Austin-Ford), *Quality Care Community Services, Inc.* (April Campbell), *Quality Community Supports, Inc.* (Juliet Sawi, Natasha Williams), *Rehobeth Residences* (Cheral Dixon), *Sentara Obici Hospital* (Dana P. Miller, Linda Austin), *Sisters Developing Growth and Change, LLC* (Zenda Jones, CEO), *Visions Community Services, LLC* (Eulamae Myers), *Western Tidewater Community Services Board* (Mary Heiler), *Zuni Campus – Presbyterian Homes* (E. Byron Nagle, Juliette Batten, Tricia Worrell)

**SRLHRC Affiliates Absent:** none

**I. CALL TO ORDER:**

- ✓ The meeting was called to order by Mr. Alexander at 8:35 AM.

**II. ACKNOWLEDGEMENTS AND INTRODUCTIONS:**

- ✓ Mr. Alexander asked all in attendance to introduce themselves and to indicate their role or respective organization.

**III. ADOPTION OF AGENDA:**

- ✓ Mr. Alexander asked for approval of the Agenda; Revisions were noted for correction and approved.

**IV. REVIEW AND APPROVAL OF MINUTES:**

- ✓ Mr. Alexander asked for a review of the draft minutes from May 8, 2012. Discrepancies of minutes were noted for correction: the May 8, 2012 minutes were approved and adopted.

**V. PUBLIC COMMENTS:**

- ✓ Mr. Alexander asked if anyone from the public was present and wishes to make any comments. None were present.

**VI. TREASURER AFFILIATES' REPORT:**

- ✓ No report was provided. It was noted that the Treasurer's report is for providers' purposes only.

**VII. REGIONAL ADVOCATE'S REPORT:**

- ✓ Mr. Daye introduced Tim Jones, new staff from the Office of Human Rights.
- ✓ There are two candidates to be interviewed today for the SRLHR Committee. Mr. Daye thanked the providers who solicited the candidates for appointment to the committee.
- ✓ There is a new SIR/death report process. Serious SIR's and Death's should be faxed within 24 hours to the DBHDS in Richmond instead of Mr. Daye's and your assigned local field licensure specialist offices. If unsure of where to send, please contact Mr. Daye for confirmation. You may use your own form or the one on the DBHDS web site. This change does not apply to abuse or complaint reporting.
- ✓ Mr. Daye reminded the providers of the process for adding services. If want to add new services, not already affiliated with the SRLHRC or licensed in this region you should send a verification form to Margaret Walsh.

If wanting to add additional services and you are already affiliated with the SRLHRC, and licensed in this region for that service, then send letter to Mr. Daye, your licensing specialist and the Committee members.

- ✓ Mr. Daye reminded the providers that their quarterly reports need to be submitted to him and the Committee members two weeks before each meeting. Do not put any details of the incidents on the report, please put them on separate paper and bring to the meeting with enough copies for each LHRC member and Mr. Daye.

## VIII. CHAIR COMMENTS

- ✓ Mr. Alexander expressed he has huge shoes to fill following the former Chair, Ms. Blackett. He asked for everyone to be patient and he will do the best he can.

## IX. PROGRAM UPDATES AND HUMAN RIGHTS REPORT:

**Zuni Campus – Presbyterian Homes & Family Services:** Mr. Nagle submitted the quarterly report. From 4/1/12 to 6/30/12, there were 5 abuse allegations. Zuni has requested a closed session.

**Western Tidewater Community Services Board:** Ms. Heiler submitted the quarterly report. There were 4 allegations of abuse and neglect. WTCSB has requested a closed session.

**Visions Community Services, LLC:** Ms. Myers reported that Visions served 36 individuals this quarter. There were no complaints or human rights violations and no incidents of abuse and neglect this reporting period.

**Sisters Developing Growth and Change:** Ms. Jones reported that they will have their final review with Licensing on August 20<sup>th</sup>. Mr. Daye reminded her that they need to submit a quarterly report even though they do not have their license yet.

**Sentara Obici Hospital:** Ms. Miller reported there were no complaints made regarding Human Rights violations during this quarter. There were 4 seclusions and 2 restraints during this quarter.

**Rehobeth Residence:** Ms. Dixon apologized for missing the last meeting. Her sister unexpectedly passed away. Ms. Dixon submitted her quarterly report. There were no allegations of abuse and neglect.

**Quality Community Supports, Inc.:** Ms. Sawi reported they served 28 individuals this quarter. There were 0 allegations of abuse/neglect.

**Quality Care Community Services, Inc.:** Ms. Campbell reported there were no complaints of human rights violations or allegations of abuse/neglect this past quarter. They are currently serving 8 individuals in their In-Home program.

**CSTO, Inc.:** CSTO, Inc. reported they are currently providing Supportive In-Home services to 38 Individuals. CSTO Inc. had 1 incident of abuse and neglect. CSTO, Inc. has requested a closed session. Mr. Daye requested their rules of conduct and policies and procedures to be submitted to him and the committee.

**Citadel Family Services, LLC:** Mr. Glover reported they served 10 individuals during this quarter. There were no allegations of abuse and neglect.

**Brale and Thompson:** Ms. Berg reported they had no incidents of consumer rights violations this reporting period.

**Better Care Family Homes, Inc.:** Ms. Ismael submitted their quarterly report and has requested a closed session.

**Baker's Home, Inc.:** Ms. Jones submitted their quarterly report. There were no allegations of abuse and neglect.

**X. OLD BUSINESS:** None

**XI. NEW BUSINESS:** None

**XII. EXECUTIVE SESSION:**

The SLHRC made a motion and the Committee voted to go into Executive Session (Closed Session) per VA Code 2.2-3711A to interview applicants for the committee and to discuss client information exempt from public disclosure for the purpose of reviewing abuse, serious injuries, deaths and behavioral plans for the following programs:

- Zuni – Presbyterian Homes
- CSTO, Inc.
- Better Care Family Homes
- WTCSB

The SLHRC voted to come out of closed session at 11:00 AM. Upon reconvening in Open Session, each member of SLHRC certified that, to the best of each Committee Member’s knowledge, only public business matters, lawfully exempted from statutory Open meeting requirements and only public matters identified in the motion to convene the Executive Session were discussed in accordance to Virginia Code 2-2-3711A., concerning the above referenced programs.

**RECOMMENDATIONS:**

**The LHRC voted to recommend to the State Human Rights Committee, the appointment of Ms. Nora Butler to the committee. The LHRC also voted not to recommend Mr. David Owings for appointment on the committee at this time.**

- ✓ **Zuni – Presbyterian Homes: No recommendations.**
- ✓ **CSTO, Inc.: No recommendations.**
- ✓ **Better Care Family Homes: No recommendations.**
- ✓ **WTCSB: No recommendations.**

The next meeting is scheduled for November 13, 2012 at WTCSB at 8:30 AM.

Meeting adjourned at 11:30 AM.

Respectfully Submitted by,

Tricia Worrell  
Administrative Assistant, Zuni Presbyterian Homes  
8/20/12