

*****APPROVED*****

Williamsburg Regional Local Human Rights Committee Minutes

Date of Meeting: July 12, 2006

**Denotes attendance at this meeting*

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

Office of Human Rights: Willie Barnes, Office of Human Rights
Andrea Coleman, Office of Human Rights*
Reginald Daye, Regional Advocate*

Program Affiliates: Bacon Street: Bob Coleman *
East End Academy IOP: Ruby Gilliam-Eley*
Family Preservation Services: Jessica Gifford *
Williamsburg Place: Patty Cranford *

Temporary Program Affiliates: Campbell House: Jacqueline Campbell*
National Counseling Group: Dennis Raabe*
Holly Duggan
United & Empowered Care: Marietta Smith*
Valda Claiborne*

Program Requesting Affiliation: Better Life of Virginia: Christian Aigbe*
Babatunde Talabi*

Call to Order: Mr. Lewis called the meeting to order at 9:00 am at Williamsburg Place.

Approval of Minutes: *The April 12, 2006 minutes were approved with no corrections.*

Affiliate Program Reports:

Bacon Street

Number of Clients: 135
Staff to Client Ratio: 1:29
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

East End Academy Intensive Outpatient Program

Number of Clients: 12

Staff to Client Ratio: 1:10

Program Changes: Ms. Eley reported the completion of the program renovation

New Programs: None

Administrative Changes: In process of hiring new personnel

Policy Changes: The program is requesting a change in its Behavioral Management Policy. Ms. Gilliam-Eley will send a copy of the requested change to the OHR and the committee members for review.

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: An unannounced state licensure review was conducted recently. The program is awaiting a report of the review.

Family Preservation Services

Number of Clients: 47

Staff to Client Ratio: 1:3

Program Changes: None

New Programs: None

Administrative Changes:

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: 51

Staff to Client Ratio: 1:7

Program Changes: None

New Programs: None

Administrative Changes: None

Policy Changes: None

Handbook Changes: None

Number of Complaint or Abuse Cases: One consumer complaint is pending

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:

National Counseling Group: Mr. Raabe reported that the program is awaiting approval of its licensure request for this site. The new address for the program is: 729 Thimble Shoals Boulevard, Newport News, Virginia. The telephone number is (757) 240-5595. *With unanimous approval, the committee members granted the Peninsula site of NCG a 90-day extension of its temporary affiliation with this LHRC.*

United and Empowered Care, Inc.: Ms. Smith reported the program has no clients at this time as it is awaiting approval of its licensure request. *With unanimous approval, the*

committee members granted United and Empowered Care, Inc. a 90-day extension of its temporary affiliation with this LHRC.

Campbell House: Ms. Campbell reported that the program awaits approval of its licensure request. She also reports that the corrections to their program policy, suggested at this LHRC's last meeting, have been made. She provided the membership with copies of those proposed changes for approval at its next meeting. *With unanimous approval, the committee members granted Campbell House a 90-day extension of its temporary affiliation with this LHRC.*

Mr. Lewis expressed the committee's best wishes to these programs in gaining approval of their licenses.

Better Life of Virginia, LLC: Mr. Aigbe, Chief Executive Officer, presented the program for temporary affiliation with this LHRC. It is a residential group home designed to provide care to mentally retarded adults, ages 18 and over. It is located at 1837 Gravenhurst Drive, Virginia Beach, VA 23464. The telephone number is (757) 450-0860. The Program Manager is Mr. Babatunde Talabi. The program is designed for a 1:3 staff ratio.

Mr. Russell asked for the location of the nearest hospital to the program. Mr. Aigbe reported that Bayside Hospital is close-by on Lynnhaven Drive. Mr. Russell reported his favorable review of their policies.

Mr. Daye asked about the program complaint process, and who is designated to receive any complaints from consumers. Mr. Talabi responded that he is so designated. Mr. Daye stated that the program will need to submit its Behavioral Intervention Policy for review to the committee members before its next meeting in October. Mr. Daye verified that he has sent the letter to the program of the approval of its Human Rights plan. The program is required to send copies of this approval letter to the LHRC's membership. *Contingent upon the LHRC membership receiving copies of the OHR approval of the program's Human Rights plan, the committee members unanimously granted Better Life of Virginia a temporary, 90-day, affiliation with this LHRC.*

Mr. Daye commented that prior to granting full affiliation, the LHRC must review and accept any new or modifications of the applicant programs' Rules of Conduct and Behavioral Management Plans and have it so noted in the meeting minutes.

Mr. Lewis asked all committee members to review the new or modified policies of the four programs granted temporary affiliation, and the modification to the policy of East End Academy IOP, prior to the October meeting.

OHR Advocate's Report and Training: Mr. Daye announced and distributed the new newsletter of the State Human Rights Committee, *Human Writes*. He reported that the next State Human Rights Committee Conference has been cancelled for this fall, with the expectation that it will be held next Spring. In response to Mr. Daye's question, Mr. Lewis indicated that this LHRC will entertain the application of additional affiliates. Mr.

Daye reported that he would not encourage any large programs, especially those serving children, seek this committee's affiliation at this time.

Next Meeting: October 11, 2006, 9:00 am at Williamsburg Place, 5477 Mooretown Road, Williamsburg, VA. Telephone: (757) 565-0106.

*(There was a discussion and approval for (1) moving the time of the next meeting, to help resolve a room conflict at Williamsburg Place, and (2) the need for updating, per the FOI policy, this committee's meeting schedule on the State Office of Human Rights Website. **This conflict was resolved directly after the adjournment of this meeting, with the result that no change in meeting time is required nor needs to be so reported.**)*

Adjournment: Mr. Lewis adjourned the meeting with the membership's approval at 9:50 am.

Submitted by:

Approved by:

Robert E. Coleman, Recorder
Affiliate Program Liaison & Support

Dulcie Holland,
LHRC Committee Secretary