

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

**Williamsburg Regional Local Human Rights Committee Minutes**

**Date of Meeting:** November 10, 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\*

<b>Program Affiliates:</b> 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 * Doug Brown*
SWRMC Structured Outpatient Behavioral Health Program:	Jana Brultz*
United & Empowered Care:	Marietta Cottingham*
Williamsburg Place:	Khara Bennett*

**Temporary Program Affiliates:**

East End Academy IOP & Day Treatment Ruby Eley\*

**Call to Order:**

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

**Approval of Minutes:** *The July 14, 2010 committee minutes were approved and accepted as in Draft #5.*

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

**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 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.** (See *OHR Advocate's Report and Training* for an additional concern about 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: 135

Staff to Client Ratio: 1:30

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: Review by Mr. Barry Lee on 10/15/10. The Program was granted a three-year license but was cited for lateness in providing CPR and First Aid Training to staff. These trainings were subsequently conducted on 11/5/10.

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

Number of Clients: 3

Staff to Client Ratio: 1:3

Program Changes: The program is requesting a 90-day temporary affiliation for an additional location with 4 new beds that will utilize their existing and approved program policies and procedures. (See *Discussion Items* in which the committee granted this temporary 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: None

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: Unannounced Licensure visit by Mr. Ed Gonzales on 11/9/10. Licensure conditionally approved the new site for 4 new beds. There was one citation for a new staff member that required a TB test prior to beginning work.

#### ***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 continues to review the program's 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 October 15, 2010 by Dennis Riddick with no citations.

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

Number of Clients: 84  
Staff to Client Ratio: 1:6  
Program Changes: None  
New Programs: None  
Administrative Changes: Celestal Powell is the Acting Supervisor for the Day Treatment Program  
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, which expires December 2010. (See *Discussion Items* in which the committee granted full affiliate status to the program.)

***Family Preservation Services***

Number of Clients: 63  
Staff to Client Ratio: 1:3  
Program Changes: The program no longer operates TDT in the Hampton City Schools. Requesting continued Temporary Affiliations for York Co. School TDT sites under the already approved TDT Policies and Procedures. (See *Discussion Items* in which the committee approved the request.)  
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.

***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: One incident of exploitation. (See *Closed Session* in which the LHRC made no recommendations.)  
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: 33  
Staff to Client Ratio: 1:7  
Program Changes: None  
New Programs: None  
Administrative Changes: New Program Director, Jana Brultz, LPC began work 10/18/10, taking over from Randi Halterman, Interim Program Director.  
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: 4

Staff to Client Ratio: 1:2

Program Changes: None

New Programs: Requesting affiliation for Day Support Program. (See *Discussion Items* in which Full Affiliation was granted 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 8/10/2010 with no citations.

***Williamsburg Place***

Number of Clients: 41

Staff to Client Ratio: 1:5

Program Changes: None

New Programs: None

Administrative Changes: Interim Administrator: Richard Woodard; Interim Nursing Director: Keith Gostel

Policy Changes: Addition of Care Managers to assist the patients and therapists with the volume of paperwork and telephone calls. Each patient will be assigned a care manager on their admission who will stay with them until discharge.

Handbook Changes: None

Number of Complaint or Abuse Cases: Two. (See *Closed Meeting* in which the committee recommended that the program provide documentation that patient D.C is his/her own legal guardian, or if not, the program will follow-up with the parent that made the complaint regarding the treatment of patient D.C.

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) ***Better Life of Virginia*** for a 90-day Temporary Affiliation for an additional location with 4 new beds.

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

(3) ***East End Academy*** for Full Affiliation

(4) ***Family Preservation Services*** for 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.

(4) ***United and Empowered Care*** for Full Affiliation for its Day Support Program.

***Request for Approval of Program Rules of Conduct:*** The LHRC members continued their review of the Phase System of ***Campbell House*** and deferred action on the request until the next scheduled meeting.

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

Mr. Daye requested that communications concerning licensing now go directly to the Office of Licensing and not thru his office. His administrative assistant, Catherine retires on December 20<sup>th</sup> and Mr. Daye is trying to reduce any unnecessary communications to his office.

Mr. Daye emphasized the need for the affiliates to recruit a new Consumer member for this committee. The State HR Committee is considering requiring LHRCs to combine if Consumer vacancies exist in a committee for over a year.

Mr. Daye reviewed the Licensure and HR requirements for adding additional or new services, as he had detailed in previous meetings.

**Program Presentation:** Ms. Ruby Elee presented a program description of East End Academy Intensive Outpatient and Day Treatment Program. Family Preservation Services has agreed to present at the next committee meeting.

**Next Regularly Scheduled Meeting:**

Wednesday, January 12, 2011, 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 10:03 am.*

**Closed Meeting:** At 10:04 am the committee members went into closed session per Virginia Code 2.2-3711(A)(1): Personnel and (A)(4): Privacy to review the response to their recommendation of last quarter by **Williamsburg Place**, to review two complaints of abuse at **Williamsburg Place**, and a complaint of exploitation at **Neurological Rehabilitation Services**. The committee reconvened in open meeting at 10:40, 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 **Neurological Rehabilitation Services***
- (2) *Recommended to **Williamsburg Place** that it provide documentation to the committee that patient D.C. is his/her own legal guardian, or if that is not the case, that the program followed-up with the parent that made the complaint regarding patient D.C.'s treatment.*

**Committee Member Education:** Mr. Day provided the committee members with education and an updated packet of Freedom of Information Act Regulations. This is a yearly requirement to address how the FOIA impacts this LHRC's policies and procedures.

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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