

**TUCKAHOE LHRC QUARTERLY MEETING MINUTES
NORTH PARK LIBRARY
MARCH 2, 2010/4:30PM**

(The committee members met prior to the start of the meeting at 4:00pm to prepare for the meeting.)

Committee Members Present:

- John Redd, Chairman
- Kia Symonds, Vice Chair
- Norma Draper, Voting Member
- Monica Lucas, Secretary
- Corinthia Morris, Voting Member

Advocate Present:

- Ansley Perkins, Human Rights Advocate

Affiliate Members Present:

- Nancy Boykin, The Caring Corner
- Anita Perry, Family & Community Support Systems
- Julia Griffith, Family & Community Support Systems
- Kelly Murphy, Blue Ridge Residential Services
- Debra Hewitt, Southern Virginia Regional Medical Center
- Sterling Burton, OLA Home for Boys
- Marquis Davis, OLA Home for Boys
- Rasha Hicks, STONES, LLC
- Cynthia Woodson, Family & Adolescent Services, LLC
- Breon Epps, Greater Unity Residential Services/Adult Day Services
- Guirlande Dorsainville, Grace Family Services, LLC, Program Director
- Felicia Legall, Grace Family Services, LLC House Manager
- James Wallace, Alliant Human Services
- George Miller, ACTS
- Vernon Oliver, HOPE, Inc.
- Sandra Rasmussen, Williamsville Wellness, LLC
- Robert Cabaniss, Williamsville Wellness, LLC
- Erin Gwinn, Miracles Behavioral Health Center
- Michael Butler, EMS of VA
- Tony Davis, HYPE Youth Services, LLC
- Denise Turner, RISEUP, LLC
- Juan Wilson, RISEUP, LLC

Affiliates Absent:

- Hamlet House

Guests Present:

- Latroyal Smith, The GROWN Program/I.L. Solutions

- I. **Welcome/Call To Order/Introductions:** The meeting was called to order at 4:34pm by John Redd, Committee Chairperson.
- II. **Public Comment:** There were no public comments presented during this portion of the meeting.
- III. **Approval of December 1, 2009 Minutes:** The minutes from the December 1, 2009 meeting were approved with corrections being proposed to reflect revisions to the site names for Blue Ridge Residential Services. The changes include Chester Forest Lane (new site) and Avocet Court and Brookview Court (discontinued sites). There was another change proposed by Caring Corner; however it was discovered that the proposed change was not inclusive of the information that was presented during the December 1, 2009. No further revisions were proposed.
- IV. **Treasurer's Report:** M. Lucas provided an update of the committee's account by acknowledging that Cynthia Woodson of Family & Adolescent Services was added to the Tuckahoe LHRC's account at First Market Bank as of December 29, 2009. There was an order submitted to the bank for the TLHRC to have checks printed primarily for the use of reimbursement of travel expense to the committee members. However there was a mix up with the delivery of the checks and a request was made by M. Lucas to void the check order and credit the funds back to the account. It was also mentioned that due to the pending changes to First Market Bank based upon the sale of Ukrops stores, the TLHRC would wait until the name of the new bank has been announced before checks are re-ordered. There was a deposit of \$200.00 reflective of pro-rated dues payments from two of the newer affiliates (EMS & Hamlet House). There was a \$100.00 withdrawal for the purchase of refreshments for the 3/10 meeting. The current account balance is \$2,956.78. M. Lucas also requested that all committee members submit mileage reimbursement requests prior to the June meeting so that any previously owed reimbursement payments could be satisfied prior to the beginning of the next fiscal year. Cynthia Woodson was present to receive affiliate's dues and write receipts.
- V. **Advocate's Report:** Ansley Perkins advised the committee and affiliates of the new process for program expansions. Affiliates who wish to seek affiliation for a new service will be required to submit a Human Rights Verification form, which can be found on the DBHDS website. Providers who wish to expand their services should develop human rights policies and procedures, complete the verification form and submit it to Margaret Walsh, the State Human Rights Director. Following approval of the verification form, a representative from the program then submits a letter to the Chairman of the TLHRC to request that the expansion be added to the agenda for review of affiliation for the new service.
- VI. **Old Business**
 - A. **TLHRC Follow Up Regarding Policy Reviews:**
 1. **OLA Home for Boys:** A review of the program's Human Rights policies and procedures (restrictive policies only) was presented by Sterling Burton. The policies were approved by the committee with the following recommendations": Change the language on pg 37 to remove the reference to "ignoring consistently" behavior presented by residents and remove the word "NEVER" on pg. 37.

The affiliate was asked to submit only these changes via email to the committee.

2. **STONES, LLC:** A review of the program's Human Rights policies and procedures (restrictive policies only) was presented by Rasha Hicks. The policies for this Intensive In-Home Counseling program were approved by the committee.
3. **SO VA Regional Medical Center:** Deborah Hewitt presented a revision that was made to the policy involving Polycom Teleconferencing with patients at the medical facility. This revision was approved by the committee.
4. **Williamsville Wellness:** A review of the program's Human Rights policies and procedures (restrictive policies only) was presented by Sandra Rasmussen. The policies for this program which provides treatment for persons with alcohol and gambling abuse and addictions were approved by the committee.

B. Affiliates' Status: At the previous meeting several affiliates were placed on suspension due to their failure to submit their Human Rights Activities Reports on time or at all. Recommendations for citations were made to the Office of Licensing. The affiliates were required to submit Corrective Action Plan indicating how they would ensure compliance with submitting these reports on time. All affiliates who were suspended as of the previous meeting have submitted a CAP and were approved by the committee for reinstatement to regular affiliate status. This approval applies to the following affiliates: **Alliant Human Services, A.C.T.S., Caring Corner, Family & Adolescent Services, H.O.P.E. Inc., Miracles Behavioral Health Center, S.T.O.N.E.S., SO VA Regional Medical Center and Williamsville Wellness**

VII. New Business:

- A. **Blue Ridge Residential Services / Sponsored Residential Services:** Report of Sites Added and Discontinued: Blue Ridge Residential Services did not have any sites to present as additions or discontinuations.
- B. **Request for Affiliation: Family & Community Support Systems: (Program Expansion) Mental Health Support Services; Julia Griffith and Anita Perry** presented information about the provider's new service, Mental Health Support Services. This service will be offered to male and female clients who are 16 and older. The committee approved the affiliation of this new service.
- C. **Request for Affiliation: Grace Family Services: Second group home; Guirlande Dorsainville** presented information about the program's desire to operate a second group home location. This program in Petersburg would be a replica of the program that is currently licensed for operation. The committee approved the affiliation of a second group home location for Grace Family Services.
- D. **Request for Affiliation: G.R.O.W.N. Program / I.L. Solutions LaTroyal Smith** presented information in support of affiliation of a Mental Health Support Program for clients who will be stepping down from services at their independent living group home environment. The group home which is operated under the I. L.

Solutions program is licensed under the Department of Social Services; however their Mental Health Support program will be licensed under a mental health license. The committee approved affiliation for the G.R.O.W.N. Program's Mental Health Support program, I. L. Solutions.

E. Policy Reviews:

- **EMS Intensive In-Home Services:** **Emrol Lindo** presented the Human Rights policies and procedures for the EMS Intensive In-Home Counseling program. The committee approved the policies with the following recommendations: There needs to be clarification in the following areas
 1. Part III (12VAC 35-115-110) the provider needs to clarify the policy section to include a concise definition of an emergency and specifically mention the method of restraint that is used by the program.
 2. On the last page of the policies presented under Part III (12 VAC 35-115-100) under #9, letter f as written has no application to the services provided by this affiliate. The committee recommends that the affiliate either remove this item or clarify its application to the services provided by this provider.
- **Hamlet House III Youth Services:** There was no representative from the Hamlet House program present at the meeting. The policy review remains incomplete.
- **H.Y.P.E. Youth Services:** **Tony Davis** presented the Human Rights policies and procedures for the H.Y.P.E. Intensive In-Home Counseling program. The committee approved the policies with the following recommendations: There needs to be clarity in the following areas
 1. On the last page of the policies presented under Part III (12 VAC 35-115-100) under #9, letter f as written has no application to the services provided by this affiliate. The committee recommends that the affiliate either remove this item or clarify its application to the services provided by this provider.

VIII. Human Rights Activities Reports for the period of 11/21/09 – 02/19/10:

- A. **Alliant Consortium:** No activity to report, however staff changes reported
- B. **A.C.T.S.:** No activity to report
- C. **Blue Ridge Residential Services:** There were staffing changes presented and 7 incidences involving mental and medical treatment to program participants. 4 of the incidences involved an individual with seizure activity, 2 incidences involved a need for more restrictive care within a psychiatric hospital and another incident involved a client who exhibited self injurious behavior which resulted in a hospitalization for psychiatric treatment.
- D. **Caring Corner:** There was an alleged allegation of abuse relating to a violation of Restrictions of Freedoms of Everyday Life. The client who presented issues of elopement was fitted with a LoJack Safety Net personal transmitter around his ankle without the use of less restrictive interventions. There are on-going discussions between this affiliate and the Office of Licensing and Human Rights regarding the appropriate treatment of this client. Currently the device has been removed from this client and further actions are being discussed.

- E. **EMS Intensive In-Home Services:** No activity to report.
- F. **Family & Adolescent Services:** No activity to report, however staff changes reported.
- G. **Family & Community Support Systems:** No activity to report, however there were staff changes.
- H. **Grace Family Services:** 1 client eloped during this reporting period. It was determined that staff followed proper elopement procedures and along with Chesterfield Police, the client was recovered at a local store and returned to the home.
- I. **Greater Unity:** 1 client eloped during this reporting period. It was determined that staff followed proper elopement procedures and had not neglected to provide proper supervision to this individual. The program has since adjusted this individual's ISP to address this issue as well as provided additional support to program staff.
- J. **Hamlet House Youth Services:** Absent; will need to give verbal presentation of Human Rights Activities Report at the June meeting.
- K. **H.O.P.E., Inc.:** No activity to report, however there were staff changes.
- L. **HYPE Youth Services:** No activity to report
- M. **Miracles Behavioral Health Center:** No activity to report, however there were staff changes.
- N. **OLA Home for Boys:** 2 incidences reported:
 1. 01/12/10 allegation of sexual misconduct from one peer to another which stemmed from horseplay. Following an investigation it was determined that there was no founded sexual abuse/misconduct and the youth were counseled about the incident and their behavior.
 2. 02/05/10 a peer to peer altercation occurred between two clients which resulted in one peer punch another in the face. Following an investigation it was determined that any allegations of abuse or staff neglect were unfounded; staff was a witness to the incident and noted that attempts to initiate de-escalation were not followed by the client who initiated the contact.
- O. **S.T.O.N.E.S:** No activity to report, however a location change was presented.
- P. **So. VA Regional Medical Center:** The program reported one staffing change and 4 seclusions and 1 restraint during this reporting period.
- Q. **Williamsville Wellness, LLC:** No activity to report, however there were staff changes.
- R. **RISE UP:** No activity to report.

Please Note: The committee voted to suspend the following affiliates for failure to attend scheduled meetings and/or for failure to submit their Human Rights Activities Reports to the LHRC Support liaison in accordance with the established deadlines. A recommendation that these affiliates be cited will be made to the Office of Licensing. These affiliates must submit a corrective action plan to the TLHRC Chairman prior to the next meeting specifying procedural practices to ensure that attendance/ representation is maintained at all meetings and the Human Rights Activities Report is submitted in accordance with the established timeframes and the affiliation agreement. The affiliates who were suspended include:

1. **EMS:** Failure to submit the Human Rights Activities Report form in accordance with the established deadlines.
2. **Hamlet House III Youth Services:** A representative did not attend the March 2nd meeting and failure to submit the Human Rights Activities Report in accordance with the established deadlines.

3. **H.Y.P.E.:** Failure to submit the Human Rights Activities Report form in accordance with the established deadlines.

IX. Annual Reports: According to the Human Rights Regulations, all affiliates are required to provide an annual report of any use of seclusion or physical restraints for the previous year by January 15th of each calendar year. This summary shall include dates and descriptions of any acts of seclusion and physical restraint utilized with clients receiving services from a DBHDS provider. The report for 2010 must be submitted to Ansley Perkins, Human Rights Advocate by January 15, 2011.

X. 2010 Calendar / Affiliation Fees: A copy of the 2010 Calendar of the TLHRC meetings was presented to all the affiliates in attendance. This calendar also provides the submission dates for Human Rights Activities Reports in addition to the meeting dates. All affiliates submitted their \$100.00 affiliation fee for the 2010-2011 calendar year. The payments were received by Cynthia Woodson, Treasurer for the TLHRC and receipts were given to the affiliates.

XI. Secretary's Report: M. Lucas TLHRC secretary offered a report of the meeting attendance and an account of the dues that was collected. All affiliates were in attendance with the exception of Hamlet House III Youth Services who was absent. All affiliates submitted their annual affiliation fee of \$100.00 with the exception of the Hamlet House III Youth Services program who failed to submit the fee by the conclusion of the meeting.

XII. Next Meeting: June 8, 2010 @ 5:15pm at the DBHDS Central Office which is located at 1220 Bank St. Richmond, VA 23219. It is in the Jefferson Building at 13th/Governor and Bank Streets.

Please Note: The affiliates were dismissed so that the TLHRC committee members could go into Executive Session with Caring Corner Program.

XIII. Executive Session: An executive session was held with the Caring Corner program. Executive Session is held with the Advocate, committee members and the affiliate, but the details of the session are not required to be captured as a part of the meeting minutes.

XIV. Meeting Adjourned at 7:30pm