

*****APPROVED*****

Williamsburg Regional Local Human Rights Committee Minutes

Date of Meeting: April 16, 2008

**Denotes attendance at this meeting*

Committee Members: Hewlette C. Connell, MD
John T. Farrar, MD*
Rita Gregory*
Kathy Nader, RN
Timothy Russell, Chairperson*

Office of Human Rights: Reginald Daye, Regional Advocate*

Program Affiliates:

Bacon Street:	Bob Coleman *
Campbell House:	Jacqueline Campbell*
East End Academy IOP & Day Treatment	Ruby Gilliam-Eley Bonita Clark*
Family Preservation Services:	Kim Speed * Tami King
Neurological Rehabilitation Living Centers:	Steve Dean* Kelly Dean
United & Empowered Care:	Valda Claiborne Marietta Cottingham*
Williamsburg Place:	Patty Cranford*

Temporary Program Affiliates: Better Life of Virginia: Christian Aigbe
Babatunde Talabi*

Call to Order:

Mr. Russell called the meeting to order at 9:02 am at Williamsburg Place

Approval of Minutes: *The January 9, 2008 committee minutes were approved with revisions.*

Reappointment of Mr. Russell : Mr. Russell has submitted his request for reappointment to a second term on this committee to the State Human Rights Committee.

Election of Committee Officers: The committee members approved the following officers for one-year terms beginning July 1, 2008: Mr. Russell, Chairperson; Ms. Gregory, Vice-Chairperson; Dr. Farrar, Secretary.

Affiliate Program Reports:

Bacon Street

Number of Clients: 120

Staff to Client Ratio: 1:28

Program Changes: None
New Programs: None
Administrative Changes: None
Policy Changes: Developing policies in accordance with new regulations.
Handbook Changes: None
Number of Complaint or Abuse Cases: One complaint. (See: *Closed Meeting* in which no recommendations were reported out.)
Use of Restraints or Seclusion: None
Information/Action on Prior Cases: None
Licensure or Human Rights Reviews: None during this quarter

Campbell House

Number of Clients: 3
Staff to Client Ratio: 1:4
Program Changes: None
New Programs: Intensive In-Home Services and Carrie's House, the new location in Norfolk, received licenses. (See: *Discussion Items* in which LHRC affiliation was granted for these new Campbell House programs.)
Administrative Changes: None
Policy Changes: None
Handbook Changes: None
Number of Complaint or Abuse Cases: None
Use of Restraints or Seclusion: None
Information/Action on Prior Cases: None
Licensure or Human Rights Reviews: Licenses received following reviews by Mr. Dennis Riddick, Licensing Specialist on February 6, 15, and 19, 2008.

East End Academy Intensive Outpatient Program

Number of Clients: 102
Staff to Client Ratio: 2:8
Program Changes: None
New Programs: Additional Norfolk site pending Licensure and LHRC Affiliation. (See *Discussion Items* in which a continuing, 90-day temporary affiliation was granted for this additional site).
Administrative Changes: None
Policy Changes: None
Handbook Changes: None
Number of Complaint or Abuse Cases: None
Use of Restraints or Seclusion: None
Information/Action on Prior Cases: None
Licensure or Human Rights Reviews: None

Family Preservation Services

Number of Clients: 96
Staff to Client Ratio: 1:3
Program Changes: None
New Programs: License to provide Therapeutic Day Treatment Services for Machen Elementary School was received in February 2008. A license to provide Therapeutic Day Treatment Services for Spratley Middle School was received in October 2007. The Mental Health Support Services Program is pending Licensure and LHRC Affiliation. (See: *Discussion Items* in which full affiliation is granted for TDT Services at the Machen and Sprately sites, and a continuing, 90-day temporary affiliation was granted for the Mental Health Support Program services.)
Administrative Changes: None
Policy Changes: None
Handbook Changes: Changes have been made to meet the new regulations.
Number of Complaint or Abuse Cases: None

Use of Restraints or Seclusion: None
Information/Action on Prior Cases: None
Licensure or Human Rights Reviews: None

Neurological Rehabilitation Living Center

Number of Clients: 9
Staff to Client Ratio: 1:2
Program Changes: None
New Programs: NLRC is in the process of submitting an application for an additional program.
Administrative Changes: None
Policy Changes: None.
Handbook Changes: None
Number of Complaint or Abuse Cases: Two. One staff-to-client was substantiated for staff neglect; one peer-to-peer was unsubstantiated for staff neglect or abuse. (See: *Closed Meeting* in which no suggestions were reported out.)
Use of Restraints or Seclusion: None
Information/Action on Prior Cases: None
Licensure or Human Rights Reviews: None

United and Empowered Care

Number of Clients: 4
Staff to Client Ratio: 1:4
Program Changes: None
New Programs: The home at 386 Dewey Avenue, Hampton, VA and a new Sponsored Residential Services Home are both pending Licensure and LHRC approval. (See: *Discussion Items* in which a 90-day temporary affiliation was continued for these locations.)
Administrative Changes: None
Policy Changes: Changes were made in compliance with new HR regulations and provided to the committee members.
Handbook Changes: Changes were made in compliance with new HR regulations
Number of Complaint or Abuse Cases: None
Use of Restraints or Seclusion: None, this quarter. (See: *Closed Session* in which one recommendation was made by the committee for a use of a restraint reported previously.)
Information/Action on Prior Cases: None
Licensure or Human Rights Reviews: None

Williamsburg Place

Number of Clients: 48
Staff to Client Ratio: 1:5
Program Changes: None
New Programs: None
Administrative Changes: None
Policy Changes: None
Handbook Changes: None
Number of Complaint or Abuse Cases: None
Use of Restraints or Seclusion: None
Information/Action on Prior Cases: None
Licensure or Human Rights Reviews: None

Discussion Items:

Requests for Affiliation of Additional Programs:

Better Life of Virginia, LLC: Mr. Talabi requested an extension of the program's temporary affiliation as it awaits approval of its licensure request. An Office of Licensure inspection is scheduled for May 2008. *Following discussion, the committee members unanimously granted Better Life of Virginia a 90-day extension of its temporary affiliation with this LHRC.*

Campbell House: Ms. Campbell reports that the Carrie's House location in Norfolk and its Intensive In-Home Services Program received licenses. *Following discussion, the committee members unanimously granted full affiliation for the program's new programs.*

East End Academy: Ms. Clark requested continued, temporary affiliation for its additional site at 2606 Colonial Avenue, Norfolk, VA 23513, as it awaits approval of its license. *Following discussion, the committee members unanimously granted East End Academy's additional location a continuing, 90-day temporary affiliation.*

Family Preservation Services: Ms. Speed requested full affiliation for the Spratley Middle School and the Machen Elementary School Therapeutic Day Treatment sites Services which have been granted licenses. She requested temporary affiliation for its Mental Health Support Services Program which is pending licensure. *Following discussion, the committee members unanimously granted Family Preservation Services full affiliation for the Spratley Middle School and Machen Elementary School TDT sites, and a 90-day temporary affiliation for its new Mental Health Support Services.*

United and Empowered Care: Ms. Cottingham requested continued, temporary affiliation for its additional home to open at 386 Dewey Avenue, Hampton, VA, and for a new six-bed Sponsored Residential Services Home as they await licensure approval. Ms. Cottingham will submit a request to Mr. Daye's office for the new home. *Following discussion, the committee members unanimously granted United and Empowered Care a 90-day temporary affiliation for both additional locations.*

OHR Advocate's Report and Training:

Mr. Daye reported that his office has received the revised policies from the programs affiliated with this committee. This is not true of all the programs in the region, however. Mr. Daye is requesting that LHRC's of those affiliated programs amend their status to temporary affiliation. Mr. Daye also spoke to some of the problems in the revised policies he has seen. In particular, he noted that some programs have copied parts of the new regulations that are not applicable to their programs.

Mr. Daye stated that the members of this LHRC are not required to review all the policies of the affiliated programs, as they were in the past. The Office of Human Rights wanted

to remove that burden from the LHRC's, as the OHR does review them. However, *affiliated programs are to submit changes in their Rules of Conduct and Behavioral Management Plans to this LHRC for approval. Mr. Daye furthermore suggested that all the affiliated programs of this committee resubmit their current Rules of Conduct and Behavioral Management Plans to this committee's members so they can be better acquainted with them.*

Next Regularly Scheduled Meeting:

Wednesday, July 16, 2008, 9:00 am at Williamsburg Place, 5477 Mooretown Road, Williamsburg, VA. Telephone: (757) 565-0106.

Adjournment: Mr. Russell adjourned the meeting with the membership's approval at 9:35 am.

Closed Meeting: At 9:40 am the members went into closed session per Virginia Code 2.2-3711A4 to review the aforementioned reports of client complaints from Bacon Street and Neurological Rehabilitation Living Center and a use of a client restraint previously reported by United and Empowered Care. The committee reconvened in open meeting at 10:27 am, each member certifying that it heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

The committee reported out no recommendations for Bacon Street nor for Neurological Rehabilitation Living Center. The committee recommended for United and Empowered Care that it obtain a letter signed by the Director of the local Department of Social Services acknowledging that DSS is the legal guardian regarding the behavioral plan for Mr. P.

Submitted by:

Approved by:

Robert E. Coleman, Recorder
Affiliate Program Liaison & Support

LHRC Committee Secretary