**Eastern Virginia Regional Local Human Rights Committee**

**Meeting Minutes**

**July 23, 2015**

A meeting of the Eastern Virginia Regional Local Human Rights Committee was held on Thursday July 23, 2015, at St. Mary’s Home for Disabled Children, 6171 Kempsville Circle, Norfolk, VA 23502.

**Members Present:**

Ms. Donna Collier, Chair

Ms. Sandra Montez-Gerhardt, Member

**Members Absent:**

Shellynn McNeil, Member

Angela Hardin, Member

**Providers Present:**

Ronnie Ratcliff,Holiday House of Portsmouth, Inc.

Kelly Garcia-Smith, Holiday House of Portsmouth, Inc.

Lucy Kooiman, Maryview Behavioral Medicine Center

Christine Parker, SW, St. Mary’s Home/Albero House

Rizal Cruz, AC Support Systems

Eric Winstead, Staff, Better Life Services, Inc

Yvonne Green, Coordinator, Virginia Home Based Counseling

Latasha Holloway, Psalms Assistive Support Services, LLC

Aman Massaquoi CEO, Angel House, Inc.

Mercedes Santos-Bell, Envision Family Services

Shanequa Vass, Envision Family Services

Kimberly Johnson, Jerious Counseling Services LLC

Dr. Kimberly Robinson, Youth Empowerment Services

Dr. Douglas Newsome-Individual Choices

Deborah Hamilton, AIM Family Services, LLC

Wysteria Stevens, Potentials In Life

Chimene Emejuru, Consultant, Comfort Care, LLC

Theo Ekwueme, Peacedrapha Healthcare Corp

Sheila Benton, Beautiful Gates Residential Group Home, LLC

Shernita Artis, Co-owner, Family Extensions, LLC

Adrian Brown, Community Options, LLC

**Providers Absent:**

None

**Also Present Was:**

Stewart Prost, Human Rights Advocate

Carmen Gerena, Secretary

Mathew Albright, Member of the public

1. **Call to Order**  
   Donna Collier, called the regular session of the EVRLHRC meeting to order at 9:35am, and Ms. Carmen Gerena, Executive Administrative Assistant for St. Mary’s, recorded the minutes. Ms. Collier thanked everyone for coming. A quorum of members was not present, and the meeting, having been duly convened, was ready to proceed as a subcommittee.
2. **Approval of Meeting Agenda**  
   Meeting agenda was reviewed. Ms. Collier made a motion that the agenda be approved, motion made by Ms. Sandra Gerhardt and seconded by Ms. Donna Collier and was unanimously approved.
3. **Review of Minutes**Due to this being a subcommittee the minutes of the April 23, 2015 could not be approved.
4. **Public Comment**None
5. **Old Business**   
   Election of officers was not done due to no quorum.
6. **New Business**None.
7. **Program Updates**
   1. **Community Options, LLC**Adrian Brown presented for Community Options. Nate Woodard is our licensing specialist. We served 6 clients this quarter. There were no allegations of abuse and neglect or complaints to report. There are no changes in our policies and procedures and licensing status.
   2. **Holiday House of Portsmouth, Inc.**Mr. Ratcliff mentioned that they will be having a ribbon cutting ceremony tomorrow at 3pm 7/24/15 as they are opening a new gymnasium. Kelly Garcia-Smith presented for Holiday House. Our licensing specialist is Dennis Riddick. April 1 to June 30. There are 0 allegations of abuse, neglects or complaints. We have 1 behavior plan to review in executive session. There were no changes to our licensing status. We have no new policies or procedures to go over.
   3. **Maryview Behavioral Medicine Center**Lucy Kooiman presented their report. Served 599 clients were served this last quarter. We have 5 allegations of abuse this quarter, 1 physical and 4 neglect which will be discussed in executive session. There were no changes to our licensing status.
   4. **Psalms Assistive Support Services**  
      Latasha Holloway presented. Our licensing specialist is Ed Gonzales. There are no allegations of abuse or neglect and no complaints to report. Would like to add 2 new homes one as a foster home address: 4853 Tonlow Ct. Virginia Beach, and a group home with address of 1121 Wilcox Ave, Portsmouth, VA. We need approval for new site. Mr. Prost mentioned since she wanted to add a different service, that there is different procedure that has to be done in order to do that. He will speak about it in his report.
   5. **AC Support System**Rizal Cruz presented. Behavior Specialist is Ed Gonzales. We are currently servicing 17 clients. There were 0 allegations of abuse/neglect or complaints and no complaints to report. We have had no changes to our policies or procedures.
   6. **St. Mary’s Home for Disabled Children / The Albero House**Christine Parker presented for quarter starting April 1 through June 30. During this time we had 86 residents at St. Mary’s and 12 at the Albero House for a total of 98. This quarter there were 5 allegations of abuse and neglect and 3 complaints, 2 of which have been resolved and 1 which is still in progress. We did receive a citation on June 18 but we submitted a corrective action plan that was approved on July 2. We have behavioral plans that we will discuss in executive session. We have no changes to report to our licensing status. We have had no changes in policies or procedures or programs.
   7. **Better Life Services**Eric Winstead presented for the quarter of April 1 through June 30. Licensing specialist is Gale Shriner. We served 81 individuals this quarter. We have no reports of allegations, abuse or neglect. There were no changes to our licensing status. There were no changes to our policies or procedures.
   8. **Virginia Home Based Counseling, P.C. and Virginia Support Services, P.C.**

Yvonne Green presented. Currently we are serving 75 individuals in home and 30 clients in intensive in-Home. We have no allegations of abuse, complaints or neglect to report. We have had no changes in policies or procedures.

* 1. **Angel House**Aman Massaquoi presented. Theresa Roll is our licensing specialist. We serviced 1 client during this quarter. We have no allegations of abuse, complaints or neglect to report. There have been no changes in our licensing status and no policy or procedure changes. We are asking for a new service – a respite service but did not put it writing yet.
  2. **Envision Family Services**Mercedes Santos Bell, Executive Director presented. Our licensing specialist is Narissa Rhodes. For the quarter of April 1 through June 30 we serviced 38 TBT clients and 11 in-Home clients. There were no changes in our policies and procedures. There were no allegations of abuse or neglect or complaints.
  3. **Jerious Counseling Group**Cynthia Cummings presented for the period of April 1 through June 30. Our licensing specialist is Ed Gonzales. We had a total of 6 intensive in home clients for this reporting period. There have been no allegations of abuse or neglect and no complaints to report. We just opened our Mental Health Skilled Building service which caters to adults. We serviced a total of 6 intensive in home clients and 0 Mental Health Skilled building.
  4. **Cary Associates - Youth Empowerment Services**Dr. Kimberly Robinson reported. Our licensing specialist is Dennis Reddick. We have 2 services serviced 26 clients in the outpatient treatment program and in the intensive in home program 22 clients. There were no allegations of abuse or neglect to report. There were no changes to our licensing and no amendments to our policies or procedures.
  5. **Individual Choices**Douglas Newsome reported. Licensing specialist is Dennis Reddick. We served 5 individuals this quarter. We had our Medicaid audit this quarter with no deficiencies. We have no report of abuse, neglect or complaints. There were no changes or modifications to our policies or procedures or licensing.
  6. **AIM Family Services**Deborah Hamilton reported. Ed Gonzales is our licensing specialist. For this reporting period we serviced 8 clients. We have no allegations of abuse, neglect or complaints to report. There are no changes in our policies or procedures or licensing status.
  7. **Potentials In Life**Wysteria Stevens reported. We serviced 6 clients. No reports of abuse or neglect and there were no changes to our licensing or policies and procedures.
  8. **Beautiful Gates Adult Residential Home LLC**

Sheila Benton reported. Dennis Reddick is our licensing specialist. We are still in the licensing process. There is nothing to report yet.

* 1. **Peacedraphia Care Corp**Theo Ekwueme presented. Nothing to report as we are not licensed yet. We received our preliminary approval and are looking for accommodations.
  2. **Comfort Care, LLC**

Chimene Emejuru presented. Our licensing specialist Ed Gonzales, but we are currently not licensed yet.

1. **Family Extensions LLC**

Shanita Artis reported for Family Extensions. We still are not licensed. We have been assigned a licensing specialist her name is Alana Moser. Our site will be operating from 779 Lesner Ave, Norfolk, VA 23518. We are preparing for a site visit.

1. **Office of Human Rights**Mr. Stewart Prost started by letting us know the status of the committee. We do have 4 members appointed which is good but not great. We currently have one opening, an opening for a consumer. A consumer is an individual who is receiving services for a mental illness, an intellectual disability or substance abuse. It does not necessarily have to be services from a program licensed, funded, or operated by the department of behavioral health and developmental services. It can be someone who is receiving therapy or taking psychotropic medications for a psychiatric disorder or someone receiving services through ID services through the DD waiver etc. Those are going to be some of the kind of things that you could be looking for. If this position is not filled within 6 months, the State Human Rights Committee starts looking at that very seriously and wants to know what effort are being made to recruit. So the sooner we can get somebody the better to fill that position. Please be on the lookout for someone who might meet those qualifications. All so assure them that the fact that they are personally receiving services is strictly confidential. If you need an application email me a request and I will sent it to you.   
     
   Couple of other reminders, I want to go over the quarterly reports. Quarterly reports are due 2 weeks prior to the meeting to the committee and to me. Your Quarterly report is not complete for the licensed providers, if you don’t include the ABO7 and COMP07 report. In October I will start looking for these (quarterly reports) 2 weeks in advance and if I don’t get a few days afterwards I will be giving each of you a call and saying where is your report and if it doesn’t show up in a timely manner, I may look at other things. It is part of what you are required to do. If you are having trouble with CHRIS let us know. There is a person to help with that within our office. Her name is Angela Harrison and her email address is [angela.harrison@dbhds.virginia.gov](mailto:angela.harrison@dbhds.virginia.gov) . She is there to provide email support if you are having trouble with CHRIS. Once you get licensed get set up with CHRIS right away and you can find that at our website. The DBHDS website under the human rights services and how to get set up with CHRIS. The way you get to CHRIS is that you go through the porthole called Delta. Delta is the way into the applications that the department operates and those of you who are providing services to individuals with intellectual disabilities you are familiar with idles and you also go through Delta to get there. That is how you communicate with the department once you are licensed, any allegations of abuse and neglect, they go to our office and any complaints. Any deaths and serious injuries go to licensing also through CHRIS. It is very important to get set up. If you are not licensed you still do the Quarter Report form. That is how we find out what is going on with you.   
     
   I know that the last time I went over this process of adding location and adding a service and unfortunately I forgot to bring the memo again. If anyone wants the memo again, there is memo that came out in February from the Department regarding this. If you are adding a location: you need to write a letter to me and to the committee and you also have to put in a service modification to your licensing specialist. The letter is going to say: this is so and so provider and we are adding a location and here is the address and phone number and contact person for that location if appropriate. You are also going to put in there that you are requesting that it be added to your existing affiliation. Also put in that the location is going to come under your existing Human Rights policies, your behavior management policies and your existing program rules. You put that all in the letter and you seed it to me and to the committee members and you copy your licensing specialist. Once that letter is sent out and people receive it the location is affiliated. So no letter, no affiliation. So if you are adding a new location and you haven’t got the letter to this committee and to me go back to your offices and get that letter sent out. What that means is that once that letter is sent out you are affiliated. But because you are affiliated it does not mean that you can operate at the location, you have to wait for your licensing specialist to go do a site visit and whatever it is that they need to do to let you add it to your license. At the next meeting you report it and get the address of your new location into the minutes. If you are adding a service: you need to write a letter stating I am –provider and I am going to be adding, whatever service and you are adding this to your existing affiliation. Then you send with it the following items: a copy of your behavior management policies for the new service, a copy of your program rules for the new service for me and the committee, at the next meeting the committee will have a chance to review and comment on the behavior management policies. The service is affiliated when you send out the letter but you cannot do the other things. The other thing you have to do is to send out your Human Rights Policies to me because our office reviews them. We will review them and will send you any feedback, any revisions that have to be made to put them into compliance and once we do that, you send it out to the committee. You send the committee a letter and put in the letter: our Human Rights Policies are being sent to the Human Rights Advocate to be reviewed and will send to you upon completion of that review. At this point Mr. Prost asked if there were any questions.  
     
   All agenda items need to be into Mr. Prost at least 2 weeks in advance. If it is less than 2 weeks, the committee may not have chance to review it.  
     
   Office up dates, many of you may have met Simona Hawke, she is going to be transferring to work out of our regent 4 out of Central State Hospital. So as of tomorrow there will be a posting for new Human Rights Advocate position based in Williamsburg. So you will see some changes in our office in Williamsburg.   
     
   At this point Ms. Collier asked if there were any questions. There no questions. Ms. Collier asked that when Carmen sends out the minutes and agenda please email her back and let her know if you will be attending the meeting and acknowledge that you reviewed the minutes. Since there was nothing further to discuss, Ms. Collier entertained a motion that we go into executive session.   
     
   **Open Session**

There was nothing further to add.

1. **Closed Session for Human Rights Complaints, Abuse, Discrimination, Formal/Informal Complaints:**  
     
   At 10:20 am Ms. Sandra Gerhardt moved that the EVRLHRC go into executive session pursuant to the Virginia Code Section 2.2-3711 A (4) for the protection of the privacy of individuals in personal matters not related to public business, namely for the purpose of hearing of authorized representatives, hearing of behavior modification and/ or conducting a hearing pursuant to the regulations for authorized representatives for Holiday House of Portsmouth, Maryview Behavioral Medicine Center and St. Mary’s Home/Albero House. Motion was made by Ms. Donna Collier and seconded by Ms. Gerhardt. All members present voted in favor of the motion. The motion was made to accept the information given during closed Executive Session and go into open session. All members present voted in favor of the motion.  
     
   Upon reconvening in open session, each member of EVRLHRC certified that, to the best of each EVRLHRC Member’s knowledge, only public business matters lawfully exempted from statutory open meeting requirements, and only public business matters identified in the motion to convene the executive session were discussed in the executive session.   
     
     
   The EVRLHRS came out of Executive Session at 11:20 am.
2. **Adjournment**  
   The meeting adjourned at 11:30 am
3. **Next Meeting:**   
   The next meeting of the Eastern Virginia Regional Local Human Rights Committee will be held on Thursday, October 22, 2015, at 9:30, at St. Mary’s Home for Disabled Children, 6171 Kempsville Circle, Norfolk, VA 23502. St. Mary’s Home for Disabled Children will provide refreshments.

EVRLHRC QUARTERLY MEETING DATES AND LOCATIONS 2015

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| 1ST Quarterly Meeting | 9:30 a.m., Thursday  January 22, 2015 | St. Mary’s Home for  Disabled Children  6171 Kempsville Circle  Norfolk, VA 23502 |
| 2nd Quarterly Meeting | 9:30 a.m., Thursday  April 23, 2015 | St. Mary’s Home for  Disabled Children  6171 Kempsville Circle  Norfolk, VA 23502 |
| 3rd Quarterly Meeting | 9:30 a.m., Thursday  July 23, 2015 | St. Mary’s Home for  Disabled Children  6171 Kempsville Circle  Norfolk, VA 23502 |
| 4th Quarterly Meeting | 9:30 a.m., Thursday  October 22, 2015 | St. Mary’s Home for  Disabled Children  6171 Kempsville Circle  Norfolk, VA 23502 |