

**\*\*\*APPROVED\*\*\***

**Williamsburg Regional Local Human Rights Committee Minutes**

**Date of Meeting:** October 8, 2008

*\*Denotes attendance at this meeting*

**Committee Members:** Hewlette C. Connell, MD\*  
John T. Farrar, MD, Secretary\*  
Rita Gregory, Vice-Chairperson\*  
Timothy Russell, Chairperson\*

**Office of Human Rights:** Reginald Daye, Regional Advocate\*

<b>Program Affiliates:</b> Bacon Street:	Bob Coleman *
Better Life of Virginia:	Christian Aigbe
	Babatunde Talabi*
Campbell House:	Jacqueline Campbell*
East End Academy IOP & Day Treatment	Ebone Joseph*
	Bonita Clark*
	Mary Sanderfer*
Family Preservation Services:	Kim Speed*
	Monica Isip*
Neurological Rehabilitation Living Centers:	Steve Dean *
	Melissa Gonzales*
United & Empowered Care:	Valda Claiborne
	Marietta Cottingham*
Williamsburg Place:	Patty Cranford*

**Temporary Program Affiliates:**

SWRMC Structured Outpatient Behavioral Health Program:  
Paul Altovilla\*  
Mike Verano\*

**Call to Order:**

Mr. Russell called the meeting to order at 9:03 am at Williamsburg Place

**Approval of Minutes:** *The July 16, 2008 committee minutes were approved and accepted without amendments.*

**Announcement of Resignation of Committee Member and Application of Potential New Member:** Mr. Russell and Mr. Daye announced that Ms. Kathy Nader had resigned from this LHRC, and she had so informed the State HR Committee. The committee will review the application of a potential member later today in closed session. (See: Closed Meeting in which it was reported out that the applicant, the Rev. James Henry, was recommended to the State Human Rights Committee for the approval of his membership to the WRLHRC.)

**2009 Meeting Schedule:** *The committee members approved their 2009 Meeting Schedule for meetings the second Wednesday of the quarter's month: January 14, April 8, July 8, and October 14, 2009. All meetings will be held at 9:00 am at Williamsburg Place.*

**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: the Program is continuing to review 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: A program review was conducted by Joslynn M. Perry, ACSW of the Office of Licensing on September 23, 2008. (In addition, see *Discussion Items* in which the LHRC accepted and approved the program's Behavioral Management Plan and Rules of Conduct)

***Better Life of Virginia***

Number of Clients: 0

Staff to Client Ratio: 1:3 (expected)

Program Changes: None

New Programs: None

Administrative Changes: None

Policy Changes: The program has changed its behavioral management planning and training from MANDT to TOVA.

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: (See *Discussion Items* in which Mr. Daye suggested changes in the Behavioral Management Plan and the LHRC deferred approving the program's Behavioral Management Plan and Rules of Conduct until next quarter).

***Campbell House***

Number of Clients: 5

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: The program has received a 6-month license for Carrie's House and the Campbell House Intensive in-Home Program. (See *Discussion Items* in which the LHRC deferred approving the program's Behavioral Management Plan and Rules of Conduct until next quarter).

***East End Academy Intensive Outpatient Program***

Number of Clients: 89

Staff to Client Ratio: 2:10

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: 0 uses of restraints or seclusion.

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: East End Southside received a visit in September 2008 from licensure. (In addition, see *Discussion Items* in which the LHRC deferred approval of East End Academy's Behavioral Management Plan and Rules of Conduct until next quarter)

***Family Preservation Services***

Number of Clients: 92

Staff to Client Ratio: 1:4

Program Changes: None

New Programs: The program is awaiting licensure of its TDT services at Davis Middle School. (See: *Discussion Items* in which 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: Two uses of restraint, as per policy.

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: (See *Discussion Items* in which the LHRC deferred approving the program's Behavioral Management Plan and Rules of Conduct until next quarter)

***Neurological Rehabilitation Living Center***

Number of Clients: 9

Staff to Client Ratio: 1:3

Program Changes: The program has received a license for its Day Treatment Services at its additional site. (See *Discussion Items* in which full 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: One. (See: *Closed Session* in which no recommendations were reported out by the committee.)

Use of Restraints or Seclusion: None

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: (See *Discussion Items* in which the LHRC deferred approving the program's Behavioral Management Plan and Rules of Conduct until next quarter)

***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 for this location. (See: *Discussion Items* in

which a 90-day temporary affiliation was approved for the Dewey Avenue location.) The program is also requesting Human Rights and Licensure reviews for a new location on King's Landing in Hampton.

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: Mr. Ed Gonzalez, Licensing Specialist from the Office of Licensure, conducted an unannounced review on 10/01/08. The program awaits the results of this review.

### ***Williamsburg Place***

Number of Clients: 41

Staff to Client Ratio: 1:6

Program Changes: None

New Programs: None

Administrative Changes: None

Policy Changes: Two changes were made in the Patient Handbook, and have been mailed to the LHRC members. (See: Discussion Items in which the LHRC approved the handbook changes.)

Handbook Changes: None

Number of Complaint or Abuse Cases: Two are pending, and one was resolved. (See: *Closed Session* in which no recommendations were reported out by the committee.)

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:***

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 continued, temporary affiliation for its Davis Middle School TDT site which awaits licensure approval. *Following discussion, the committee members unanimously granted Family Preservation Services a 90-day temporary affiliation for its Davis Middle School Therapeutic Day Treatment site.*

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

United and Empowered Care: Ms. Cottingham requested continued, temporary affiliation for its home to open at 386 Dewey Avenue, Hampton, VA. The program is also requesting OHR and Licensure Reviews for an additional home on 28 King's Landing Lane, Hampton. *Following discussion, the committee members unanimously granted United and Empowered Care 90-day temporary affiliation for the Dewey Avenue location.*

Sentara Williamsburg Regional Medical Center (SWRMC) Structured Outpatient Behavioral Health Program: Mr. Altovilla and Mr. Verano presented to the committee members an overview of the program. It will serve patients aged 50 or older who require intense behavioral health support, but do not need the acute treatment of an inpatient facility. The program has been granted a provisional license from OHR, and it has been temporarily affiliated with the Eastern Virginia LHRC. The program seeks a temporary affiliation with the WRLHRC and will withdraw from the EVLHRC if it is so granted. *Following discussion, the committee members unanimously granted the SWRMC Structured Outpatient Behavioral Health Program a 90-day temporary affiliation.*

***Requests for Approval of Program Behavioral Management Plans and Rules of Conduct/Patient Handbooks:***

The committee members and Mr. Daye discussed the affiliate programs' Behavioral Management Plans and Rules of Conduct/Patient Handbook that they had received. *During this discussion, the LHRC members unanimously approved the Behavioral Management Plans and Rules of Conduct/Patient Handbook of the following programs:*

*Bacon Street*

*Williamsburg Place*

*The LHRC members unanimously deferred approval, until next quarter's meeting, the Behavioral Management Plans and Rules of Conduct/Patient Handbook of the following programs:*

*Better Life of Virginia*

*Campbell House*

*East End Academy*

*Family Preservation Services*

*Neurological Rehabilitation Living Centers*

*United and Empowered Care*

*\*\*if you have not submitted copies of your Behavioral Management Plans and Rules of Conduct/Patient Handbook to the committee members and Mr. Daye, please do so prior to the next meeting.*

***OHR Advocate's Report and Training:***

Mr. Daye announced that the State Human Rights Committee meets Friday, October 24<sup>th</sup>, at Eastern State Hospital.

He reported on new construction at Eastern State Hospital. The bed capacity at the new facility will be about half of the existing capacity. There are patients at ESH awaiting discharge to the community, as soon as appropriate placement arrangements are made..

Mr. Daye reported on the Human Rights training that he has been conducting. The Office of Human Rights is very busy trying to keep up with new programs and the volume of their business. His office is working to establish 3 more LHRCs in this region, from 22 to 25.

**Mr. Daye reemphasized that he be informed in writing as soon as possible if a program plans to add a new service or location. Mr Daye's office will determine if the program's existing human rights policies and procedures will cover the added service. If so, then the program must send copies of the new program description and a request for affiliation to the members of the LHRC. The LHRC must vote to grant affiliation for the new service or location before Mr. Daye's office can notify licensure of the provider's compliance with the human rights regulations. This is required before a license can be granted.**

***Next Regularly Scheduled Meeting:***

Wednesday, January 14, 2009, 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 9:54 am.

**Closed Meeting:** At 10:00 am the members went into closed session per Virginia Code 2.2-3711(A)(1)(Personnel) and (A)(4)(Privacy) to review the aforementioned reports of consumer complaints by Neurological Rehabilitation Living Center and Williamsburg Place, and to review the application for a new committee member. The committee reconvened in open meeting at 10:45 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 neither Neurological Rehabilitation Living Center, nor for Williamsburg Place.*

*The committee reported out its recommendation of the Rev. James Henry to the State Human Rights Committee for approval of his membership to the WRLHRC.*

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Submitted by:

Approved by:

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Robert E. Coleman, Recorder  
Affiliate Program Liaison & Support

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John T. Farrar, MD  
LHRC Committee Secretary