

*****DRAFT*****

Williamsburg Regional Local Human Rights Committee Minutes

Date of Meeting: July 8, 2009

**Denotes attendance at this meeting*

Committee Members: 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:	Cindy Palmaz *
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*
	Clint Hall*
United & Empowered Care:	Marietta Cottingham*
	Patty Cranford*
Williamsburg Place:	

Temporary Program Affiliates: None

Call to Order:

Mr. Russell called the meeting to order at 9:00 am at Williamsburg Place

Approval of Minutes: *The April 8,, 2009 committee minutes were amended, approved and accepted.*

Committee Membership: The State Human Rights Committee will vote on the confirmation of new member for this committee at its meeting on July 13, 2009. This prospective member was interviewed by Mr. Russell and Mr. Daye.

Affiliate Program Reports:

Bacon Street

Number of Clients: 134
Staff to Client Ratio: 1:43
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

Better Life of Virginia

Number of Clients: 1
Staff to Client Ratio: 3:1
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: Site visit on 6/9/09 by Licensure Specialist Mr Ed Gonzales. The program was approved for a 6-month license.

Campbell House

Number of Clients: 5 + 2 (Intensive In-Home)
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: Unannounced site visit on 5/26/09 from Licensing Specialist Dennis Riddick who reviewed the Intensive In-Home Program. No major issues were found.

East End Academy Intensive Outpatient Program

Number of Clients: 22 (Norfolk) + 44(Newport News)
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 is in the initial stages of seeking licensure for a teen residential home in Newport News. (In addition, see *Discussion Items* in which the LHRC approved the Program's Rules of Conduct)

Family Preservation Services

Number of Clients: 88

Staff to Client Ratio: 1:3

Program Changes: None

New Programs: None

Administrative Changes: Kim Speed has been promoted to Clinical Supervisor. New clinical director to begin 7/27.

Policy Changes: None

Handbook Changes: None.

Number of Complaint or Abuse Cases: One complaint (See *Closed Session* in which no recommendation was made by the committee)

Use of Restraints or Seclusion: One use of restraint, as per policy. (See *Closed Session* in which no recommendations were reported out by the committee)

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: None.

Neurological Rehabilitation Living Center

Number of Clients: 9

Staff to Client Ratio: 1:3

Program Changes: None

New Programs: None

Administrative Changes: None

Policy Changes: None.

Handbook Changes: None

Number of Complaint or Abuse Cases: One peer-to-peer conflict, one staff incident of exploitation. (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

Sentara-Williamsburg RMC Structured Outpatient Behavioral Health Program

Number of Clients: 30

Staff to Client Ratio: 3:8 to 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: None

United and Empowered Care

Number of Clients: 6

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: One complaint, unfounded

Use of Restraints or Seclusion: Non)

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 until next quarter.)

Williamsburg Place

Number of Clients: 39

Staff to Client Ratio: 1:6

Program Changes: None

New Programs: Transitional Living Program

Administrative Changes: Position of Associate Executive Director of Clinical Operations replaces the Clinical Director.

Policy Changes: None

Handbook Changes: New Handbook for the new Transitional Living 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: (See *Discussion Items* in which the LHRC approved the Behavioral Management Plan for the new Transitional Living Program.)

Discussion Items:

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:*

*East End Academy (Behavior Management Plan had been previously approved))
Williamsburg Place Transitional Living Program*

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:

United and Empowered Care (Behavior Management Plan only)

OHR Advocate's Report and Training:

Mr. Daye presented to the committee members the name change to the Department of Behavioral Health and Disability Services (DBHDS) from DMHMRSAS. The term *Intellectual Disabilities* will be used rather than *Mental Retardation*.

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, October 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 10:00 am.

Closed Meeting: At 10:00 am the committee members went into closed session per Virginia Code 2.2-3711(1)(4) (Personnel) and (A)(4)(Privacy) to review the report of one consumer complaint at Family Preservation Services and one incident of peer-to-peer conflict and another of staff exploitation at Neurological Rehabilitation Living Center. 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 out no recommendations for Family Preservation Services nor for Neurological Rehabilitation Living Center.

Submitted by:

Approved by:

Robert E. Coleman, Recorder
Affiliate Program Liaison & Support

John T. Farrar, MD
LHRC Committee Secretary