

*****APPROVED*****

Williamsburg Regional Local Human Rights Committee Minutes

Date of Meeting: January 11, 2006

**Denotes attendance at this meeting*

Committee Members: Dulcie Cromer, Secretary*
Frances Hall, Vice-Chairperson*
Stanley Lewis, Chairperson *
Timothy Russell

Office of Human Rights: Virginia C. Goodell, Office of Human Rights *
Reginald Daye, Regional Advocate

Affiliate Programs Represented: Bacon Street: Bob Coleman *
East End Academy: Ruby Gilliam-Eley *
Family Preservation Services: Jessica Gifford *
Williamsburg Place: Patty Crawford *

Call to Order: Mr. Lewis called the meeting to order at 9:08 am

Introduction and Welcome: Mr. Lewis introduced Ms. Cromer to the committee, and she was welcomed by the members and the affiliates.

Approval of Minutes: The November 2, 2005 minutes were approved with no corrections.

Discussion Items:

LHRC Membership

Ms. Goodell reported that the recent applicant to the committee as a health care provider unfortunately did not meet criteria because of his employment with the Virginia Department of MHMRSAS (Virginia Code section 37.1-84.3). The committee remains in need of a health care provider member.

Election of New Officer

Following a discussion of the committee's bylaws with regard to its officers and their duties, the committee found that it needed to elect a Secretary to replace former member and Secretary, Ms. Brown. The nomination of Ms. Cromer was made and seconded, Ms. Cromer accepted, and the committee voted in favor of her election. The committee bylaws call for new officers to be elected annually at the last meeting of each fiscal year (April 12, 2006) and take office July 1st of each year.

Annual Reporting of the Use of Seclusion and Restraint

Affiliate Program Representatives were reminded of the required annual submission of the *Community Seclusion and Restraint Reporting Form*. The form is due by January 15

of each year to the Director of Quality Management, Ms. Marion Greenfield. Copies of the reporting form with the facsimile number for Ms. Greenfield were distributed to the affiliate representatives.

Affiliation of Additional Programs

The members discussed the procedures for acceptance of a program as a new affiliate of the committee. With the closing of the Sentara-Williamsburg Community Hospital Counseling Program, the committee now serves four affiliated programs, with the state's average LHRC serving slightly more than eight. Ms. Goodell reported that she would approach the Chair and the members if there were a request for affiliation. The committee would then have to review and accept the program's policies if the request were accepted.

Affiliate Program Agreements

Mr. Coleman reported that all of the affiliate program agreements with this Local Human Rights Committee have been signed and collected.

Affiliate Program Reports:

Bacon Street

Number of Clients: 155

Staff to Client Ratio: 1:26

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: An unannounced review of the program was conducted on December 1, 2005 by Joslynn M Perry, MSW, ACSW, Senior Licensing Specialist with the Office of Licensing. An official report to the program has not yet been sent, but no problems, other than charting issues, nor human rights concerns were noted at the exit interview.

East End Academy Intensive Outpatient Program

Number of Clients: 0

Staff to Client Ratio: NA

Program Changes: Ms. Gilliam-Eely reported that the program has had no clients since their last report. The facility continues to go through its move and renovation. The program was visited by Mr. Lee.

New Programs: An application will be submitted to open a therapeutic, independent living community for females.

Administrative Changes: None

Policy Changes: None

Handbook Changes: None

Number of Complaint or Abuse Cases: None

Use of Restraints or Seclusion: NA

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: None

Family Preservation Services

Number of Clients: 48

Staff to Client Ratio: 1:2.5

Program Changes: None

New Programs: None

Administrative Changes: Ms. Gifford has become the new Regional Director for her office. In addition, there is a new Administrative Assistant in charge of Medical Records.

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: 34

Staff to Client Ratio: 1:5

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

Training:

Ms. Goodell provided training for the members and program representatives on the Virginia Freedom of Information Act: A Summary of Selected FOIA Provisions for the State Human Rights Committee. Copies of the materials from the training were distributed. This LHRC does meet the definition of a *Public Body*, and its meetings and records are covered by the FOIA. Requirements for meetings, closed sessions, and voting were addressed by Ms. Goodell. A schedule of this committee's meetings and its minutes, in draft, are required to be forwarded by the Recorder within ten days business days following the meeting to Margaret Walsh at the Office of Human Rights, DMHMRSAS for posting on its website. Draft minutes are to be replaced with approved minutes, within three days of committee approval. Affiliate programs may also post these documents on their websites, if available.

The committee and the program representatives thanked Ms. Goodell for the training.

Next Meeting: April 12, 2006, 9:00 am at Williamsburg Place, 5477 Mooretown Road, Williamsburg, VA. Telephone: (757) 565-0106.

Adjournment: Mr. Lewis adjourned the meeting with the membership's approval at 10:09 am.

Submitted by:

Approved by:

Robert E. Coleman,
Recorder

Dulcie Cromer,
LHRC Committee Secretary