**Minutes**

**James City Regional LHRC**

“FAM MAT”

11815 Fountain Way, Newport News, Virginia

**October 16, 2015**

**General Meeting**

**LHRC Members Present:** Richard Cottingham, Acting Chairman; Leslie Brown;Marjean Allen

**LHRC Member Absent:** Ms. Cooper

**Affiliates Present:** Rose Elam (Elam House); Alvernia Disnew, Crystal Lane (DSFAP); Dwayne Wilson (Milestone Counseling), Vanessa Futrell, (1Life1Love, Inc.); Victory Whitaker (FAM MAT); Monique Swittenberg, (Ms. Polly’s Kidz)

**Others Present:** Reginald Daye, Regional Advocate

**Others Absent:** Nurturing Hearts, Moody’s Residential Case Center

1. **Call to Order**

The meeting was called to order at 9:08 am, by Mr. Richard Cottingham, LHRC Acting Chairperson. The meeting was held at FAM MAT 11815 Fountain Way, Newport News, Virginia.

1. **Adoption of Agenda**

A motion was made, seconded and approved to adopt the agenda.

1. **Approval of Minutes**

A motion was made, seconded and passed to approve the minutes from July 17, 2015.

1. **Public Comments**

There were no public comments.

1. **Regional Advocate Update(s)**

* *Present a presentation on the process for adding new services to their agency’s LHRC affiliation as noted below:*
* Adding a New Service – (As of February 2015) Develop Human Rights Policy and Procedures for that program. General letter to the Committee and copy Mr. Daye and Licensing Specialists. Letter should state that the new service will come under your agency’s affiliation with the Human Rights Committee. Include name licensure specialist in the letter. Also attach the rules of conduct and behavioral management. Your Human Rights Policies for the new services must be submitted to Mr. Daye. He will review for compliance with the human rights regulations. Once accepted, he with asked that you forward the approved copy to the members of the LHRC for their record.

You will need to present the rules of conduct and behavioral management policies to the LHRC for approval. You will also need to have someone from your program present a description of the new service that is being added to your agency’s LHRC affiliation for the public record, at the next LHRC meeting.

* Also discussion the reporting requirement “CHRIS”.
* Informed the LHRC members and provider affiliates that you must have a Delta password and CHRIS Log on to notify Mr. Daye of any abuse allegation complaints via the “CHRIS”. Also, when entering the allegation information, to make sure that you fill out all areas with an asterisk. In addition, if you have any question or problems getting with the system, please contact the Delta Help Desk. Mr. Daye made providers aware that peer-to-peer allegations are reportable. When reporting, provider must check the peer-to-peer neglect category.
* Mr. Daye informed provider’s that quarterly reports should be submitted to his office at least 2 weeks prior to the LHRC meeting. The Cooperative Agreement you signed, require that reports be received 2 weeks prior to the LHRC meeting.
* Mr. Daye informed the LHRC committee and providers that Ms. Diane Cooper has resigned from the LHRC committee.
* **Election of Officers: LHRC**:  **A motion was made, seconded and passed to appoint the following members to the assigned office: Mr. Richard Cottingham- Chairman;**

**Ms. Leslie Brown – Vice Chairperson; Ms. Marjean Allen- Secretary.**

* Newly established support liaison, Dwayne Wilson of Milestone Counseling, will provide LHRC secretarial support as of October 16, 2015 meeting.

1. **Old Business** - None

1. **New Business**

1. Request for new provider affiliation – Ms. Polly’s Kidz, Inc.

Ms. Polly’s Kidz, is an intensive in-home counseling program that will serve youth with diagnosis of intellectual disability who may have a secondary diagnosis of mental illness and individuals who have deficits in adaptive living skills and are not able to live independently, all requires some level of supported living assistance.

**A motion was made, seconded and passed to grant LHRC affiliation for Ms. Polly’s Kidz, LLC.**

**A motion was made, seconded and passed to approve the** Behavioral Management Policy of Ms. Polly’s Kidz.

**A motion was made, seconded and passed to approve** Ms. Polly’s Kidz Program Rules of Conducts will the change in item #6 to read “No smoking in the program.

1. **Standing Reports:**
2. Affiliate Reports – Reminder: Quarterly reports are due two weeks prior to scheduled meetings. The next Quarterly Report is due January 15, 2016.

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| --- | --- | --- | --- | --- | --- |
| **Affiliate** | **# Served** | **# of Complaints** | **# of Cases of Allegations, Abuse or Neglect** | **Compliance and/or Licensing Notes** | **Policy/Other Notes** |
| **1Life1Love** | 48 | 0 | 0 – No Cases to resolve | Continues to comply with regulations. Barry Lee, Licensing Agent | Working to provide necessary training tools for employees. Conducted Human Rights Training on September 15, 2015. |
| **Milestone Counseling Services** | 41 | 0 | 0 – No pending or sanctions | Currently Licensed | Milestone has a new support liaison, Dwayne Wilson. |
| **DSFAP** | 24 | 1 | 13 to be discussed in closed hearing. No Citations | Currently Licensed. Gail Schreiner, Licensing Specialists | Surveillance video policy was approved. Have administrator complete form so that presenter can be inducted into LHRC meeting. Need to stay for closed session. |
| **Elam House** | 4 | 1 | 1 | Barry Lee, Licensing Agent | Received annual licensure from May 3, 2015 – May 2, 2016. Need to stay for closed session. |
| **FAMM MATT** | 12 | 1 | 1 | Barry Lee, Licensing Agent | Need to stay for closed session. |
| **Nurturing Hearts** |  |  |  |  | Not present for LHRC meeting.  Need to present 3rd quarter report on January 15, 2016 meeting. |
| **Moody’s Residential Care Center** |  |  |  |  | Not present for LHRC meeting. Need to present 3rd quarter report on January 15, 2016 meeting. |

1. **Closed Session**

Local Human Rights Committee voted to go into closed session according to Va. Code- 2.3711A for the purpose of reviewing complaint allegations of Dominion Services for all People, Elam House, and FAM MAT. The LHRC voted to come out of closed session. Upon entering into open session each member certified that the only thing that took place while in closed session was the review of DSFAP, Elam House, and FAM MAT complaints**.**

**There were no recommendations.**

1. **Next Meeting**

The next Human Rights meeting will be held **January 15, 2016 at 9:00 am** at 11815 Fountain Way, Newport News, VA 23606.

**The following dates are the meeting schedule for 2016 LHRC meetings:**

-January 15, 2016 @ 9:00 am

-April 15, 2016 @ 9:00 am

-July 15, 2016 @ 9:00 am

-October 14, 2016 @ 9:00 am

1. **Adjournment**

The meeting was adjourned by Richard Cottingham at 10:17 a.m.

Typed by James City Regional LHRC Support Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dwayne Wilson

James City Regional LHRC Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Richard Cottingham