

*****APPROVED*****

Williamsburg Regional Local Human Rights Committee Minutes

Date of Meeting: October 12, 2011

**Denotes attendance at this meeting*

Committee Members: John Barrett, Vice-Chairperson*
Rita Gregory, Secretary*
James R. Henry, Chairperson*
Jeannette Olechnowich*

Office of Human Rights: Reginald Daye, Regional Advocate*
Hillary Zaneveld, Human Rights Advocate*

Program Affiliates:

Bacon Street:	Bob Coleman* (Affiliate Program Liaison)
Better Life of Virginia:	Babatunde Talabi* Desire Copes*
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:	Patty Cranford*

Call to Order:

Rev. Henry called the meeting to order at 9:07 am at The Williamsburg Conference Center of Sentara-Williamsburg Regional Medical Center.

Welcome of New Committee Member: Rev. Henry reported that the application of Ms. Olechnowich was accepted by the State Human Rights Committee, and he officially welcomed her to the committee.

Approval of Minutes: *The August 31, 2011 committee minutes were unanimously approved without amendment.*

Recommendation for Appointment of Candidate for Membership: *Rev. Henry reported that he will forward a recommendation to State Human Rights Committee for the appointment of a candidate interviewed by a subcommittee of Ms. Gregory and Mr. Barrett.*

Public Comment Period: There was no public comment.

Approval of 2012 Quarterly Meeting Schedule: *The following dates were unanimously approved by the committee for quarterly meetings in 2012: January 11, 2012; April 11, 2012, July 11, 2012, and October 10, 2012. The meetings will be held at 9am at the Williamsburg Conference Room of the Sentara-Williamsburg Regional Medical Center.*

Affiliate Program Reports: Mr. Daye clarified that the programs are to mail their 4th Quarter and Annual Reports for 2011 (7/1/11 thru 12/31/11 only) to the members and his office before the next quarterly meeting in January. The Annual Report on Seclusion and Restraint should also be prepared for forwarding to Quality Assurance at DBHDS.

Bacon Street

Number of Clients: 111
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: 5
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: 0
Staff to Client Ratio: NA
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.

East End Academy Intensive Outpatient/Day Treatment Program

Number of Clients: 83

Staff to Client Ratio: 1:6

Program Changes: None

New Programs: None

Administrative Changes: None

Policy Changes: The Rules of Conduct are presented for approval today. *(See Discussion items, in which the committee unanimously approved the Rules of Conduct.)*

Handbook Changes: None

Number of Complaint or Abuse Cases: One. *(See Closed Session, in which the committee made no recommendations.)*

Use of Restraints or Seclusion: One

Licensure or Human Rights Reviews: The program has not received the corrective action plan from a licensing review. *(See Discussion Items, in which the committee members request an overview of the licensure visit and any citations when they are received.)*

Family Preservation Services

Number of Clients: 95

Staff to Client Ratio: 1:3.6

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: None

Licensure or Human Rights Reviews: None.

Neurological Rehabilitation Living Center

Number of Clients: 9

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: None

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: Triennial License received.

Sentara-Williamsburg RMC Structured Outpatient Behavioral Health Program

Number of Clients: 31

Staff to Client Ratio: 1:8

Program Changes: None

New Programs: 0

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: 19

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: June 30, 2011 Licensure Review by Barry Lee for annual review: Received Letter of Good Standing for the period through 12/13/2011.

Williamsburg Place

Number of Clients: 336
Staff to Client Ratio: 1:7
Program Changes: None
New Programs: None
Administrative Changes: New Chief Operating Nurse: Mindy Armstrong. New Clinical Director: Stacey Johnson.
Policy Changes: None
Handbook Changes: None
Number of Complaint or Abuse Cases: One (*See Closed Session, in which the LHRC made no recommendations.*)
Use of Restraints or Seclusion: None
Information/Action on Prior Cases: None.
Licensure or Human Rights Reviews: None

Discussion Items:

Request for Approval of Behavioral Management Plan and Rules of Conduct of East End Academy: *The committee members unanimously approved the Rules of Conduct as presented by the program.*

OHR Advocate's Report and Training:

Mr. Daye announced he will be delegating OHR assistance to this committee to Ms. Zaneveld. Ms. Zaneveld provided further assistance to the affiliates concerning the new Quarterly and Annual Reporting Forms. In particular, she noted that this year's Annual Report will actually be a six-month report based on data from 7/1/11 to 12/31/11.

Program Presentation: Rev. Henry suggested that the affiliate programs begin a new cycle of presentations after the next quarterly meeting, when another new committee member may be joining us.

Closed Meeting: At 10:16 am the committee members approved by unanimous affirmative vote a motion to convene in closed session per Virginia Code 2.2-3711(A)(1): Personnel and (A)(4): for the protection of the privacy of individuals in personal matters not related to public business, namely for the purpose of reviewing two complaints, one at **Williamsburg Place** and one at **East End Academy** pursuant to the regulations.

Open Meeting Reconvened: The committee reconvened in open meeting at 11:45, each member certifying that, to the best of each member's knowledge, only private business matters, lawfully exempted from statutory open meeting requirements and identified in the motion by which the closed meeting was convened, were considered in the closed meeting.

The committee reported out in open meeting no recommendations for either affiliate.

Adjournment: *Rev. Henry adjourned the meeting, with the membership's approval, at 11:50 am.*

Next Regularly Scheduled Meeting:

Wednesday, January 11, 2012, 9:00 am at The Williamsburg Conference Room, Sentara-Williamsburg Regional Medical Center, 100 Sentara Circle, Williamsburg, VA 23188.

Submitted by:

Approved by:

Robert E. Coleman, Recorder
Affiliate Program Liaison & Support

Rita Gregory
LHRC Committee Secretary