

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

**Williamsburg Regional Local Human Rights Committee Minutes**

**Date of Meeting:** January 9, 2008

*\*Denotes attendance at this meeting*

**Committee Members:** Hewlette C. Connell, MD\*  
John T. Farrar, MD\*  
Rita Gregory  
Kathy Nader, RN\*  
Timothy Russell, Chairperson

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

<b>Program Affiliates:</b> Bacon Street:	Bob Coleman *
Campbell House:	Jacqueline Campbell*
East End Academy IOP & Day Treatment	Ruby Gilliam-Eley Bonita Clark*
Family Preservation Services:	Kim Speed * Tami King
Neurological Rehabilitation Living Centers:	Douglas Brown, Jr. Steve Dean* Kelly Dean
United & Empowered Care:	Valda Claiborne Marietta Cottingham*
Williamsburg Place:	Patty Cranford*

**Temporary Program Affiliates:** Better Life of Virginia: Christian Aigbe\*  
Babatunde Talabi

**Call to Order:**

Dr. Farrar called the meeting to order at 9:05 am at Williamsburg Place

**Approval of Minutes:** *The October 10, 2008 and October 31, 2008 committee minutes were approved.*

**Affiliate Program Reports:**

**Bacon Street**

Number of Clients: 115

Staff to Client Ratio: 1:28

Program Changes: None

New Programs: None

Administrative Changes: None

Policy Changes: Developing policies in accordance with new regulations.

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 during this quarter

***Campbell House***

Number of Clients: 3  
Staff to Client Ratio: 1:4  
Program Changes: None  
New Programs: Adding a new location in Norfolk pending Licensure and LRHC Affiliation. (See: *Discussion Items* in which a 90-day temporary affiliation was continued for the new location)  
Administrative Changes: None  
Policy Changes: None  
Handbook Changes: None  
Number of Complaint or Abuse Cases: Two (See: *Closed Meeting* in which no recommendations were made by the committee)  
Use of Restraints or Seclusion:  
Information/Action on Prior Cases: None  
Licensure or Human Rights Reviews: None

***East End Academy Intensive Outpatient Program***

Number of Clients: 102  
Staff to Client Ratio: 1:5  
Program Changes: None  
New Programs: Additional Norfolk site pending Licensure and LHRC Affiliation. (See Discussion Items in which a 90-day temporary affiliation was granted for the additional site).  
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

***Family Preservation Services***

Number of Clients: 71  
Staff to Client Ratio: 1:3  
Program Changes: New site at Spratley Middle School pending Licensure and LHRC Affiliation. (See: Discussion Items in which a 90Day temporary affiliation was granted for this site)  
New Programs: Mental Health Support Services, pending Licensure and LHRC Affiliation. (See Discussion Items in which a 90-day temporary affiliation was granted for these services.)  
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: 7  
Staff to Client Ratio: 1:2  
Program Changes: None  
New Programs: None  
Administrative Changes: None  
Policy Changes: Revising HR policies for consistency with new HR Regulations.

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

***United and Empowered Care***

Number of Clients: 4  
Staff to Client Ratio: 1:4  
Program Changes: Additional home at 386 Dewey Avenue, Hampton, VA pending Licensure and LHRC approval. (See: *Discussion Items* in which a 90-day temporary affiliation was continued for the new location)  
New Programs: None  
Administrative Changes: None  
Policy Changes: Changes were made in compliance with new HR regulations and provided to the committee members.  
Handbook Changes: Changes were made in compliance with new HR regulations  
Number of Complaint or Abuse Cases: None  
Use of Restraints or Seclusion: One. (See: *Closed Session* in which recommendations were made by the committee)  
Information/Action on Prior Cases: None  
Licensure or Human Rights Reviews: 11/06/07, 11/29/07, and 12/17/07 with Mr. Ed Gonzales from Licensing, and 12/17/07 with Mr. Steward Probst from Human Rights.

***Williamsburg Place***

Number of Clients: 40  
Staff to Client Ratio: 1:8  
Program Changes: None  
New Programs: None  
Administrative Changes: None  
Policy Changes: None  
Handbook Changes: One change was made to the handbook with LHRC approval. New handbooks have been distributed to the program clients.  
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:**

***Requests for Affiliation of Additional Programs:***

Better Life of Virginia, LLC: Mr. Aigbe requested an extension of the program's temporary affiliation as it awaits approval of its licensure request. The program received a Licensure Review this past quarter. *Following discussion, the committee members unanimously granted Better Life of Virginia a 90-day extension of its temporary affiliation with this LHRC.*

Campbell House: Ms. Campbell reports that the new, additional, location in Norfolk continues to await approval from the Office of Licensure, prior to the new location affiliating fully with this committee. *Following discussion, the committee members*

*unanimously continued a 90-day temporary affiliation for the program's new location in Norfolk.*

East End Academy: Ms. Clark requested continued, temporary affiliation for its additional site at 2606 Colonial Avenue, Norfolk, VA 23513, as it awaits approval of its license. *Following discussion, the committee members unanimously granted East End Academy's additional location a 90-day temporary affiliation.*

Family Preservation Services: Ms. Speed requested continued temporary affiliation for (1) the Spratley Middle School Therapeutic Day Treatment site, as it awaits approval of its license, and affiliation for (2) its new Mental Health Support Services, to operate under its already-approved HR policies and procedures. *Following discussion, the committee members unanimously granted Family Preservation Services a 90-day temporary affiliation for (1) the Spratley Middle School TDT site and (2) its new Mental Health Support Services.*

United and Empowered Care: Ms. Cottingham requested continued, temporary affiliation for its additional home to open at 386 Dewey Avenue, Hampton, VA, as it awaits approval of its license. *Following discussion, the committee members unanimously granted United and Empowered Care additional location a 90-day temporary affiliation.*

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

Mr. Daye stated that the affiliate programs are to submit the Annual *Community Seclusion and Restraint Reporting Form* to Ms. Greenfield at DMHMRSAS by January 15, 2008, with a copy to him.

Mr. Daye stated that the OHR is now holding all programs to the changes in the new Human Rights Regulations, effective December 1, 2007. Currently licensed programs have until March 1, 2008 to make the necessary changes in their policies. Each program must submit a letter to the State Human Rights Director, Margaret Walsh, certifying that their revised human rights policies and procedures are in compliance with the revised regulations. A copy of the certification letter and the programs revised human rights policies and procedures should be sent to Mr. Daye by March 1, 2008. (Do not send the actual policies and procedures to the State Human Rights Director, but do send them to Mr. Daye.)

***Change in 2008 Meeting Schedule:***

*The committee members approved the following change in date for the WRLHRC's regular meeting in April 2008 to April 16, 2008. The change is to be forwarded immediately to Ms. Walsh for inclusion on the DMHMRSAS website.*

***Next Regularly Scheduled Meeting:***

Wednesday, April 16, 2008, 9:00 am at Williamsburg Place, 5477 Mooretown Road, Williamsburg, VA. Telephone: (757) 565-0106.

**Adjournment:** Dr. Farrar adjourned the meeting with the membership's approval at 10:05 am.

**Closed Meeting:** At 10:05 am the members went into closed session per Virginia Code 2.2-3711A4 to review the aforementioned reports of two client complaints from Campbell House and a use of a client restraint by United and Empowered Care. The committee reconvened in open meeting at 10:27 am, 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 no recommendations for Campbell House. The committee voted to recommend the following for United and Empowered Care regarding the behavioral plan for Mr. P: (1) A letter be obtained from the Department of Social Services acknowledging that DSS is his legal guardian. (2) A behavioral consultant, speech pathologist, and an occupational therapist be provided to him. (3) Training for the program staff be provided regarding his plan.*

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Submitted by:

Approved by:

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Robert E. Coleman, Recorder  
Affiliate Program Liaison & Support

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LHRC Committee Secretary