

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

December 1, 2009

St. Paul's Episcopal Church, Carriage House

**MEMBERS PRESENT:** *Catharine Montgomery*, Chairperson; *Jennifer Kerns*; *Brenda Miller*; *Katherine Oulds*; *Ida Powell*

**MEMBERS ABSENT:** Kelly Sandidge (excused)

**OTHERS PRESENT:** *Sherry Miles*, Regional Advocate; *Sharon Mayhew*, Administrative Support; Karen Dickey, Kimberly Shepherd, **Blue Ridge Residential Services**; Kimberly Shepherd, **Blue Ridge Support Services**; Lewis Burger, **Braley and Thompson**; Shirley Gerrest, Mary Lugar, **Dominion Day Services**; Eric Mattocks, Antoinette Pierce, **Family Impact**; Carrington Menzel, **Harvest Outreach Center**; Jenny DeLorenzo, Chas Colley, **Hope Tree Family Services**; Patrick Haley, **Lynchburg League of Therapists**; Nicole Chalmers, **The Madeline Centre**; Angela McKinney, **McKinney's Residential Services**; Dayna Sheske, **New Beginnings**; Mary Rice, **Rice Counseling**; Sterling Wilder, **Tree of Life**; Sabrina Windsor, **Youth Intervention Services**; Kimberly Foshee, **Youth Villages**; Elizabeth Wilson, Vickie Bailey; Kathy Crone, Mary Lowry, Vicki Torrence, **CVCS**; JW, and AT

**AFFILIATES ABSENT:** Centra Care (due 10/6), Family Coaching (no show all year), Jessie Calloway Family Services (no show all year), National Counseling Group (no show all year), Seneca House (no show all year), Wynne Adult Care (excused), CVCS (excused), EHS Supports, Innovative Family Counseling

**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 JW. 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 Elizabeth Wilson, Vickie Bailey, Kathy Crone, Mary Lowry, Vicki Torrence, and JW.**

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 Vicki Bailey to serve as JW's Next Friend.**

**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 review of the restrictive treatment plans for AT and WW. 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 Kimberly Shepherd and AT.**

Ms. Shepherd presented a plan update for AT's plan. Quarterly updates will continue.

Ms. Shepherd advised the committee of the physician's prescription for a helmet and wheelchair seat belt restraint for WW.

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**The Committee acknowledged their review of the plan for AT and requested quarterly updates. The Committee acknowledged being advised of the need for protective devices for WW and reviewed copy of the physician's prescription. The Committee requested no further action concerning WW.**

#### **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 October 6, 2009, meeting with the following correction: in the listing of those present, Maureen Cholewka should be listed as representing Blue Ridge Residential Services rather than Bedford Adult Day Center.**

#### **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 with name of a potential candidate.

#### **COMMITTEE BUDGET REVIEW**

Ms. Mayhew distributed a copy of the Fiscal Year 2009 and 2010 (partial year) budgets. The opening balance for FY 2009 was -\$78.41. The affiliation fee of \$125 was then instituted, and these payments resulted in the ending balance of \$2,783.13. The balance for FY 2010 through November 2009 is \$3,388.05. All but 6 affiliates have paid their fee. Ms. Mayhew further reported that mailings will be handled differently in the future. When in the past the CVCS couriers posted the mail, the total cost was not separated out for LHRC so that Ms. Mayhew could know the amount to reimburse CVCS. Now she will begin purchasing stamps and mailing items at the post office, so affiliation fees **will** go toward this expense.

#### **AFFILIATION REQUEST – Braley and Thompson**

Mr. Burger requested affiliation for their additional service of Mental Health Supports. **The motion was made and unanimously passed to accept Braley and Thompson's request for affiliation of their Mental Health Support Services.**

## REGIONAL ADVOCATES' REPORT

Ms. Miles reviewed the changes to the Affiliation Agreement. Affiliates have been required to attend only 2 meetings per year, but many have not been paying respect to the *volunteer* committee members by attending to inform them of updates. The new document will outline consequences of missing required meetings and will be mailed out before the holidays. The only excused absence is a client or personal/family emergency that day which makes attendance impossible; however, affiliates are expected to have a back-up staff person to attend in such circumstances. The Monthly Reporting Form **will** change and may be sent out with the Affiliation Agreement Changes document, so read the packet *thoroughly*. Ms. Miles also said that budget updates will be given quarterly and affiliation fees may be required more often than every 4 years. Another change is that rather than programs having multiple affiliations within the region, each will have *one* per region. This applies to Region 6 only, due to tremendous growth here. Ms. Miles' goal is to streamline processes.

## PROGRAM UPDATES

**Blue Ridge Support Services** – no changes, no complaints or allegations of abuse/neglect; has 3 staff that cover Lynchburg and Bedford; is experiencing steady growth in Lynchburg. As a result of a visit by Pamela DuBose, a plan of correction was prepared and approved. **Dominion Day** - no complaints, 1 investigation but the allegation was dismissed by the client; have 10 clients currently. **Hope Tree** - no complaints or allegations of abuse/neglect; have 2 openings for their Bedford Home; are now accepting respite. **Madeline Centre** – was visited by P. DuBose, their submitted plan of correction was approved; also had a Medicaid visit by a 3<sup>rd</sup> party group, who questioned staff credentials. Ms. Chalmers recommended that programs be sure staff hired have the credentials to hold the position. **Youth Villages** - no complaints or allegations of abuse/neglect; are serving 10 families in Roanoke and Bedford. **Braley & Thompson** – have a staff of 5; licensing did an audit in November and they are coordinating changes with P. Dubose. **Harvest Outreach** - no complaints or allegations of abuse/neglect; 1 new staff member; are full now with 25. **Lynchburg League of Therapists** - no complaints or allegations of abuse/neglect; are expanding to Danville area and will ask for affiliation for Danville in January. **McKinney's Residential** - no complaints or allegations of abuse/neglect; serves 5 staff with 8 staff; are in the process of opening a 2<sup>nd</sup> home. **New Beginnings** - no complaints or allegations of abuse/neglect; have 2 new staff; received a 3-year license. **Tree of Life** - no complaints or allegations of abuse/neglect; 3 staff; have been approved to bill Medicaid. **Youth Intervention** - no complaints or allegations of abuse/neglect; serves 8 families. **Blue Ridge Residential** – site changes were sent to committee members. **Family Impact** - no complaints or allegations of abuse/neglect; 29 clients served. **Rice Counseling** – no changes, no complaints or allegations of abuse/neglect; have expanded to Danville and Farmville; serve 25-30 clients currently.

## 2010 MEETING DATES

The committee set the following dates for 2010: Jan. 19, March 9, May 18, July 20, Sept. 21, and Nov. 9. A schedule for reporting will be prepared and distributed.

## ADJOURNMENT

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