

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

**Williamsburg Regional Local Human Rights Committee Minutes**

**Date of Meeting:** April 8, 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\*

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| <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                   | Anissa Bishop*       |
| Family Preservation Services:                          | Kim Speed            |
|  | Monica Isip*         |
| Neurological Rehabilitation Living Centers:            | Steve Dean *         |
|  | Melissa Gonzales     |
| SWRMC Structured Outpatient Behavioral Health Program: | Mike Verano*         |
| United & Empowered Care:                               | Clint Hall*          |
|  | Marietta Cottingham* |
| Williamsburg Place:                                    | Patty Cranford*      |

**Temporary Program Affiliates:** None

**Call to Order:**

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

**Approval of Minutes:** *The January 14, 2009 committee minutes were approved and accepted.*

**Committee Membership:** Dr. Farrar announced that Dr. Connell will not seek another term on the committee. Mr. Daye, the members, and the affiliate programs are seeking a new member. Applications are available thru Mr. Daye's office. He and Mr. Russell will interview applicants, hopefully prior to needing to take out an ad.

**Election of Committee Officers for FY 2009-2010:** *The membership re-elected Mr. Russell as Chairperson, Ms. Gregory as Vice-Chairperson, and Dr. Farrar as Secretary.*

## **Affiliate Program Reports:**

### ***Bacon Street***

Number of Clients: 103

Staff to Client Ratio: 1:25

Program Changes: None

New Programs: None

Administrative Changes: The treatment staff will lose a full-time position in May due to budget cuts.

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

### ***Better Life of Virginia***

Number of Clients: 1

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

### ***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: (See *Discussion Items*, in which the LHRC approved the Campbell House Behavioral Management Plan).

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

Number of Clients: 60

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. (In addition, see *Discussion Items* in which the LHRC approved East End Academy's Behavioral Management Plan and deferred approval of program's Rules of Conduct until next quarter)

***Family Preservation Services***

Number of Clients: 107

Staff to Client Ratio: 1:4

Program Changes: None

New Programs: None

Administrative Changes: Kim Speed has been promoted to Clinical Supervisor

Policy Changes: None

Handbook Changes: None.

Number of Complaint or Abuse Cases: None

Use of Restraints or Seclusion: One use 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: 11

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: None

***Sentara-Williamsburg RMC Structured Outpatient Behavioral Health Program***

Number of Clients: 33

Staff to Client Ratio: 3:8

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: On March 25, 2009, Ms. Willie Barnes of the Department of Licensure conducted a site visit.

***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 has gained Licensure approval and the program seeks full affiliation LHRC affiliation for this location. (See *Discussion Items* in which the LHRC granted full affiliation)

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: One. (See *Closed Session* in which the LHRC reported out approval of the modifications to the Behavior Management Plan for P.W. with quarterly updates to the committee and with the approval of the attending Neurologist )

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: (See, *Discussion Items*, in which the LHRC deferred approval of the Behavioral Management Plan, with a suggested clarification, until next quarter.)

### ***Williamsburg Place***

Number of Clients: 40

Staff to Client Ratio: 1:6

Program Changes: None

New Programs: Added a Transitional Living Program and seeks approval of its policies with the LHRC. (See *Discussion Items*.)

Administrative Changes: None

Policy Changes: None

Handbook Changes: New Handbook for the new Transitional Living Program

Number of Complaint or Abuse Cases: One resolved. (See *Closed Session*, in which the committee reported out no recommendations)

Use of Restraints or Seclusion: None

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: None (See *Discussion Items* in which the LHRC tabled approval of the TLP policies until Mr. Daye has conducted his review and the committee has received updated copies. The LHRC approved a 90-day temporary affiliation for the new Transitional Living Program.)

### **Discussion Items:**

#### ***Requests for Affiliation of Additional Programs and Services:***

United and Empowered Care: Having gained Office of Licensure approval, Ms. Cottingham requested full 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 full affiliation for the Dewey Avenue location.*

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

The committee members and Mr. Daye discussed the affiliate programs' Behavior 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 Behavior Management Plans, except where noted, of the following programs:*

*Campbell House (the program's Rules of Conduct had previously been approved))*

*East End Academy (Behavior Management Plan, only)*

*Family Preservation Services*

*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:*

*East End Academy (Rules of Conduct, only)  
United and Empowered Care (Behavior Management Plan only)  
Williamsburg Place (Transitional Living Program)*

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

Mr. Daye presented to the committee members the training that the Attorney General's office had provided on the FOI regulations.

**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, July 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.

***Closed Meeting:*** At 10:00 am the committee members went into closed session per Virginia Code 2.2-3711(A)(4) (Privacy) to review the request of United and Empowered Care for reapproval of the behavior management plan modifications that had expired for a consumer, and to review the report of one resolved client complaint at Williamsburg Place. The committee reconvened in open meeting at 10:30, 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 its approval of the modifications to the behavior management plan for 4/8/2009 through 11/1/2009 for Consumer P.W. with quarterly updates to the committee and with the approval of the neurologist attending the consumer.*

*The committee reported out no recommendations for Williamsburg Place.*

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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