



COMMUNITY MENTAL HEALTH AUTHORITY
CLINTON • EATON • INGHAM

**RECIPIENT RIGHTS COMMITTEE
MEETING MINUTES**

**September 5, 2013, 5:30 p.m.
Conference Room G11-C
812 E. Jolly Road, Lansing**

ATTENDANCE:

Committee Members Present: Joe Brehler, Judith Fryer, Steve O’Shaughnessey, Sharon Palmer; Absent: Dianne Holman, Maxine Thome

Other Board Members Present: Carol Koenig, Paul Palmer

Staff Present: Liz Holcomb, Katy Hammack

CALL TO ORDER:

The meeting was called to order at 5:30 p.m. by Chairperson Kay Pray.

PREVIOUS MEETING MINUTES:

MOVED by Judith Fryer and **SUPPORTED** by Steve O’Shaughnessey to approve the Recipient Rights Committee (RRC) minutes of June 6, 2013.

MOTION CARRIED unanimously.

ADOPTION OF AGENDA:

MOVED by Steve O’Shaughnessey and **SUPPORTED** by Judith Fryer to approve the Recipient Rights Committee agenda.

MOTION CARRIED unanimously.

PUBLIC COMMENT ON AGENDA ITEMS:

None.

Carol Koenig joined the meeting at 5:34 p.m.

Liz Holcomb, Director of Recipient Rights welcomed Carol Koenig, Board Member and the committee introduced themselves.

BUSINESS ITEMS:

Quarterly Report – April 1, 2013 – June 30, 2013

Liz Holcomb, Director of Quality Customer Service and Recipient Rights presented the Recipient Rights Quarterly Report for the period of April 1, 2013 through June 30, 2013. Ms. Holcomb guided the committee through several graphs outlining the number of complaints and allegations investigated/and not

investigated, the categories the complaints fell under, the percentage of complaints by population, and complaints by provider type. The committee then reviewed the detailed summary report. Questions answered by Ms. Holcomb.

MOVED by Sharon Palmer and **SUPPORTED** by Steve O'Shaughnessey that the Recipient Rights Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton and Ingham Counties accept the Recipient Rights Quarterly Report for April 1, 2013 – June 30, 2013. Motion **CARRIED** unanimously.

Review of Policy 3.3.14: Abuse, Neglect or Mistreatment of Consumers

Ms. Holcomb reminded committee that they are responsible for reviewing Recipient Rights policies and ensuring that they are updated. Committee reviewed and discussed policy 3.3.14: Abuse, Neglect or Mistreatment of Consumers. **MOVED** by Sharon Palmer and **SUPPORTED** by Judith Fryer to recommend to the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties that language should be added to the policy that was standard throughout, as well as add language including the word "inaction" along with "action." Recommended language to read in section II, letter C. of the Policy be revised to read as follows:

- C. Actions or inactions by employees, volunteers, or agents of the CMHA Network or providers which jeopardize or impair the rights, safety, well-being, best interests, and properties of recipients are prohibited.***

Recommended language in section III, letters B. & C. of the Responsibilities section the language be revised to read as follows:

- B. It is the assigned duty and legal responsibility of a staff person (employees, volunteers, and agents) of the CMHA Network and providers who have knowledge of, or reasonable cause to suspect, recipient abuse to make or cause to be made a report to the local law enforcement agency or state police when appropriate.***
- C. It is the assigned duty and responsibility of the staff person (employees, volunteers, and agents) of the CMHA Network and providers who have knowledge of, or reasonable cause to suspect, recipient abuse, neglect, or mistreatment, to report it to the Recipient Rights Office, and to the program director/designee.***

MOTION CARRIED unanimously.

New Business:

Recipient Rights Annual Conference

Ms. Holcomb informed committee that the 20th Annual Recipient Rights Conference will be held at the Grand Traverse Resort in Acme, MI from October 22-25, 2013. Packets were handed out to the entire committee. Committee members are to notify Katy Hammack if they are interested in going. Transportation and meals are covered by CMHA-CEI if you are a Recipient Rights Committee member.

MDCH Recipient Rights Tri-Annual Assessment

Ms. Holcomb informed the committee that December 3, 2013 through December 5, 2013 staff from MDCH Office of Recipient Rights will be at CMHA-CEI to do a tri-annual assessment of the Recipient Right's office. She explained the process of the assessment, and asked committee members to be available if possible to speak with the assessors.

Old Business:

None.

Updates:

None.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 6:51 p.m. The next regular meeting of the Recipient Rights Committee is scheduled for Thursday, December 5, 2013 at 5:30 p.m. in Conference Room G11-C, 812 East Jolly Road, Lansing, MI.

Minutes respectfully submitted by:



**Katy Hammack, Secretary II
Recipient Rights & Medical Director's Office**