

VALLEY COMMUNITY SERVICES BOARD LOCAL HUMAN RIGHTS COMMITTEE  
MEETING MINUTES  
January 25, 2008

Chuck Collins, Regional Advocate  
Randall Urgo – Advocate

Members Present

Elizabeth Bouldin-Clopton, Chair  
Jeffrey Jones, Vice Chair  
Donna Logan, Secretary  
Bradley Houff  
Tammy Johnston

Affiliate Presentation

CC & Associates, Christy Collins  
Heart Havens, Paulette Garland  
Family Sharing, Meneika Keith

Valley CSB

W. Jerry Thomas, VCSB Executive Director  
Gretchen Horton, Compliance Specialist

Closed Session

Family Sharing  
Wall Residences, LLC

TOPIC	DISCUSSION	ACTION
Call to Order	Elizabeth Bouldin-Clopton, Chair Called the January LHRC Meeting to Order.	
Approval of Minutes	Upon Motion by Tammy Johnston and supported by Donna Logan, to approve November minutes with correction, the minutes of the November meeting were approved with the following correction ..... Page 2 <i>add</i> ....Mezey after Dr. Lillian's name.	Minutes approved With correction
Public Comment	Ms. Bouldin-Clopton opened the meeting for public comment and invited individuals to come forward and address the committee.	No individuals presented for public comment.
Affiliate Presentations  (written annual reports on file with these minutes)	Christy Collins of <u>CC&amp; Associates</u> presented the Annual Report. <ul style="list-style-type: none"> <li>• Christy &amp; Andrew Collins provide Human Rights Training.</li> <li>• Conducted 8-hour training on self-determination and self-direction.</li> <li>• Notify consumers of Human Rights upon intake – if new client, conducted after the 60 day assessment. Annually thereafter.</li> <li>• One complaint; founded – staff counseled.</li> <li>• Directors try to resolve in-house, if unable to resolve, Advocate is contacted.</li> <li>• No citations.</li> <li>• Added a new program: Total staff 13</li> <li>• Culture of Human Rights established daily through interactions with staff and consumers.</li> </ul>	Informational

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	<p><u>Heat Havens</u> – Tabled</p> <p><u>Family Sharing</u>: Meneika Keith presented Annual Report</p> <ul style="list-style-type: none"> <li>• Currently 1 employee – trained face to face and review all regulations page-by-page. All families have copies of Policies and Procedures for Human Rights in their homes.</li> <li>• Mentor families train every other adult member of the household, but only train individuals who are contracted.</li> <li>• Notify clients through written materials and review in the best way for client to understand. (poster, sign language, etc.)</li> <li>• May 25<sup>th</sup> received license – have had clients since July 1<sup>st</sup>. Have had 3 complaints. All 3 resolved (refer to report)</li> <li>• November 8<sup>th</sup> inspection – no citations</li> <li>• Human Rights established - person centered planning – philosophy of Family Sharing, employed by the client.</li> <li>• 10 Mentor Homes with placements – 2 other homes without placements. Serving 13 individuals.</li> </ul>	<p>Hart Havens – will present in March.</p> <p>Informational</p>
<p>Valley CSB Update</p>	<p>Valley CSB Update provided by Jerry Thomas, Executive Director</p> <ul style="list-style-type: none"> <li>• DMAS - treatment centered around Mental Health Support Services</li> <li>• Approximately 150 MR new Waiver Slots available.</li> <li>• Case Management billable services rate under Medicaid changing; billing unit from a monthly unit to a 15-minute unit.</li> <li>• Unit of service for other programs changing as well.</li> </ul> <p>Randall Urgo commented that another significant change is in the language around the commitment process. (TDO/ECO)</p> <p>Gretchen Horton, Valley CSB Compliance Specialist, reported that Valley has had <u>3 complaints since November, 2007.</u> 1 resolved 1 pending – resubmitted for DAP funds (in process) 1 pending - Ms. Horton has not received official paperwork – (pending)</p>	<p>Informational</p>
<p>Randall Urgo</p>	<p><b>R. Urgo, Advocate, reminded everyone in attendance today, that March 1<sup>st</sup> is the date that Policies and Procedures have to be in compliance with the new regulations.</b> Monitoring will be conducted by R. Urgo and C. Collins as they visit facilities. Also, affiliates who are scheduled to present their annual report will bring updated policies to LHRC meeting for committee review.</p>	<p><b>WHEN AFFILIATE PRESENTS ANNUAL REPORT – BRING UPDATED POLICIES FOR COMMITTEE</b></p>

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	<p>Mr. Urgo informed the committee that the State Human Rights Committee is developing an automated web-based data system where all complaints, etc. will be keyed in. Expected date for program to be up and running is June 1, 2008.</p> <p>Mr. Urgo distributed case documentation for Committee Members.</p>	<p><b>TO REVIEW.</b></p>
<p><b>Closed Session</b></p> <p>Wall Residences</p> <p>Family Sharing</p>	<p><b>I, Elizabeth-Bouldin-Clopton move that the LHRC go into executive session pursuant to VA Code § 2.2-3711, paragraph A.4. for the protection of the privacy of individuals and their records in personal matters not related to public business, namely to conduct a hearing pursuant to the Regulations.”</b> <b>Jeffrey Jones seconded – motion carried.</b></p> <p><b>Presented on L.F. Committee reviewed behavior plan and added comments and concerns.</b></p> <p><b>Meneika Keith presented on R.B. and W.A. requesting approval to continue restrictive procedures</b></p> <p><b>UNDER THE VIRGINIA FREEDOM OF INFORMATION ACT §2.2-3700 ET. SQ. CODE OF VIRGINIA</b> <b>The LHRC Committee reconvened in Open Session.</b></p> <p>Upon reconvening in open session, each member of the LHRC certified that only appropriate client related business was discussed. All committee members and advocate attested, stating, I so certify.</p>	<p style="text-align: center;"><b>Wall Residences, LLC to address Committee’s concerns</b></p> <p><b>Committee members approved to continue restrictive procedures for R.B. and W.A.</b></p>

Adjourn      The LHRC Meeting was Adjourned

**NEXT MEETING OF THE LHRC is March 7<sup>th</sup> at 9:00 a.m.**

**March Presenting Affiliates:**

Heart Havens  
Wall Residences, LLC  
Presbyterian Homes