

**UNIVERSAL FAMILY  
LOCAL HUMAN RIGHTS COMMITTEE REPORT**

**Date: Feb 3<sup>rd</sup>, 2010**

**Location: Interstate Corporate Center, Building 20, Suite 249 Norfolk, VA**

**Committee Members Present:**

**Laverne Johnson**

**Adria Peterson-Pulley**

**Barbara Johnson**

**Committee Members Absent:**

**Grace Washington**

**Melvin Jones**

**Dorothy Drummand**

**Human Rights Advocate:**

**Stewart Prost**

**CALL TO ORDER:**

**The meeting was called to order at 9:50 am by acting chairwoman Laverne Johnson**

**OLD BUSINESS:**

**The minutes could not be approved during this session**

**NEW BUSINESS:**

**Financial Report: There is currently \$1737.66 in the LHRC account.**

**MR. STEWART PROST REPORT:**

**Mr. Prost indicated that Brian Whitley has left DBHDS in November 2009. The budget may not allow for Mr. Whitley to be replaced in the office. This will create a shortfall of personnel. Reginald Daye, Willie Barnes and Stewart Prost will remain at DBHDS.**

**The committee has an opening for a consumer slot. Mr. Prost has the applications and encourages members to actively seek someone for this position. Three members on the board have completed their first term and have agreed to continue with a second term. Mr. Prost encouraged these members to complete the application process.**

**The DBHDS is working to coordinate the process of adding new programs the same throughout the region.**

**If you are adding a new program or making a significant change:**

**1. You must first make initial application to Licensure, for new providers, or request a service modification to Licensing. You are required to fill out a compliance verification**

form and send to Margaret Walsh, along with a copy of your Human Rights Policies & Procedures.

2. Ms. Walsh will review the policies, and send out a letter confirming that the policies are in compliance

3. Once the provider receives the letter from Ms. Walsh, the provider can request temporary affiliation with LHRC for that particular program, when they have the verification letter in hand. You must also send a copy of your behavior management policies, Human Rights Policies, a request for affiliation, and program rules to the committee members prior to the allotted meeting. The LHRC will grant a temporary affiliation, which must be renewed at each meeting until a permanent affiliation is obtained.

4. Once you obtain a license, or the letter from Licensing indicating the license number, the provider must bring one of the above items to the next LHRC meeting. At this point the license will be examined by committee members and permanent affiliation can be obtained.

If a program is adding a new site, but the service is under an existing program:

1. The program should contact their Licensing Specialist and start the paperwork necessary to add a site to their license. The provider should send a letter to Mr. Reginald Daye indicating that they will be adding a site. The provider should have the address of the new location, contact person for Human Rights issues, and a phone number where that person can be contacted. The Office of Human Rights will check with the program's assigned licensing specialist to find out if the added location is OK. Once this is done, the Office of Human Rights will advise the program to contact the LHRC and have the matter placed on the next meeting agenda. The LHRC will grant a temporary affiliation.

2. Once you obtain a license, or the letter from Licensing indicating the license number, the provider must bring one of the above items to the next LHRC meeting. At this point the license will be examined by committee members and permanent affiliation can be obtained.

All information that is required, as well as the verification letter, can be obtained [www.dbhds.va.gov](http://www.dbhds.va.gov).

Mr. Prost encourages you to contact him if you have any questions or would like to verify any information: [stewart.prost@dbhds.virginia.gov](mailto:stewart.prost@dbhds.virginia.gov).

**During the 2/3/10 meeting the committee noted that they did not have enough members to form a quorum. Program reports were presented during this time. Next meeting is scheduled on 2/10/2010 at 10:30 am. This meeting is to address any members seeking permanent affiliation, any members that could not make the 2/2/10 meeting and members seeking closed sessions.**

*Barbara Johnson Motioned to approve an additional LHRC meeting for the month of February, Laverne Johnson seconded the motion, motioned approved unanimously*

**Date: Feb 10, 2010**

**Location: Interstate Corporate Center, Building 20, Suite 249 Norfolk, VA**

**Committee Members Present:**

**Laverne Johnson  
Adria Peterson-Pulley  
Barbara Johnson  
Dorothy Drummand**

**Committee Members Absent:**

**Grace Washington  
Melvin Jones**

**Human Rights Advocate:**

**Stewart Prost**

**CALL TO ORDER:**

**The meeting was called to order at 11:00 am by Adria Peterson-Pulley**

**OLD BUSINESS:**

**The minutes for 11/04/09 and 12/02/2009 were voted and approved with corrections made by the committee.**

**NEW BUSINESS:**

**CMJ positive change (day support), Essential Independent lifestyles (day support), Preferred Provider Services (Day Support), Hines Haven (day support) and Stepping Stone Family Services (Mental Health Support Services, Day treatment, Outpatient Services) have all requested Temporary affiliation with LHRC.**

*Dorothy Drummond Motioned to approve temporary affiliation for the aforementioned providers, Laverne Johnson seconded the motion, motioned approved unanimously.*

**LHRC asked Eric Hines of Hines Haven Healthcare to present the behavioral plan for day support.**

*Dorothy Drummond Motioned to approve behavioral plans from Hines Haven, Laverne Johnson seconded the motion, motioned approved unanimously.*

**Committee members noted that Hoffler House has not attended the 2/3/10 or the 2/10/10 LHRC meeting. A letter will be sent to Wayne Hoffler of Hoffler House informing him of the committee's decision to move Hoffler House to temporary affiliation.**

*Dorothy Drummond Motioned to approve temporary affiliation for Hoffler House, Laverne Johnson seconded the motion, motioned approved unanimously*

**EXECUTIVE SESSION:**

*A motion was made by Adria Peterson-Pulley that the LHRC enter into an Executive Session, Lavern Johnson seconded the motion, motioned approved unanimously. LHRC moved to executive session at 11:36 am pursuant to Virginia Code Section 2.2-3711 (A) for the purpose of reviewing incident reports. The committee came out of executive session without making any recommendations.*

**\*\*PROGRAM REPORTS \*\* Presented on 02/3/10**



**TAYLOR FAMILY HOMES, LLC**

**Representative: Dorothy Taylor: 471-1121, 510-7343**

**Address: 3568 Brannon Drive, Virginia Beach, Va. 23456**

**License permanent 08/27/2009, permanent affiliation and dues are current.**

**Program:**

**There was 0 admissions, no discharge, and have a capacity of four.**

**There was no report of restraints (include physical and medical). There was no report of abuse/neglect (to include cases alleged, pending or proven). There was no report of serious incidents/injuries/deaths.**

**PREFERRED PROVIDER SERVICES, LLC**

**Representative: Renea Ballard: (757) 399-6363 or 537-0258**

**Address: 212 Maxwell Avenue, Portsmouth, Va. 23702**

**License is current, permanent affiliation, dues are current.**

**Program:**

**There was no admission, no discharge, have a capacity of three.**

**There was no report of restraints (include physical and medical). There was no report of abuse/neglect (to include cases alleged, pending or proven). There is a report of one serious incidents/injuries/deaths. Closes session requested.**

**FAMILY PRESERVATION SERVICES, INC**

**Representative: Chris Handy (757) 455-8300**

**Address: 6315 North Center Drive, Suite 249 Norfolk, Va. 23502**

**License is current, permanent affiliation, dues are current.**

**Program-**

**Intensive Home base- Admissions are revolving with 80 current cases, discharges are revolving and with a open capacity..**

**Program:**

**Mental Health Support- Admissions are revolving with 35 cases, discharges are 0, and capacity is open.**

**No reports of abuse or neglect. There was no report of restraints (include physical and medical). There was no report of abuse/neglect (to include cases alleged, pending or proven). There were no serious incidents/injuries/deaths**

**HOFFLER HOUSE, LLC**

**Representative: Wayne Hoffler, 675-7722**

**Address: 424 South Main Street, Suffolk, Va. 23434**

**License is current, permanent affiliation, dues are current.**

**Absent**

**LIMITED TIME DAY SUPPORT:**

**Representative: Eric Hines**

**Joy Rollins: (757) 305-8352, 263-8085**

**Address: 714 Round Bay Road, Norfolk, Va. 23502**

**License is for three years, permanent affiliation, dues are current.**

**Program: Limited Time Day Support**

**There was no admissions, one discharge, have a capacity of five.**

**There was no report of restraints (include physical and medical). There was no report of abuse/neglect (to include cases alleged, pending or proven). There are no serious incidents/injuries/deaths.**

**CROSSROADS FAMILY SERVICES II, LLC**

**Representative: Tonya Young: 393-5800 cell: 285-5562**

**Address: 2602 Lincoln Street, Portsmouth, Va. 23704**

**License is current, permanent affiliation, dues current. Conditional license for Intensive In Home Services and Mental Health Support.**

**Program:**

**Sebastian Home- There is 1 admission, 0 discharge, and capacity of seven.**

**Intensive in home services-Admissions are revolving: total cases: 10**

**Mental Health Support services-Admissions are revolving: total cases: 5**

**There was no report of restraints (include physical and medical). There were no reports of abuse/neglect (to include cases alleged, pending or proven). There were no reports of serious incidents/injuries/deaths.**

**VOA/BAKER HOUSE**

**Representative: Adria Peterson-Pulley 497-1900, cell 650-1405**

**Address: 5677 Herbert Moore Road, Virginia Beach, Va. 23462**

**Their license is current, 7/1/08 through 6/30/2011, permanent affiliation, dues are current.**

**Program:**

**There were eleven admissions, 0 discharges, and a capacity of twelve.**

**There were no reports of restraints (include physical and medical). There were no reports of abuse/neglect (to include cases alleged, pending or proven). There were zero reports of serious incidents/injuries/deaths.**

**STEPPING STONE FAMILY SERVICES, INC.**

**Representative: Lisa Duez 575-8331 cell**

**Address: 64 Aylwin Drive, Portsmouth, Va. 23702**

**Their license is current until 07/27/ 2011, permanent affiliation, temporary affiliation for Mental Health support program and dues are current.**

**Program:**

**Legacy House:**

**There was 0 admission, one discharge, and capacity seven.**

**Intensive In-Home:**

**40 revolving cases, 2 admissions, 3 discharges and the capacity is open and revolves.**

**Mental Health Support:**

**None reported: Admissions, discharges and the capacity is open and revolves.**

**There were no reports of restraints (include physical and medical). There were no reports of abuse/neglect (to include cases alleged, pending or proven). There were no reports of serious incidents/injuries/deaths.**

**HINES HAVEN HEALTHCARE (Columbia House Inc.)**

**Representative: Eric Hines (757) 393-1500 cell: (757) 286-6996**

**Address: 4500 Columbia Street, Portsmouth, Va. 23707**

**Their license is current until 2/13/2010, permanent affiliation, dues are current.**

**Program:**

**Group Home has 0 admissions, no discharge, and capacity of eight.**

**There was no reports of restraints (include physical and medical). There was no report of abuse/neglect (to include cases alleged, pending or proven). There were no reports of serious incidents/injuries/deaths.**

**ESSENTIAL INDEPENDENT LIFESTYLES**

**Representative: Carolyn Bowman: (757) 409-2879 or (757) 487-7517**

**Address: 3012 Camelot Boulevard, Chesapeake, Va. 23323**

**Their license is current, permanent affiliation, dues are current.**

**Program:**

**There were no admission, no discharge, and capacity of eight.**

**There were no reports of restraints (include physical and medical). There were no reports of abuse/neglect (to include cases alleged, pending or proven). There was no report of serious incidents/injuries/death.**

**PETERSON FAMILY CARE CENTER**

**Representative: Ernestine Wheeler: (757) 399-1924**

**Address: 4314 Columbia Street, Portsmouth, Va. 23707**

**Their license is current until 04/2012, permanent affiliation, dues are current.**

**Program:**

**Martha House:**

**There are 0 admissions, no discharge, and capacity of five. 1 bed available.**

**There was no reports of restraints (include physical and medical). There were no reports of abuse/neglect (to include cases alleged, pending or proven). There was no report of serious incidents/injuries/death.**

**CMJ POSITIVE CHANGE, LLC**

**Representative: Isalene Anderson: (757) 923-1200, 342-4183**

**Address: P.O. Box 241, Suffolk, Va. 23434**

**Their license is current, permanent affiliation, dues are current.**

**Program:**

**There was seven admissions, one discharge and capacity eight.**

**There was no report of restraints (include physical and medical). There was no report of abuse/neglect (to include cases alleged, pending or proven). There was no report of serious incidents/injuries/death.**

**MEMO**

**To: All**

**From: Universal Family Local Human Rights Committee**

**Re: Meetings for the year**

**Address: Interstate Corporate Center, Building 20,  
6315 North Center Drive, Suite 249 Norfolk, Va. 23502**

**Time: 9:30am**

**Dates:**

**Feb, 3<sup>rd</sup>, 2010**

**May, 5<sup>th</sup> 2010**

**Aug 4<sup>th</sup>, 2010**

**Nov 3<sup>rd</sup>, 2010**