

*****APPROVED*****

Williamsburg Regional Local Human Rights Committee Minutes

Date of Meeting: April 13, 2011

**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:

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| Bacon Street: | Bob Coleman* (Affiliate Program Liaison) |
| Better Life of Virginia: | Babatunde Talabi* |
| Campbell House: | Jacqueline Campbell* |
| East End Academy IOP & Day Treatment | Ruby Eley* |
| 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: | Darlene McCoy* |

Call to Order:

Mr. Russell called the meeting to order at 9:15 am at The Williamsburg Conference Center of Sentara-Williamsburg Regional Medical Center.

Approval of Minutes: *The January 12, 2011 committee minutes and the April 4, 2011 special meeting committee minutes were approved as drafted.*

Public Comment Period: There was no public comment.

Approval of New Model By-Laws and Amendment: Mr. Russell explained the new changes to the LHRC by-laws. *Following discussion the committee members approved the new changes to the LHRC By-Laws under the state Human Rights Policies that become effective June 30, 2011. The committee members also approved a motion to amend the By-Laws to allow the chairperson to appoint 2-person subcommittees from the members. A new Affiliate Program Cooperative Agreement with the LHRC, reflecting those changes will be distributed. The affiliates are to return the signed agreement at the July 13, 2011 meeting.*

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. (On July 1, 2011 there will

be an additional vacancy for a Consumer, with Mr. Russell's departure). **It is the responsibility of the Affiliated Programs of this committee to recruit for and fill these vacancies.** Application forms have been distributed to all the Affiliate Programs. Additional membership applications are available through the Affiliate Programs' Liaison.

Election of Officers Effective July 1, 2011: The committee elected the following officers: Mr. Henry, Chairperson; Mr. Barrett, Vice-Chairperson; Ms. Gregory, Secretary.

Affiliate Program Reports:

Bacon Street

Number of Clients: 134
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: None.

Better Life of Virginia

Number of Clients: 3
Staff to Client Ratio: 1:3
Program Changes: The program requests affiliation for an additional location with 4 new beds on Dolphin Way, VA Beach that will utilize their existing and approved program policies and procedures. (See *Discussion Items* in which the committee approved this 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: None

Campbell House

Number of Clients: 1
Staff to Client Ratio: 1:4
Program Changes: None
New Programs: Mental Health Community Support (See *Discussion Items* in which affiliation was approved for this new program)
Administrative Changes: None
Policy Changes: None (See *Discussion Items* in which the program has rescinded its request for approval of a phase system policy.)
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: 75

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: The program will send The Annual Seclusion and Restraint Report to DBHDS today.

Family Preservation Services

Number of Clients: 64

Staff to Client Ratio: 1:3.2

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.

Neurological Rehabilitation Living Center

Number of Clients: 12

Staff to Client Ratio: 1:2/3

Program Changes: None

New Programs: Requesting Affiliation for SIL Program and Day Treatment Program. (See *Discussion Items* in which the committee approved affiliation for the SIL program and determined that the affiliation for Day Treatment was previously approved on October 8, 2008.)

Administrative Changes: None

Policy Changes: None.

Handbook Changes: None

Number of Complaint or Abuse Cases: Two. (See *Closed Session* in which the LHRC recommended that for client J.D., the location of his walks be moved away from a major thoroughfare.)

Use of Restraints or Seclusion: None

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: Received Triennial License.

Sentara-Williamsburg RMC Structured Outpatient Behavioral Health Program

Number of Clients: 30

Staff to Client Ratio: 1:8

Program Changes: None

New Programs:

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.

United and Empowered Care

Number of Clients: Day Support: 7, Residential: 7

Staff to Client Ratio: 4:7; 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: None.

Williamsburg Place

Number of Clients: 48

Staff to Client Ratio: 1:6

Program Changes: None

New Programs: None

Administrative Changes: None

Policy Changes: None

Handbook Changes: Requesting approval of Handbook Changes. (See *Requests for Approval of Rules of Conduct* in which the committee approved the new changes in consequences for consumer refusal of urine screening.)

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

Discussion Items:

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

- (1) ***Better Life of Virginia*** for affiliation of an additional location with 4 new beds.
- (2) ***Campbell House*** for affiliation of its new Mental Health Community Support.
- (3) ***Neurological Rehabilitation Living Center*** for affiliation of the SIL program. The committee determined that NRLC's request for affiliation of its Day Treatment Program had been previously approved on October 8, 2008, and that no further action was required.

Request for Approval of Program Rules of Conduct:

- (1) ***Campbell House:*** The program has rescinded its Phase System Policy from the Rules of Conduct requiring no further action on the part of the committee.
- (2) ***Williamsburg Place:*** The Committee members discussed and accepted the new changes to the Handbook, regarding consequences for a consumer's refusal of a urine screen.

OHR Advocate's Report and Training:

Mr. Daye reports that Ms. Walker, the new secretary for his office, began Monday, 4/12/2011. A new Advocate for his office will begin on May 10, 2011. His office presently has a part-time Advocate from Central State Hospital 2 days per week. The changes approved in our By-Laws will be sent to Central Office for its approval on June 10, 2011.

Mr. Daye reminded us that we will have two vacancies on this committee when Mr. Russell's term ends on June 30th. **Both vacancies are for a Consumer.**

Program Presentation: None. Better Life of Virginia has agreed to provide a program presentation for the next quarterly meeting on July 13, 2011.

Next Regularly Scheduled Meeting:

Wednesday July 13, 2011, 9:00 am at The Williamsburg Conference Room, Sentara-Williamsburg Regional Medical Center, 100 Sentara Circle, Williamsburg, VA 23188.

Mr. Russell's Farewell Remarks: Mr. Russell, in his final regular meeting, expressed his gratitude and appreciation for his fellow committee members, Mr. Daye, the Office of Human Rights, and the Department of Behavioral Health and Developmental Services and the affiliate programs. He reported that he had benefited by learning so much of the work being done for consumers. Mr. Daye led the committee and affiliate members in expressing their appreciation for Mr. Russell's efforts.

Closed Meeting: At 10:16 am the committee members went into closed session per Virginia Code 2.2-3711(A)(1): Personnel and (A)(4): Privacy to review two complaints, one of abuse or exploitation, and the other of neglect, at **Neurological Rehabilitation Living Services.**

Open Meeting Reconvened: The committee reconvened in open meeting at 11:19, 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 in open meeting a recommendation for NRLC that the location for walks of client J.D. be moved away from a major thoroughfare.

Adjournment: *Mr. Russell adjourned the meeting, with the membership's approval, at 11:25 am.*

Submitted by:

Approved by:

Robert E. Coleman, Recorder
Affiliate Program Liaison & Support

John Barrett
LHRC Committee Secretary