

*****DRAFT*****

Williamsburg Regional Local Human Rights Committee Minutes

Date of Meeting: April 14, 2010

**Denotes attendance at this meeting*

Committee Members: John Barrett*
John T. Farrar, M.D., Secretary*
Rita Gregory, Vice-Chairperson*
James R. Henry*
Timothy Russell, Chairperson*

Office of Human Rights: Reginald Daye, Regional Advocate*
Willie Barnes, Patient Advocate

Program Affiliates: Bacon Street:	Bob Coleman*
Better Life of Virginia:	Christian Aigbe
	Babatunde Talabi*
Campbell House:	Jacqueline Campbell*
Family Preservation Services:	Monika Isip*
Neurological Rehabilitation Living Centers:	Melissa Gonzalez *
United & Empowered Care:	Marietta Cottingham*
Williamsburg Place:	Patty Cranford*

Temporary Program Affiliates:
SWRMC Structured Outpatient Behavioral Health Program:
Mike Verano*

Program Requesting Affiliation
East End Academy IOP & Day Treatment Ruby Gilliam Eley*

Call to Order:

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

Approval of Minutes: *The January 13, 2010 committee minutes were amended, approved and accepted.*

Election of Officers: *For terms beginning July 1, 2010, the committee unanimously elected as Chairperson, Mr. Russell; as Vice-Chairperson, Rev. Henry; and as Secretary, Mr. Barrett.*

Affiliate Program Reports:

Bacon Street

Number of Clients: 130
Staff to Client Ratio: 1:35
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: 2
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: None.

Campbell House

Number of Clients: 2 + 1 (In-Home)
Staff to Client Ratio: 1:4
Program Changes: None
New Programs: Mental Health Community Support (See *Discussion Items* in which a temporary affiliation was approved for this new program)
Administrative Changes: None
Policy Changes: None
Handbook Changes: None
Number of Complaint or Abuse Cases: None
Use of Restraints or Seclusion: None
Licensure or Human Rights Reviews: None

East End Academy Intensive Outpatient/Day Treatment Program

Number of Clients: 52
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: None
Licensure or Human Rights Reviews: None (See *Discussion Items* in which the committee approved the temporary affiliate status of the program)

Family Preservation Services

Number of Clients: 63

Staff to Client Ratio: 1:2.5

Program Changes: Requesting continued, Temporary Affiliation for Poquoson Schools under our already approved TDT Program. (See *Discussion Items* in which the committee approved a temporary 90-day affiliation)

New Programs: None

Administrative Changes: None

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 made no recommendation)

Information/Action on Prior Cases: (See *Closed Session* in which the LHRC made one recommendation)

Licensure or Human Rights Reviews: None.

Neurological Rehabilitation Living Center

Number of Clients: 8

Staff to Client Ratio: 1:2

Program Changes: None

New Programs: None

Administrative Changes: Mr. Dean has resigned. Mr. Doug Brown is the new 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: None

Sentara-Williamsburg RMC Structured Outpatient Behavioral Health Program

Number of Clients: 34

Staff to Client Ratio: 1:8

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

Licensure or Human Rights Reviews: None (See *Discussion Items* in which the committee approved the full affiliate status of the program)

United and Empowered Care

Number of Clients: 7

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: One.

Use of Restraints or Seclusion: None

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: Review by Mr. Barry Lee on 4/7/2010 with no citations.

Williamsburg Place

Number of Clients: 43

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: None

Use of Restraints or Seclusion: None

Information/Action on Prior Cases: Ms. K's date of discharge occurred prior to the report of the incident. As a result, no further information is requested by the LHRC.

Licensure or Human Rights Reviews: State review in March.

Discussion Items:

Request for Affiliation: *Following discussion, the LHRC members unanimously approved the requests of*

(1) Family Preservation Services for a continued, 90-day temporary affiliation for the already approved TDT Program in the Poquoson Schools.

(2) East End Academy for a 90-day temporary affiliation.

(3) SWRMC Structured Outpatient Behavioral Health for full affiliation.

(4) Campbell House for a 90-day temporary affiliation for its new Mental Health Community Support.

Announcement of Dr. Farrar's Retirement from this LHRC and Committee Vacancy:

Mr. Daye announced that today is Dr. Farrar's last scheduled meeting with this committee. Expressions of appreciation for his service to the committee were extended to Dr. Farrar. On July 1, 2010 the LHRC will have a vacancy for a Healthcare Provider. Application forms have been distributed to all the affiliate programs to begin recruiting a new LHRC member.

OHR Advocate's Report and Training:

Mr. Daye reports that Ms. Barnes is leaving the OHR to go to the Department of Social Services Licensure, leaving two staff members in his office.

Mr. Daye stressed the need for programs which add a new service (not an extension of an existing service) to *as soon as possible* e-mail the new policies and a form verifying that the new policies are in compliance with the Regulations to Ms. Walsh at the OHR. Only after doing so, may the program request affiliation with the LHRC. If the added service is only an extension or modification of existing services, the program may send a letter to Mr. Daye and the LHRC members.

Program Presentation: Gina de Peralta Thorne, Director of Business Development, presented a program description of Williamsburg Place and the William J. Farley Center. At the July 2010 meeting, Campbell House is scheduled for the Program Presentation.

Public Comment Period: There was no public comment.

Next Regularly Scheduled Meeting:

Wednesday, July 14, 2010, 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 9:50 am.

Closed Meeting: At 9:51 am the committee members went into closed session per Virginia Code 2.2-3711(A)(1): Personnel and (A)(4): Privacy to review the responses to their recommendations of last quarter by **Family Preservation Services**, and to review the reports of one use of restraint or seclusion at **Family Preservation Services**, and one complaint of abuse at **United and Empowered Care**. The committee reconvened in open meeting at 10:18, 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:

- (1) *No recommendation for **United and Empowered Care**.*
- (2) *Recommended for **Family Preservation Services** that the parents of Mr. J.S. be asked for copies of his medical reports as related to medication management and provide follow-up to this committee at the next scheduled meeting.*

Submitted by:

Approved by:

Robert E. Coleman, Recorder
Affiliate Program Liaison & Support

John T. Farrar, M.D.
LHRC Committee Secretary

