

RECIPIENT RIGHTS COMMITTEE
MEETING MINUTES
September 4, 2014 5:30 p.m.
Conference Room G11-C
812 E. Jolly Road, Lansing

Attendance:

Committee Members Present: Judith Fryer, Carol Koenig, Kay Pray, Steve O'Shaughnessey. **Absent:** Judith Fryer, Dianne Holman, Maxine Thome
Board Members Present: Paul Palmer
Staff Present: Liz Holcomb, Katy Hammack

Call to Order:

The meeting was called to order at 5:41 p.m. by Chairperson Kay Pray.

Previous Meeting Minutes:

ACTION:

MOVED by Carol Koenig and **SUPPORTED** by Sharon Palmer to approve the Recipient Rights Committee (RRC) minutes of March 6, 2014.

MOTION CARRIED unanimously.

Adoption of Agenda:

ACTION:

MOVED by Carol Koenig and **SUPPORTED** by Steven O'Shaughnessey to approve the Recipient Rights Committee agenda.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None

BUSINESS ITEMS:

FY 2014 RECIPIENT RIGHTS BUDGET

Liz Holcomb explained to Committee that the current approved budget for FY 2014 for the Recipient Rights Department is \$270,114. She explained that those funds provide a full-time Director, two full-time Rights Officers and a full-time

Department Secretary. The funds also pay for conferences, travel, supplies, etc. The preliminary steady state budget for FY 2015 for the Recipient Rights Department is \$337,999. Committee requested a more detailed breakdown of allocation of funds for the Recipient Rights budget so that they may understand the large increase from FY 2014.

Quarterly Report – Jan. 1, 2014 – March 31, 2014

Liz Holcomb, Director of Quality Customer Service and Recipient Rights presented the Recipient Rights Quarterly Report for the period of January 1, 2014 through March 31, 2014. Ms. Holcomb guided the committee through the detailed summary report of allegations and outcomes. Questions were answered by the Recipient Rights staff.

MOVED by Carol Koenig 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 January 1, 2014 – March 31, 2014. Motion CARRIED unanimously.

Quarterly Report – April 1, 2014 – June 30, 2014

Liz Holcomb, Director of Quality Customer Service and Recipient Rights presented the Recipient Rights Quarterly Report for the period of April 1, 2014 through June 30, 2014. Ms. Holcomb guided the committee through the detailed summary report of allegations and outcomes. Questions were answered by the Recipient Rights staff.

MOVED by Carol Koenig and SUPPORTED by Sharon Palmer 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, 2014 – June 30, 2014. Motion CARRIED unanimously.

DCH SEMI-ANNUAL RECIPIENT RIGHTS REPORT: OCT. 1, 2013 – MARCH 31, 2014

The semi-annual report required by the Michigan Department of Community Health Office of Recipient Rights (MDCH-ORR) summarizes rights activity for CMHA-CEI for the months of October 1, 2013 through March 31, 2014. The Recipient Rights Committee regularly reviews the in-depth summaries of this activity in the quarterly reports. This semi-annual report was submitted to MDCH-ORR by the deadline of April 30, 2014. Ms. Holcomb led the Committee through the data and questions were



answered by the Recipient Rights staff. This was for informational purposes only.

SELECTION OF RECIPIENT RIGHTS COMMITTEE 2013-2014 VICE CHAIR

MOVED by Carol Koenig and **SUPPORTED** by Sharon Palmer to appoint Carol Koenig as the Recipient Rights Committee Vice Chairperson. Motion **CARRIED** unanimously.

SELECTION OF RECIPIENT RIGHTS COMMITTEE DAY AND TIME

MOVED by Kay Pray and **SUPPORTED** by Steven O'Shaugnessey that the Recipient Rights Committee will continue to meet quarterly the months of March, June, September and December, the first Thursday of the month at 5:30 p.m. Motion **CARRIED** unanimously.

Old Business:

None

New Business:

2014 Annual MDCH Recipient Rights Conference

Information was presented about the upcoming Recipient Rights Conference in Grand Rapids, MI. Community Mental Health Authority of Clinton, Eaton, Ingham (CMHA-CEI) will cover the cost for any Committee members who would like to attend. Members should inform the Recipient Rights Secretary if they would like to attend by Sept. 15, 2014.

Public Comment:

None

Adjournment:

The meeting was adjourned at 6:48 p.m. The next regular meeting of the Recipient Rights Committee is scheduled for December 4, 2014 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