

*****DRAFT*****

Williamsburg Regional Local Human Rights Committee Minutes

Date of Meeting: July 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	Ebone Joseph*
	Bonita Clark*
Family Preservation Services:	Kim Speed*
Neurological Rehabilitation Living Centers:	Steve 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 9:06 am at Williamsburg Place

Approval of Minutes: *The April 16, 2008 committee minutes were approved and accepted with amendments.*

Affiliated Program Rules of Conduct and Behavioral Management plans: Mr. Russell collected copies of the affiliate programs' Rules of Conduct and Behavioral Management Plans for distribution to and the familiarization of the current committee members.

Affiliated Program Agreements: The committee members approved the agreements signed by each program's authorized representative (1) to affiliate with the WRLHRC as defined by regulation and Article VIII of the WRLHRC by-laws and (2) to accept the sanctions for failure to attend regularly scheduled WRLHRC meetings.

Affiliate Program Reports:

Bacon Street

Number of Clients: 110

Staff to Client Ratio: 1:28
Program Changes: None
New Programs: None
Administrative Changes: None
Policy Changes: Continuing to review our policy previous policy changes as a staff with particular attention to confidentiality issues.
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 during this quarter

Campbell House

Number of Clients: 3
Staff to Client Ratio: 1:4
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

East End Academy Intensive Outpatient Program

Number of Clients: 85
Staff to Client Ratio: 2:8
Program Changes: None
New Programs: Additional Norfolk site has received its license and seeks full LHRC Affiliation. (See *Discussion Items* in which full 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: 115
Staff to Client Ratio: 1:4
Program Changes: None
New Programs: The new Mental Health Support Services Program has received its license and seeks full LHRC Affiliation. The program also is awaiting licensure of its TDT services at Davis Middle School.(See: *Discussion Items* in which full affiliation is granted for the Mental Health Support Program services and a 90-day temporary affiliation was granted for the TDT services at Davis Middle School.)
Administrative Changes: None
Policy Changes: None
Handbook Changes: None.
Number of Complaint or Abuse Cases: None
Use of Restraints or Seclusion: One use of restraint. (See: *Closed Meeting* in which no recommendations were reported out.)
Information/Action on Prior Cases: None
Licensure or Human Rights Reviews: None

Neurological Rehabilitation Living Center

Number of Clients: 11

Staff to Client Ratio: 1:3

Program Changes: The program seeks temporary affiliation for an additional location, that also provides a new Day Treatment Service, is awaiting its license. (See *Discussion Items* in which a 90-day temporary affiliation was granted for this additional site).

New Programs: Day Treatment Services

Administrative Changes: None

Policy Changes: None.

Handbook Changes: Amendments were made 7/9/08 to include the Day Treatment Program.

Number of Complaint or Abuse Cases: None

Use of Restraints or Seclusion: None

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: Annual licensure review was conducted on 6/26/08.

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 continues to await Licensure approval and the program seeks continued temporary LHRC affiliation. The program has withdrawn its request for affiliation of a new Sponsored Residential Services Home (See: *Discussion Items* in which a 90-day temporary affiliation was approved for the Dewey Avenue location).

Administrative Changes: None

Policy Changes: None

Handbook Changes: None

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: Office of Licensure conducted an unannounced review on 5/17/08. The program awaits the results of the review.

Williamsburg Place

Number of Clients: 45

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: One is pending.

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 and Services:

Better Life of Virginia, LLC: Mr. Aigbe requested that the committee approve its full affiliation as has received its license. *Following discussion, the committee members unanimously granted Better Life of Virginia full affiliation with this LHRC.*

East End Academy: Ms. Clark requested full affiliation for its additional site at 2606 Colonial Avenue, Norfolk, VA 23513, as it has received its license. *Following discussion, the committee members unanimously granted East End Academy's additional location full affiliation with this LHRC.*

Family Preservation Services: Ms. Speed requested full affiliation for its new *Mental Health Support Services* which has been granted a license. She requested temporary affiliation for its Davis Middle School TDT site which awaits licensure approval. *Following discussion, the committee members unanimously granted Family Preservation Services full affiliation for its Mental Health Support Services and a 90-day temporary affiliation for its Davis Middle School Therapeutic Day Treatment site.*

Neurological Rehabilitation Living Centers: Mr. Dean reported that NLRC awaits licensure approval of an additional location that provides additional Day Treatment Services. *Following discussion, the committee members unanimously granted NRLC a 90-day temporary affiliation for this additional location and its Day Treatment Services.*

United and Empowered Care: Ms. Cottingham requested continued, temporary affiliation for its additional home to open at 386 Dewey Avenue, Hampton, VA. She reports that a licensure request for a Sponsored Residential Services Home has been tabled. *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 emphasized that *all* program complaints are to be reported to his office. The formal and informal processes described in the new regulations refer only to the resolution process after the complaint has been reported.

It is very important, Mr. Daye stated, that he be informed as soon as possible if a program plans to add a new service or location. The policy for the new service or location needs to be reviewed by his Office of Human Rights for compliance. Then Mr Daye will send the policy to the LHRC for approval which must occur before a license can be granted.

Mr. Daye discussed the growth of Sponsored Group Home services in the area and the competition between them for consumers. The OHR is attending to the protection of the consumers in this process. In addition he notes that parents who had formerly given-up

their parental rights are requesting certification to provide these SGH Services now that money is available.

Next Regularly Scheduled Meeting:

Wednesday, October 8, 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 10:05am.

Closed Meeting: At 10:08 am the members went into closed session per Virginia Code 2.2-3711A4 to review the aforementioned report of the use of a restraint by Family Preservation Services. The committee reconvened in open meeting at 10:37 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 Family Preservation Services.

Submitted by:

Approved by:

Robert E. Coleman, Recorder
Affiliate Program Liaison & Support

LHRC Committee Secretary