

**APPROVED**  
**CENTRAL VIRGINIA COMMUNITY SERVICES**  
**LOCAL HUMAN RIGHTS COMMITTEE MINUTES**

January 19, 2010

The ARC of Central Virginia, Bedford Ave.

**MEMBERS PRESENT:** *Catharine Montgomery*, Chairperson; *Brenda Miller*; *Katherine Oulds*; *Ida Powell*; *Kelly Sandidge*

**MEMBERS ABSENT:** *Jennifer Kerns* (excused)

**OTHERS PRESENT:** *Sherry Miles*, Regional Advocate; *Sharon Mayhew*, Administrative Support; *Wanjema Muhoro*, Able Homes; *Mike Anderson*, Anderson Counseling Services; *Karen Wilder*, The ARC of Central Virginia; *Carla Groff*, Bedford Adult Day Center; *Maureen Cholewka*, Blue Ridge Residential Services; *LouAnne Bennett*, Braley & Thompson; *Brent McCraw*, Centra Health; *Kathy Crone*, *Capri Spruce*, *Ashley Farmer*, *Matilda Scott*, CVCS; *Judi Lariviere*, *Polly Morse*, Comprehensive Family Services; *Jenn Russell*, Creative Family Solutions; *Debbie McIvor*, DePaul Community Resources; *Mary Lugar*, *Tony Emmons*, Dominion Day Services; *Shawn Henry*, Family Impact; *Kylie Wilkinson*, Family Preservation Services; *Steve Collins*, *Adrien Monti*, Hall Community Services; *Carrington Menzel*, Harvest Outreach Center; *Cynthia Eubanks*, Heart Havens; *Chris Tibbs*, Innovative Family Consultants; *Charlotte Brown*, Jordan Brown Residential Homes; *George Martin*, Lamano Agency; *Patrick Haley*, *Hollie Stephens*, Lynchburg League of Therapists; *Angela McKinney*, McKinney's Residential Services; *Dana Hudson*, Presbyterian Homes; *Mary Rice*, Rice Counseling; *Stephanie Massie*, Windsor Manor; *Matthew Brown*, Youth Intervention Services; *Sylvia Moore*, FM, CE

**AFFILIATES ABSENT:** *Cabaniss Consultants*, *Cabaniss Day Support*, *CentraCare*, *Jessie Calloway Family Services*

**COMMITTEE DECISION**

**As an addendum to her current contract, the motion was made and unanimously passed to approve work hours for Sharon Mayhew that have been and will be necessary to accomplish the tasks for the administration support of the committee.**

**EXECUTIVE SESSION**

The motion was made and passed to go into Executive Session pursuant to Virginia Code, 2.2-3711 (15), for the purpose of discussing protective restraints for FM, a consumer at Central Virginia Community Services. This review necessarily involved discussion and consideration of mental and medical records excluded and information excluded from the Freedom of Information Act. **Members present were Catharine Montgomery, Brenda Miller, Katherine Oulds, Ida Powell, and Kelly Sandidge. Others present were Kathy Crone, Capri Spruce, Ashley Farmer, and FM.**

Ms. Crone presented a plan for the use of a bed rail for FM.

Upon reconvening in public session, the Central Virginia Community Services Local Human Rights Committee unanimously certified that to the best of each Local Human Rights Committee member's knowledge, only public business matters lawfully exempt 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 Committee approved the behavior plan for bed rails for FM. Ms. Crone will present to Ms. Miles a plan with more details on specific times for training of these protective restraints. The Committee requested a progress report in May.**

#### **EXECUTIVE SESSION**

The motion was made and passed to go into Executive Session pursuant to Virginia Code, 2.2-3711 (15), for the purpose of receiving an update on the plan for AT. This review necessarily involved discussion and consideration of mental and medical records excluded and information excluded from the Freedom of Information Act. **Members present were Catharine Montgomery, Brenda Miller, Katherine Oulds, Ida Powell, and Kelly Sandidge. Also present was Maureen Cholewka from Blue Ridge Residential Services.**

Ms. Cholewka gave an update on AT's plan.

Upon reconvening in public session, the Central Virginia Community Services Local Human Rights Committee unanimously certified that to the best of each Local Human Rights Committee member's knowledge, only public business matters lawfully exempt 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 Committee acknowledged their review of the plan for AT and requested an update in May.**

#### **CALL TO ORDER AND INTRODUCTIONS**

Ms. Montgomery called the meeting to order and invited everyone to introduce themselves.

#### **APPROVAL OF DRAFT MINUTES**

**The Committee unanimously passed a motion to approve the minutes of the December 1, 2009, meeting as written.**

#### **EXECUTIVE SESSION**

**The motion was made and passed to go into Executive Session pursuant to Virginia Code, 2.2-3711 (15), for the purpose of a Next Friend Hearing for CE. This review necessarily involved discussion and consideration of mental and medical records excluded and information excluded from the Freedom of Information Act. Members present were Catharine Montgomery, Jennifer Kerns, Brenda Miller, Katherine Oulds, and Ida Powell. Others present were Matilda Scott, Stephanie Massie, Sylvia Moore, and CE.**

Upon reconvening in public session, the Central Virginia Community Services Local Human Rights Committee unanimously certified that to the best of each Local Human Rights Committee member's knowledge, only public business matters lawfully exempt 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 motion was made and unanimously passed to appoint Sylvia Moore to serve as CE's Next Friend.**

## **RECRUITMENT**

Ms. Montgomery announced that the committee still needs 1 more consumer. A “consumer” is anyone who is currently receiving or has received services from a public or private sector provider within the past 5 years in mental health, mental retardation, or substance abuse. Ms. Miles is to be contacted for an application.

### **AFFILIATION REQUEST – Rice Counseling & Associates**

Ms. Rice said her agency already has Mental Health Support Services in Farmville, and she requested the addition of this service in the Lynchburg area.

**The motion was made and unanimously passed to accept Rice Counseling & Associates’ request for the addition of Mental Health Support Services in Lynchburg.**

### **AFFILIATION REQUEST – Lynchburg League of Therapists**

Mr. Haley requested the addition of a Danville area office. Hiring has begun and referrals have been received.

**The motion was made and unanimously passed to accept Lynchburg League of Therapists’ request for affiliation of an office in the Danville area.**

### **AFFILIATION REQUEST – Hall Community Services**

Ms. Monti explained that his agency currently operates in Roanoke and wishes to expand into the Lynchburg and Bedford area. They provide mental health support services.

**The motion was made and unanimously passed to approve Hall Community Services’ request for affiliation in the Lynchburg and Bedford area.**

### **AFFILIATION REQUEST - Dominion Day Services**

Ms. Lugar explained that the agency wishes to add mental health support services in Franklin County.

**The motion was made and unanimously passed to approve Dominion Day Services’ request for affiliation for mental health support services in Franklin County.**

### **AFFILIATION REQUEST – McKinney’s Residential Services**

Ms. McKinney explained they wish to add a new location, to open the first week of February, for 4 females.

**The motion was made and unanimously passed to approve McKinney’s Residential Services’ request for affiliation of an additional location.**

## **REGIONAL ADVOCATES’ REPORT**

Ms. Miles stressed the importance of documentation and encouraged folks not to assume someone else will write down an occurrence; document what you do and what you say. She said that since the Commonwealth is four billion dollars in the hole, expect Medicaid review and paybacks due as a way to recoup some of the money. Some paybacks already have been sizable. She also recommended that agencies make sure staff is qualified to do the job each is hired to do.

She reviewed the two memo received in December, one which that programs now need only 1 affiliation for all programs in Region VI, rather than a LHRC affiliation in each CSB catchment. She also reviewed the memo which detailed changes to the affiliation agreement. In order to hold people more accountable, consequences will now result if representatives do not show up for scheduled meetings or send in monthly reports. Let Ms. Miles know if you did not receive either of these memos.

If a program plans to add a new service or location, contact Ms. Miles, who will provide guidance through the process. This is necessary *before* servicing the first client.

### **PROGRAM UPDATES**

**Able Homes** – 1 founded neglect allegation; has 2 openings. **Anderson Counseling** - no changes, no complaints or allegations of abuse/neglect. **ARC** - no changes, no complaints or allegations of abuse/neglect. **Bedford Adult Day Center** - no complaints or allegations of abuse/neglect; purchased a new bus. **Blue Ridge Residential** and **Blue Ridge Support Services** - no complaints or allegations of abuse/neglect; are developing a new site in Forest, VA which they wish to license as soon as possible. Ms. Miles will follow-up on this. **Braley & Thompson** - no changes, no complaints or allegations of abuse/neglect. **Centra Health** – C&A Acute psych unit now has 20 beds; are serving students in their Day Treatment program; no problems. **Comprehensive Family Services** - no changes, no complaints or allegations of abuse/neglect; 6 staff, 8 clients. **Creative Family Solutions** - no changes, no complaints or allegations of abuse/neglect. DePaul Family Services has changed their name to **DePaul Community Resources**; 1 peer-to-peer in one residential program. **Dominion Day Services** - no changes, no complaints or allegations of abuse/neglect. **Family Impact** - no changes, no complaints or allegations of abuse/neglect; 22 consumers. **Family Preservation** - no changes, no complaints or allegations of abuse/neglect. **Harvest Outreach** – 1 peer-to-peer in December, unfounded; 1 peer-to-peer in January, resulting in 1 child on probation. **Heart Havens** - no complaints or allegations of abuse/neglect; 7 staff and 5 individuals, 1 possible opening in March; a new director in Richmond. **Innovative** - no complaints or allegations of abuse/neglect; 1 new staff person hired in December; the last licensure review was in March 2009. **Jordon-Brown** – in the process of obtaining license.

Ms. Miles will send letters to the 4 affiliates who were absent.

### **NEXT MEETING DATE**

Ms. Montgomery announced that the next meeting will be on **Tuesday, March 9, 2010**, at 4:15 pm at The ARC of Central Virginia.

### **ADJOURNMENT**

**The motion was made and unanimously passed to adjourn the meeting.**