

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

**Williamsburg Regional Local Human Rights Committee Minutes**

**Date of Meeting:** January 14, 2009

*\*Denotes attendance at this meeting*

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

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

**Program Affiliates:**

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:	David Hall* Marietta Cottingham*
Williamsburg Place:	Patty Cranford*

**Temporary Program Affiliates:**

SWRMC Structured Outpatient Behavioral Health Program:  
Mike Verano\*

**Call to Order:**

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

**Announcement New Member:** Mr. Russell welcomed the Rev. Dr. James Henry to his first WRLHRC meeting and introduced him to the affiliated program representatives. His membership had been approved by the State Human Rights Committee.

**Approval of Minutes:** *The October 8, 2008 committee minutes were amended, approved, and accepted.*

**Community Seclusion and Restraint Reporting Form:** *The affiliated Program representatives were reminded of this report being due tomorrow in the Office of Quality Management, with a copy to Mr. Daye.*

## **Affiliate Program Reports:**

### ***Bacon Street***

Number of Clients: 105

Staff to Client Ratio: 1:27

Program Changes: None

New Programs: None

Administrative Changes: None

Policy Changes: The Program has changed its client record retention time from 5 years to 10 years to conform to contractual obligations with the Colonial Services Board.

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

### ***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: 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 (In addition, see *Discussion Items*, in which the LHRC accepted and approved the program's Behavioral Management Plan and Rules of Conduct).

### ***Campbell House***

Number of Clients: 4

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 had a licensure review on 10/13/2008 and received a triennial License for Carrie's House. An additional 6-month conditional license was granted to the Campbell House Intensive In-Home Services. (See *Discussion Items*, in which Mr. Daye suggested changes to the Behavioral Management Plan for submission to the LHRC next quarter for approval. The LHRC approved the Campbell House Program Rules of Conduct but deferred approving the program's Behavioral Management Plan until next quarter).

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

Number of Clients: 77

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: None. (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: 103  
Staff to Client Ratio: 1:3.8  
Program Changes: None  
New Programs: The program is requesting full affiliation with the LHRC for its TDT services at Davis Middle School. (See: *Discussion Items* in which a full 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: None. (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: None  
New Programs: Day Treatment Services  
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: (See *Discussion Items* in which the LHRC approved the program's Behavioral Management Plan and Rules of Conduct.)

***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.) .  
Administrative Changes: David C. Hall is in training to become the new Program Director.  
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 received a Licensure review on 11/18/08 at 916 Glenrock. (See, *Discussion Items*, in which the LHRC approved the program's Rules of Conduct and deferred approval of the Behavioral Management Plan, with suggested amendment, until next quarter.)

***Williamsburg Place***

Number of Clients: 39

Staff to Client Ratio: 1:6

Program Changes: None

New Programs: None

Administrative Changes: None

Policy Changes: None

Handbook Changes: None

Number of Complaint or Abuse Cases: One pending complaint.

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:***

Family Preservation Services: Ms. Speed requested full affiliation for its Davis Middle School TDT site. *Following discussion, the committee members unanimously granted Family Preservation Services a full affiliation for its Davis Middle School Therapeutic Day Treatment site.*

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 a 90-day temporary affiliation for the Dewey Avenue location.*

Sentara Williamsburg Regional Medical Center (SWRMC) Structured Outpatient Behavioral Health Program: Mr. Verano requested a full affiliation of the program with the WRLHRC. *Following discussion, the committee members unanimously granted the SWRMC Structured Outpatient Behavioral Health Program a full 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 Handbooks that they had received and

not yet approved. *During this discussion, the LHRC members unanimously approved the Rules of Conduct/Patient Handbooks and the Behavioral Management Plans, except where noted, of the following programs:*

*Better Life of Virginia*

*Campbell House (approved Rules of Conduct only)*

*Neurological Rehabilitation Living Center*

*SWRMC Structured Outpatient Behavioral Health*

*United and Empowered Care (approved Rules of Conduct only)*

*Following discussion and recommendations by Mr. Daye, the LHRC members unanimously deferred approval, until next quarter's meeting, of the Behavioral Management Plans and Rules of Conduct/Patient Handbooks of the following programs:*

*Campbell House (Behavioral Management Plan only)*

*East End Academy*

*Family Preservation Services*

*United and Empowered Care (Behavioral Management Plan only)*

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

Mr. Daye announced that there probably will not be a Human Rights Conference this year due to budget restraints. Mr. Daye also reported that the Offices of Human Rights and Licensing are both understaffed.

Mr. Daye reported that two new LHRCs are forming in Virginia Beach. After the committee's are established, he will check whether any programs wish to change their LHRC for geographic purposes.

Mr. Daye reported that the closing of two Regional Training Centers, Southeast and Staunton, if approved by the General Assembly, will require the transition of 124 patients to the communities.

**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.**

**Public Comment Period:** There was no public comment.

**Next Regularly Scheduled Meeting:**

Wednesday, April 8, 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  
10:00 am.

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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