

**TIDEWATER REGIONAL  
LOCAL HUMAN RIGHTS COMMITTEE  
December 8 ,2009  
MINUTES**

PRESENT

Christopher Boyd, LHRC Member  
James Overton, LHRC Member  
Felicia Sawyer, LHRC Member  
Delinda Patterson Swanston, LHRC Member  
Reginald T. Daye, Regional Advocate, DBHDS  
Stacey Durr, COO, The Pines Treatment Center  
Dana Gillentine, Risk Manager, The Pines Treatment Center  
Joe Mazzucotelli, Administrator, Brighton  
Chris Kearney, Administrator, Kempsville  
Fran Neaves, Director of PI/Risk Management, Virginia Beach Psychiatric Center  
Paula Harr, Director of QMS, First Home Care  
Katherine Greene, Clinical Coordinator, FHC Group Homes  
Kenya Ratliff, Community Based Supervisor, Oyster Point Academy  
Kristi Martin, Community Based Supervisor, FHC –Eastern Shore  
Nora Tate, Clinical Coordinator, Portsmouth Schools  
Ramona Dominguez, Program Coordinator, Crawford Day School

ABSENT

Mary Butler, LHRC Member  
Vonda Harrison, PI Director, The Pines  
Mary Hawkins, Program Manager, FHC School Based Services  
Wes Mason, CEO, The Pines Treatment Center

I. CALL TO ORDER

The Local Human Rights Committee meeting was called to order at 8:45 a.m. by Rev. Christopher Boyd.

II. REVIEW OF MINUTES

The minutes for the meeting of September 15, 2009 were reviewed. Ms. Sawyer made a motion to approve the minutes. Mr. Overton seconded the motion and all members present voted to accept.

III. PUBLIC COMMENTS

There were no comments from the general public at this time.

- IV. Due to another commitment, Fran Neaves, Virginia Beach Psychiatric Center requested that the committee go into closed session so that she could report first.

Motion: Ms. Swanston made a motion that the committee go into Executive Session, pursuant to Virginia Code 2-2-3711A (4) for the protection of the privacy of individuals in personal matters not related to public business, namely to review patient information from Virginia Beach Psychiatric Center pursuant to the regulations.

Action: Second was made by Ms. Sawyer. All members present voted in favor of the motion.

Mr. Overton made the motion to open the session; Ms. Sawyer seconded the motion and all members present agreed.

Reconvened in Open Session: Upon reconvening in Open Session, Ms. Sawyer, Rev. Boyd, Mr. Overton and Ms. Swanston of the Tidewater Regional LHRC unanimously certified to the best of their knowledge that only public business matters exempt from statutory open meeting requirements and only public business matters identified in the motion to convene the Executive Session were discussed in accordance to Virginia Code 2-2-3711A (4).

## V. UNFINISHED BUSINESS

- A. The Pines – permanent affiliation for conversion of cottage to residence on the Brighton campus. The cottage has been licensed but thus far there are no residents residing there. Locking mechanism on the doors for use during an emergency was discussed. The motion was made by Mr. Overton that a ninety day temporary affiliation be granted with the contingency that administration implement a safety release system or mechanism that would allow the residents to exit the cottage in an emergency situation. Ms. Sawyer seconded the motion. A call for questions was made. There being none, all members voted to accept the motion.
- B. The Pines – Review of Structured Living Protocol time frame. After discussion, the request to change the time frame was withdrawn

## VI. NEW BUSINESS

- A. FHC – changes to school program. Effective January 4, 2010, First Home Care will be consolidating the current Crawford Day School into the alternative day program at the Oyster Point Academy campus located at 766 J. Clyde Morris Blvd., Newport News, Va.
- B. Licensing changes. Mr. Daye discussed changes to the process that is now in effect for obtaining a license and Local Human Rights Committee affiliation for new services or an add-on program.
- i. A Human Rights Verification form is submitted to Margaret Walsh, State Human Rights Director. The form can be obtained from Ms. Walsh, State

Human Rights Director or Mr. Daye’s Office. This is a certification that the agency has developed Human Rights Policies and Procedures and that these are in compliance with the Human Rights Regulations, that the staff will be trained on these procedures, and the procedures will be enforced.

- ii. Ms. Walsh will then check with the Office of Licensure to make sure they have been notified of this added service.
- iii. The agency will then receive a letter from the Human Rights Office accepting the agency’s verification.
- iv. The acceptance letter will then direct the agency to contact Mr. Daye regarding an affiliation with a local Human Rights Committee.
- v. A copy of the verification form, acceptance letter, program description, copies of policies and procedures and Rules of Conduct will be submitted to the local committee and Mr. Daye with a request for granting of affiliation at the next committee meeting.

VI. STANDING REPORTS

A. General Information

Seclusion and Restraint Reports

(S= Seclusion) (MR= Mechanical) (PR = Physical) (CR= Chemical)

<b>Location</b>	<b>August</b>	<b>September</b>	<b>October</b>
Pines Kempsville	77 S 0 MR 101 PR	55 S 0 MR 74 PR	33 S 0 MR 58 PR
Pines Brighton	0 S 0 MR 59 PR	0 S 0 MR 56 PR	0 S 0 MR 78 PR
Pines Crawford	42 S 0 MR 42 PR	35 S 0 MR 44 PR	46 S 0 MR 68 PR
Virginia Beach Psych	5 S 8 MR 2 PR 0 CR	1 S 5 MR 2 PR 0 CR	6 S 5 MR 6 PR 0 CR
FHC- Oyster Point Academy	0 PR	10 PR	5 PR
FHC- Northampton Schools	0 PR	0 PR	1 PR
FHC- Crawford Day School	2 PR	5 PR	2 PR
FHC -Portsmouth Schools	0 PR	0 PR	0 PR
FHC – Group Homes	0	1	1

B. Reports on Structured Living Protocol

VBPC: None  
The Pines: None

C. Overview of Allegation Reports

<b>Location</b>	<b>August</b>	<b>September</b>	<b>October</b>
Virginia Beach Psych	3	1	6
Virginia Beach Psych	4 Telephone Restrictions and 1 Informal Complaint	1 Telephone Restriction and 1 Informal Complaint	
FHC- Oyster Point Academy	0	4	3
FHC- Northampton Schools	0	3	2
FHC- Crawford Day School	8	2	2
FHC -Portsmouth School	0	0	0
FHC- Group Homes	3	7	3
The Pines – Portsmouth Schools	0	0	0
The Pines – Crawford	48	48	63
The Pines - Kempsville	66	64	48

D. 2010 Meeting Schedule: Meetings are scheduled as follows:

- March 16, 2010
- June 15, 2010
- September 14, 2010
- December 14, 2010

After discussion it was decided that quarterly reports could be mailed to committee members one week prior to the scheduled meeting. Agenda items, such as changes in policies/procedures, will still need to be mailed to members two weeks prior to the scheduled meeting.

At the March 16, 2010 meeting, data will be reviewed for November, December 2009 and January, February 2010.

E. Annual Seclusion/Restraint Report. The Annual Seclusion/Restraint Report is due January 15, 2010 to the office of Marianne Greenfield. Facilities can send the information in the format that they use to trend the data.

F. FHC Group Home Search Policy. Discussion regarding the collaboration of the Group Home with Portsmouth City Police and the use of drug dogs discussed. Motion made by Ms. Swanston that the FHC Group Home Search Policy be amended to include the use of dogs and be submitted at the next LHRC meeting for approval. Motion seconded by Mr. Overton. All members voted to accept the motion.

VII. CLOSED SESSION

Motion: Ms. Swanston made a motion that the committee go into Executive Session, pursuant to Virginia Code 2-2-3711A (4) for the protection of the privacy of individuals in personal matters not related to public business, namely to review patient information from First Home Care, Northampton County Public Schools, Oyster Point Academy, Crawford Day School, and the The Pines Residential Treatment Center, pursuant to the regulations.

Action: Second was made by Mr. Overton. All members present voted in favor of the motion.

Ms. Sawyer made the motion to open the session; Mr. Overton seconded the motion and all members present agreed.

Reconvened in Open Session: Upon reconvening in Open Session, Ms. Sawyer, Rev. Boyd, Mr. Overton and Ms. Swanston of the Tidewater Regional LHRC unanimously certified to the best of their knowledge that only public business matters exempt from statutory open meeting requirements and only public business matters identified in the motion to convene the Executive Session were discussed in accordance to Virginia Code 2-2-3711A (4).

#### VIII. NEXT SCHEDULED MEETING

The next regular LHRC meeting is scheduled for Tuesday, March 16, 2010 in the Executive Board Room of The Pines- Crawford Campus.

#### X. ADJOURNMENT

There being no further business to discuss, Ms. Sawyer made the motion to adjourn. Mr. Overton seconded the motion. The meeting was adjourned at 12:10PM.

Mr. Daye reviewed the Freedom of Information Act materials with Mr. Overton, Rev. Boyd, Ms. Swanston and Ms. Sawyer following adjournment of the regular meeting.

RESPECTFULLY SUBMITTED:

Paula Harr, R.N.  
Recording Secretary

Christopher Boyd  
LHRC Chairman