



### ***Training at LHRC Meetings***

Ms. Goodel suggested that she provide 10-15 minutes of training at the LHRC for the membership and affiliate programs. The members endorsed the proposal. Ms. Goodel suggested she begin training at the January 2006 meeting with the topic *Consent for Treatment*. The membership expressed how important the topic was to their programs.

### ***LHRC Meeting Week Dates and Times***

Following a discussion of scheduling conflicts, the committee members agreed that Wednesdays at 9 am would continue to be the most favorable times for the committee's meetings, and that the members' conflicts should be resolved at least by the April meeting. The 2006 meetings will be January 11, April 12, July 12, and October 11.

### ***Amended Bylaws***

Mr. Lewis reported on the acceptance of this committee's revised bylaws by the SHRC on October 21, 2005, subject to the modifications addressed in the acceptance letter. The letter is attached to these minutes.

### ***Affiliate Program Contracts***

Contracts were sent out to the affiliates with the last minutes. The members agreed that affiliate contracts to share the administrative fees required for member training and recruitment, were sufficient for the committee's needs rather than the prepayment of such fees.

Bacon Street and Family Preservation Services have submitted their signed affiliate agreements. The committee asks for all the agreements to be submitted by the January 11, 2006 meeting.

### **Affiliate Program Reports:**

#### ***Bacon Street***

Number of Clients: 160

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: None

***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 is going through renovation before reopening, expected on December 1, 2005.

New Programs: None

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: 43

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

***Williamsburg Place***

Number of Clients: 34

Staff to Client Ratio: 1:5

Program Changes: Ms. Lobes has been appointed as Director.

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

**Next Meeting:** January 11, 2006, 9:00 am at Williamsburg Place, 5477 Mooretown Road, Williamsburg, VA. Telephone: 565-0106.

**Adjournment:** Mr. Lewis adjourned the meeting with the membership's approval.

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Submitted by:

Approved by:

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Robert E. Coleman,  
Recorder

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Dulcie Cromer,  
LHRC Committee Secretary