

DRAFT MINUTES

Virginia Beach Area Local Human Rights Committee Meeting Minutes

- **DATE OF MEETING:** February 27, 2009
- **COMMITTEE MEMBERS PRESENT:**
Kevin M. Bowing – LHRC Board Member
Shaunna Robey – LHRC Secretary
Kimberly Hitchman – LHRC Chairman
Mary Meagher – LHRC Vice Chairman
- **OTHERS PRESENT & AFFILIATE NAMES:**
Reginald Daye – DMHMRSAS – Regional Advocate – Human Rights
Michelle Hammer – Hope House Foundation
Pamela Little – Community Alternatives, Inc., LHRC Program Liaison
Danna Hamilton – Community Alternatives, Inc., Program Secretary
Amy Karkane – Virginia Beach Department of Human Services
Jane Sinnott – Virginia Beach Department of Human Services
Vincent Hamilton – Burke Family Care
Melissa Nugent – Burke Family Care
Vantoria Clay – Eagles Nest
Cheryl Davis – Eastern Shore CSB
Melissa Mason – Chesapeake CSB

- **CALL TO ORDER:**
The meeting was called to order by Kimberly Hitchman at 9:30 AM.

- **ADOPTION OF THE AGENDA:**
The agenda was reviewed and approved with changes as follows:
Under **OLD BUSINESS:**
No. 5 should include: Eagles Nest

Regional Advocate Update: Freedom of Information Act Training was moved to after the closed sessions.

- **APPROVAL OF MINUTES:**
The minutes were reviewed and approved with the following change:
Under **PROVIDER REPORTS:**
Hope House Foundation had 2 Serious Injury Reports, not 0.

- **OLD BUSINESS**

Affiliation Bank Account Set-Up & Invoice for Membership Dues

The affiliation bank account was set up and an invoice was distributed to each affiliate. Membership dues in the amount of \$300.00 should be sent in with the invoice prior to the next meeting in order to become a permanent affiliate at the next meeting. Checks should be made out to: Virginia Beach Area Affiliates.

Turning in signed Affiliation Agreements & Requests for Permanent Affiliation

Not all affiliates have turned in their signed Affiliation Agreements and no membership dues have been collected yet. When these two requirements are completed, permanent affiliation will be granted.

Re-visit Eastern Shore CSB's Behavioral Support Plan

Eastern Shore submitted their revised Behavioral Support Plan to the committee prior to this meeting and incorporated the committee's recommended changes. A motion was made to accept the changes and the vote was unanimous. The Behavioral Support Plan is now approved.

Re-visit Virginia Beach DHS's visitation and phone usage in the Level System policy

A motion was made and seconded to defer the visitation of the Level System to the next meeting scheduled for May 15, 2009. It was approved.

Continued Affiliation: Chesapeake CSB; Eastern Shore CSB; Virginia Beach DHS; Hope House Foundation; Community Alternatives, Inc., Burke Family Care; Eagles Nest.

All affiliates except for CAI will continue their temporary affiliation until they have turned in their signed Affiliation Agreement to the LHR Committee and their membership dues are paid. CAI turned in their signed Affiliation Agreement and is exempt from the membership dues as the Treasurer; therefore, a motion was made and seconded and it was approved that Community Alternatives, Inc. is now a permanent member of the Virginia Beach Area LHRC.

Membership Vacancies

Mary Meagher is resigning from the committee, effective 06/30/2009, due to a change in her job. Mr. Daye commended Mary for her work on the committee and let her know she will be missed. Thank you Mary for being a part of the LHRC for so long. Everyone appreciates your commitment over the years.

Mr. Daye informed the committee and affiliates that another person is interested in taking Mary's place. She has been involved with Human Rights for 12 years and may be attending our May meeting to be interviewed. Another person will be attending our May meeting to be interviewed to be on the board also. He was unable to attend this meeting due to becoming sick.

• **NEW BUSINESS**

Burke Family Care

Mr. Vincent Hamilton of Burke Family Care informed the committee that all of their houses are now in Hampton. The one house that was previously at 710 Hemlock Road in Newport News is no longer a part of Burke Family Care. The house that is now in the Burke Family Care structure is 846 Weymouth Terrace, Hampton, VA 23666.

Eastern Shore CSB

Ms. Cheryl Davis of Eastern Shore CSB informed the committee that they are adding a new building to their facilities. It is not yet licensed due to waiting for their Certificate of Occupancy. This building will house the existing administration and the Site Manager is Sharon Parker. Eastern Shore CSB will send the correct address of this new building to the committee. Their program will operate the same services in the new building. A motion was made and seconded to grant temporary affiliation of the new building to operate the same services. It was approved.

Community Alternatives, Inc.

Ms. Pamela Little of Community Alternatives, Inc. informed the committee that CAI will be moving to a new building in the fall. Mr. Daye asked her to bring this up in the next meeting when she has the address and to request affiliation of the new address.

- **PROVIDER REPORTS** – Reporting Period:

Virginia Beach Department of Human Services

Staff Reporting: Amy Karkane

New Program: No

NUMBER OF INCIDENTS	TYPE OF INCIDENTS
4	Abuses
5	Neglect
0	Exploitation
	Dignity/Respect
	Confidentiality
	Right to Treatment
15	Serious Injury
11	Deaths
	Total INCIDENTS
1	Total Number of Emergency Restraints
	Total Number of Complaints via the Informal Complaint Process

Eastern Shore Community Services Board

Staff Reporting: Cheryl Davis

New Program: 1

NUMBER of INCIDENTS	TYPE OF INCIDENTS
2	Neglect
1	Formal Complaint
3	Total INCIDENTS
0	Total Number of Emergency Restraints
	Total Number of Complaints Resolved via the Informal Complaint Process

Eagles Nest LLC

Staff Reporting: Sheila Owens

New Program: Yes – Not Yet Licensed

NUMBER of INCIDENTS	TYPE OF INCIDENTS
Not Yet Licensed	

Hope House Foundation

Staff Reporting: Michelle Hammer

New Program: No

NUMBER OF INCIDENTS	TYPE OF INCIDENTS
5	Staff to Consumer Abuse
6	Neglect
2	Serious Injury
	Formal Complaint
13	TOTAL INCIDENTS
0	Total number of Emergency Restraints
13	Total Number of Complaints Resolved via the Informal Complaint Process

Community Alternatives, Inc.

Staff Reporting: Pamela Little

New Program: No

NUMBER OF INCIDENTS	TYPE OF INCIDENTS
2	Staff to Consumer Abuse
2	Neglect
2	Serious Injuries
0	Formal Complaints
6	TOTAL INCIDENTS
0	Total Number of Emergency Restraints
	Total Number of Complaints Resolved via the Informal Complaint Process

Chesapeake Community Services Board

Staff Reporting: Melissa Mason

New Program: No

NUMBER OF INCIDENTS	TYPE OF INCIDENTS
2	Staff to Consumer Abuse
0	Neglect
1	Formal Complaints
4	Serious Injuries
4	Deaths
0	Exploitation
11	TOTAL INCIDENTS
0	Total Number of Emergency Restraints
	Total Number of Complaints Resolved via the Informal Complaint Process

Burke Family Care

Staff Reporting: Vincent Hamilton

New Program: No

NUMBER OF INCIDENTS	TYPE OF INCIDENTS
	Staff to Consumer Abuse
	Neglect
	Formal Complaints
	TOTAL INCIDENTS
	Total Number of Emergency Restraints
	Total Number of Complaints Resolved via the Informal Complaint Process

▪ **PUBLIC COMMENTS:** None

▪ **CLOSED SESSIONS:**

The LHRC voted to go into closed session per VA. Code: 2.2-3711A): to review abuse, complaints, behavioral plans, deaths, serious incidents, restraints at the following programs: VA BEACH DHS, EASTERN SHORE CSB, CHESAPEAKE CSB, Hope House Foundation and Community Alternatives, Inc.

