

**Local Human Rights Committee
Bradford Road Office, Conference Room B
Culpeper, Virginia
October 28, 1:30 p.m.
MINUTES**

Members Present: Dr. Beverly Young, Arla Jean Lewis, Phoebe Muenger, Roberta Anderson

Affiliates Present: Archana Dogra, Laurie Dodson, Emily Theimer, Marie Payne-Clore, Chris Ruble

Also Present: Chuck Collins, DBHDS-OHR, Brian Duncan, Executive Director RRCS; Ryan Banks, Director Clinical Services RRCS; Kimberley Martin, Admin Assistant, RRCS; Laurie Dodson, QA RRCS; Courtney Janeski, QA RRCS

1. Roberta Anderson called the meeting to order at 1:35 p.m. and asked for a moment of silence.
2. Introductions: Roberta Anderson introduced herself and asked for each attendee to also introduce themselves.
3. Additions or Deletions to the Agenda
 - An updated agenda was passed out at the top of the meeting.

ACTION: Beverly Young motioned to approve the updated agenda. Phoebe Muenger 2nd the motion. There being no further discussion, the motion to approve the updated agenda was unanimous.

4. Public Comment:
 - Brian Duncan recognized Chuck Collins retirement from DBHDS. Mr. Duncan noted Mr. Collin's work has helped improve services and the lives of RRCS clients.
 - Chuck Ruble honored Chuck Collins for his ability to lead and coach.
 - Brian Duncan introduced Ryan Banks, RRCS Director of Clinical Services.
5. Approval of the July 22, 2014 Minutes

ACTION: Phoebe Muenger motioned to approve the July 22, 2014 minutes. Beverly Young 2nd the motion. There being no further discussion, the motion to approve the minutes was voted on and passed unanimously.

6. Presentations: Affiliation Updates (10 minutes)
 - CROSSROADS COUNSELING CENTER – Archana Dogra presented to the committee a summary of her program. The annual report was submitted. The Committee had the following questions:

**PLEASE REMEMBER TO CONTACT KIMBERLEY MARTIN AT 825-3100,
EXT. 3146 IF YOU ARE UNABLE TO ATTEND MEETINGS.**

Discussion:

You have an office in Culpeper? No, we serve three clients in Culpeper. The office that serves these clients is in Manassas.

- RAPPAHANNOCK RAPIDAN COMMUNITY SERVICES – Laurie Dodson presented to the committee a summary of her program. The annual report was submitted. The Committee had the following questions:

Discussion:

When did you say the group homes were opening? Millfield is open. Aster is ready to receive residents but will be opened within the next two weeks.

CHRIS report from Quarterly to Yearly – why are all the statuses pending? A provider is required to make entries into CHRIS. And then provider is to update but the state advocate is to close the case. At the time this report was created, the state advocate had not yet closed these cases.

On page 43 of quarterly reports, the information was useful. If the committee wants to see that information, you can make that recommendation. The committee discussed and was in agreement that they want to see the number of people served.

ACTION: Beverly Young made a motion to list the number of people served each quarter on the first page of the quarterly report in addition to the number of complaints. Arla Jean 2nd the motion. There being no further discussion the committee voted unanimously to carry the motion. Kimberley Martin is to send a template to the affiliates.

- DIDLAKE, INC.—Emily Theimer presented to the committee a summary of her program. The annual report was submitted. The Committee had the following questions:

Discussion:

Out of the clients who have been working at the center, how many are going to benefit from being out in the new structure. The clients who are at Didlake will remain in the center. The new program allowing for community based avenues of work will be opening new avenues for growth and additional clients having a broader base of opportunities for work.

Does it require more staff? Yes, we have a 1 to 6 ration staff to clients. We constantly monitor our staff levels based on clients and need.

- AGAPE COUNSELING & THERAPEUTIC SERVICES, INC.—Marie Payne-Clore presented to the committee a summary of her program. The annual report was submitted. The Committee had the following questions:

Discussion:

Where are you doing your art therapy? MH Support clients are served at St Lukes in our conference room.

- RRCS/Laurie Dodson:
 - Millfield and Aster group homes – Laurie Dodson and the Millfield and Aster Group Home managers requested approval of medical/physical restrictions/restraints for 7

individuals who are new residents of both group homes, 3 in Millfield and 4 at Aster. Back-up documentation, physician orders and consent materials were provided to Chuck Collins who reviewed in detail with Committee Members. Member discussion took place and questions were addressed.

Action: Beverly Young motioned to approve the Physical Restrictions and Physician's Orders for restraints for Millfield and Aster Group Homes. Phoebe Muenger 2nd the motion. There being no further discussion, the committee voted unanimously to approve the request.

Discussion:

Do staff go through special training for these unique patients? Yes, we had to take fast tract training and also went to No VA Training Center to learn the therapies.

- ChildHelp/Chris Ruble
 - Special Friends Program – this program previously existed and then was stopped. Special friends allows for volunteers to support children. These are children who don't have outside support.

Discussion:

Why was the program stopped? We don't really know. It could be benefit to risk however we offer the same level of screening and training to the volunteers that we offer our staff.

Does the person who gives consent for the child have to give consent for this? Yes.

These are always one and one? Yes. One adult and one child. Sometimes they are a reading buddy. Sometimes they fish or hike the trails.

Action: It was determined no approval was needed from this committee.

7. Human Rights Announcements – Chuck Collins
 - Reappointment letter – Arla Jean Lewis
8. Update by Brian Duncan, Executive Director, RRCS
 - RRCS will provide a summary in January of the two new group homes.
 - New psychiatric hospital will be opening in Vint Hill (40 beds – 20 adults/20 kids)
9. Quarterly Reports –
 - Update on response: Didlake's revised Human Rights Plan along with all revised policies and procedures related to Human Rights were submitted to Kevin Paluszak on 5/7/13 for review and approval (see attached)

Action: Beverly Young motioned to adjourn the meeting at 2:55. Arla Jean Lewis 2nd the motion. With no further discussion, the committee voted unanimously to carry the motion.

10. Meeting Schedule:

- January 27, 2015, 2nd Floor Board Rm., Bradford Road Office at 1:30 p.m.
- April 28, 2015, 2nd Floor Board Rm., Bradford Road Office at 1:30 p.m.
- July 28, 2015, 2nd Floor Board Rm., Bradford Road Office at 1:30 p.m.
- October 27, 2015, 2nd Floor Board Rm., Bradford Road Office at 1:30 p.m.

Approved:

Chair or Vice Chair