

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

**Williamsburg Regional Local Human Rights Committee Minutes**

**Date of Meeting:** July 14, 2010

*\*Denotes attendance at this meeting*

**Committee Members:** John Barrett, Secretary\*  
Rita Gregory  
James R. Henry, Vice-Chairperson\*  
Timothy Russell, Chairperson\*

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

**Program Affiliates:** Bacon Street: Bob Coleman\*  
(Affiliate Program Liaison)  
Better Life of Virginia: Christian Aigbe\*  
Babatunde Talabi  
Campbell House: Jacqueline Campbell\*  
Family Preservation Services: Denille Francis\*  
Neurological Rehabilitation Living Centers: Melissa Gonzalez \*  
SWRMC Structured Outpatient Behavioral Health Program:  
Randi Halterman\*  
United & Empowered Care: Marietta Cottingham\*  
Williamsburg Place: Patty Cranford\*

**Temporary Program Affiliates:**  
East End Academy IOP & Day Treatment Celestal Powell\*

**Call to Order:**

Mr. Russell called the meeting to order at 9:05 am at Williamsburg Place.

**Approval of Minutes:** *The April 14, 2010 committee minutes were approved and accepted as drafted.*

**Meeting Schedule for 2011:** *The committee members approved the following quarterly meeting schedule for 2011: January 12, 2011, April 13, 2011, July 13, 2011, and October 12, 2011.*

**Committee Member Vacancy:** There is an open seat on the committee for a *Consumer* who is currently receiving, or has received, services in the past five years and is not an employee or current board member of an affiliated program. **It is the responsibility of the Affiliated Programs of this committee to recruit for and fill this vacancy.** Application forms have been distributed to all the Affiliate Programs. Additional membership applications are available through the Affiliate Programs' Liaison.

## **Affiliate Program Reports:**

### ***Bacon Street***

Number of Clients: 144  
Staff to Client Ratio: 1:32  
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: 3  
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: 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 90-day temporary affiliation was continued for this new program)  
Administrative Changes: None  
Policy Changes: None (See *Discussion Items* in which the committee has asked to review the programs' Phase System as Rules and Regulations)  
Handbook Changes: None  
Number of Complaint or Abuse Cases: None  
Use of Restraints or Seclusion: None  
Licensure or Human Rights Reviews: Unannounced licensure visit on June 28 & 29, 2010 by Dennis Riddick with no citations.

### ***East End Academy Intensive Outpatient/Day Treatment Program***

Number of Clients: 62  
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  
Licensure or Human Rights Reviews: Letter of Good Standing received June 22, 2010. (See *Discussion Items* in which the committee continued the temporary affiliate status of the program.)

***Family Preservation Services***

Number of Clients: 60

Staff to Client Ratio: 1:2

Program Changes: Requesting Full Affiliation for Poquoson School TDT site and Temporary Affiliations for York Co. School TDT sites under our already approved TDT Program. (See *Discussion Items* in which the committee approved these requests.)

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: (See *Closed Session* in which the LHRC made no recommendations)

Licensure or Human Rights Reviews: None.

***Neurological Rehabilitation Living Center***

Number of Clients: 11

Staff to Client Ratio: 1:2/3

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: One

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: 1:7.5, daily: 1:2

Program Changes: None

New Programs: None

Administrative Changes: Mike Verano has taken another job with Sentara. Randi Halterman replaces him.

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

***United and Empowered Care***

Number of Clients: 6

Staff to Client Ratio: 1:4

Program Changes: None

New Programs: Requesting affiliation for Day Support Program. (See *Discussion Items* in which a 90-day temporary affiliation was continued 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

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: Review by Mr. Barry Lee on 5/15/2010 with no citations.

***Williamsburg Place***

Number of Clients: 53

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: Seven (See *Closed Session* in which the LHRC made one recommendation)

Use of Restraints or Seclusion: None

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: None

**Discussion Items:**

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

(1) ***Family Preservation Services*** for Full Affiliation for the Poquoson School TDT site and 90-day Temporary Affiliations for the TDT Program sites in the York Co. Schools, to become Full Affiliations upon actual operation of the program at each site.

(2) ***East End Academy*** for a continued 90-day Temporary Affiliation.

(3) ***Campbell House*** for a continued 90-day Temporary Affiliation for its new Mental Health Community Support.

(4) ***United and Empowered Care*** for a 90-day Temporary Affiliation for its Day Support Program.

***Requests for Approval of Program Rules of Conduct:*** The LHRC members requested the review of the Phase System of ***Campbell House***.

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

Mr. Daye reports that he will present on the Freedom of Information Act at the next meeting on October 13, 2011. His office continues to be short-staffed.

**Program Presentation:** Ms. Jacquie Campbell presented a program description of Campbell House.

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

**Next Regularly Scheduled Meeting:**

Wednesday, October 13, 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 seven complaints of abuse at **Williamsburg Place**. The committee reconvened in open meeting at 10:23, 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 recommendations for **Family Preservation Services***
- (2) *Recommended to **Williamsburg Place** that their Consent Form be reviewed by their Forms Committee for compliance with Federal Regulation 42CFR, and that an amended form be provided to the LHRC committee members for review prior to the next meeting on October 13, 2010.*

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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 Barrett  
LHRC Committee Secretary