

**Virginia Beach Local Human Right Committee**  
**February 26, 2010**  
**Draft Minutes**

**Called to Order**

The meeting was called to order at 9:15 am.

**LHRC COMMITTEE MEMBERS PRESENT:**

Kevin M. Bowing  
Shaunna Robey  
Lisa Thatcher

**OTHERS PRESENT & AFFILIATE NAMES:**

Reginald Daye – DBHDS, Regional Human Rights Advocate  
Michelle Hammer – Hope House Foundation  
Pamela Little – Community Alternatives, Inc., LHRC Program Liaison  
Dee Kennan – Virginia Beach Department of Human Services  
Jane Sinnott– Virginia Beach Department of Human Services  
Donna Kellam – Eastern Shore CSB  
Melissa Mason – Chesapeake CSB  
Jacqueline Butter– Eagles Nest LLC  
Michael Burke – Burke Family Care

**Adoption of Agenda** – A request was made to add Eastern Shore Achievers Clubhouse program rules modifications and permanent affiliation of ESCSB Dunn Avenue to the agenda. Virginia Beach Department of Health Services requested the addition of Outpatient Services to Old Business in addition to the Jail Case Management Services seeking temporary affiliation. Both requests were honored and added to the agenda.

**Approval of December 18th 2009 Minutes**

The minutes were approved as written.

**Old Business**

- **Chesapeake CSB** – update on Therapeutic Day Treatment. The program is currently not ready to begin services as staff members are still being selected. CCSB is seeking continued 90 day temporary affiliation. Approved.
- **Virginia Beach DHS** – request for continued 90 day temporary affiliation for Jail Case Management Services & Outpatient Services. Approved.
- **Eastern Shore CSB** - Dunn Avenue location seeking permanent affiliation they have received license. Approved.

**New Business**

- **Eastern Shore CSB** provided two sets of clubhouse program rules, one approved August 08 the other is a new draft. Donna Kellam, ESCSB,

noted that there are slight changes in the rules which are predominantly semantics. Changes:

- #5 & #6 on old rules have been combined on the new rules. Some of the language is changed...it talks about how often you have to attend the clubhouse to go on the outings. It was changed attending one day a week to three days a week to go on outings.
- New #9 and the old #10, the only change is the drop of not sleeping, sleeping is no longer against the rules.
- Old #15 now the new #14, in reference to the use of sunglasses, staff must see eyes only now.
- New #19 vs. the old #20 and #19 if members leave clubhouse they can walk to certain vantage points.

A motion to approve Eastern Shore's newly modified clubhouse program rules was made. The motion was approved.

- **Burke Family Care** – Temporary 90 day affiliation was sought for 352 Agecroft Court. Permanent affiliation was sought for the 205 Watkins Drive location. Both requests were approved.

### **Provider Reports**

- Eastern Shore CSB– 0 Incidents
- Virginia Beach DHS- 2 Abuse, 1 Neglect, 0 Exploitation, 18 Serious Injuries, 4 Deaths, 7 complaints, 3 Restraints.
- Chesapeake CSB– 3 Serious Injuries, 1 Death
- CAI – 3 Abuse, 3 Neglect, 1 Right to Treatment, 1 Serious Injury, 1 Death
- Hope House –2 Neglect, 3 Peer to Peer, 1 Serious Injury, 1 Death
- Burke Family Care – 0 Incidents
- Eagles Nest – 0 Incidents

### **Regional Advocate's Update**

Mr. Daye reminded providers to submit the Office of Human Rights Annual Seclusion and Restraint Report, per human rights regulatory requirements. This was due January 15<sup>th</sup>. Burke Family and CAI did not submit their reports at the time of the meeting. Mr. Daye again reminded providers not in compliance with this regulatory requirement to contact his office for a copy of the form.

Mr. Daye reviewed the process for adding a new program or service. If you are adding an existing service at a new location in this region, send a notification letter to Mr. Daye indicating the name of site, administrator, and a phone number. Indicate in the letter that you have contacted your licensing representative. Indicate that it will come under same behavior management policies, program rules, and human rights policies and procedures. If different indicate and provide copies of new. Indicate your licensing rep. Also state that you are requesting a temporary affiliation. Send copies of this information to the LHRC members and support secretary to be placed on the agenda.

If you are adding a new service all together you have to contact your licensing specialist indicate you are adding a service. Send a HR Verification form to Margaret Walsh and a

copy of the human rights policies and procedures to her office. She will then check with licensing to see if you have sent information to licensing. She will then send a letter indicating she has received and accepted the letter. Send the following to Mr. Daye: copy of human rights policies and procedures, copy of verification letter, copy of acceptance letter from OHR director, program rules of conduct, behavior management policies, and a cover letter stating seeking permanent affiliation. Mr. Daye encouraged providers to call should they have questions.

Statutory requirements indicates that approved minutes of LHRC meeting be posted within three business days of the meeting. A ten working day deadline is required for posting draft minutes. Please send copies of minutes to the OHR director who is posting these drafts and approved minutes to the OHR website.

**Public Comment** - None

**Next meeting: May 21<sup>st</sup>, 2010 at 9:00am**

**Closed Session (VA Code 2.2-2711A)**

The LHRC voted to go into closed session pursuant to Va. code 2.2-3711A, to conduct a membership interview and to discuss allegations of abuse, complaints, serious incidents, behavioral restraints for the following programs: Virginia Beach DHS; Chesapeake CSB; Hope House Foundation and CAI.

The LHRC voted to come out of closed session. Each committee member certified that only the interview and the discussion of the above mentioned took place while in closed session.

**Committee Recommendations:**

The LHRC voted to recommend, to the State Human Rights Committee, Ms. Robyn Morris for membership on the Virginia Beach Area LHRC.

There were no other recommendations.

Respectfully Submitted,  
Melissa G. Mason, MPA  
VB LHRC Support Secretary