



COMMUNITY MENTAL HEALTH AUTHORITY
CLINTON • EATON • INGHAM

**RECIPIENT RIGHTS COMMITTEE
MEETING MINUTES**

**June 13, 2013, 5:30 p.m.
Conference Room G11-C
812 E. Jolly Road, Lansing**

Attendance:

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

Board Members Present: Paul Palmer

Staff Present: Liz Holcomb, Katy Hammack

Call to Order:

The meeting was called to order at 5:31 p.m. by Chairperson Kay Pray.

Previous Meeting Minutes:

ACTION:

MOVED by Sharon Palmer and SUPPORTED by Judith Fryer to approve the Recipient Rights Committee (RRC) minutes of March 7, 2013.

MOTION CARRIED unanimously.

Adoption of Agenda:

ACTION:

MOVED by Judith Fryer and SUPPORTED by Sharon Palmer to approve the Recipient Rights Committee agenda.

MOTION CARRIED unanimously.

Maxine Thome joined the meeting at 5:36 p.m.

Public Comment on Agenda Items:

No comment.

BUSINESS ITEMS:

Internal Recipient Rights Quarterly Report – January 1, 2013 – March 31, 2013

Liz Holcomb, Director of Quality Customer Service and Recipient Rights presented the Recipient Rights Quarterly Report for the period of January 1, 2013 through March 31, 2013. The committee reviewed the detailed summary report. The committee also reviewed outstanding investigations from the previous quarter. Questions were answered by Ms. Holcomb.

ACTION:

MOVED by Maxine Thome and **SUPPORTED** by Judith Fryer 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, 2013 – March 31, 2013. Motion **CARRIED** unanimously.

**Department of Community Health Semi-Annual Recipient Rights Report:
October 1, 2012 – March 31, 2013**

The semi-annual report required by the Michigan Department of Community Health Office of Recipient Rights (MDCH-ORR) summarizes rights activity for Community Mental Health Authority of Clinton, Eaton, Ingham Counties (CMHA-CEI) for the months of October 1, 2012 through March 31, 2013. The Recipient Rights Committee reviews the in-depth summaries of this activity in the quarterly reports. Ms. Holcomb reviewed with the committee a copy of the semi-annual report that was submitted. This semi-annual report is for informational purposes only and was submitted to MDCH-ORR by the deadline of April 30, 2013.

FY 2014 Recipient Rights Budget

Liz Holcomb explained to the Committee that the current approved budget for FY 2013 for the CMHA-CEI Recipient Rights Department is \$266,433. She explained that those funds provide for 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 2014 for the Recipient Rights Department is \$270,114 which reflects wage increases, with essentially no other changes. Committee agreed that the current funding seemed adequate to fully support the Office of Recipient Rights.

Selection Of Recipient Rights Committee 2013-2014 Vice Chair

ACTION:

MOVED by Judith Fryer and **SUPPORTED** by Sharon Palmer to re-appoint Judith Fryer as the Recipient Rights Committee Vice Chairperson. Motion **CARRIED** unanimously.

Selection Of Recipient Rights Committee Meeting Day And Time

ACTION:

MOVED by Maxine Thome and **SUPPORTED** by Judith Fryer 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.

Updates:

None.

Public Comment:

No comment.

Adjournment:

The meeting was adjourned at 6:30 p.m. The next regular meeting of the Recipient Rights Committee is scheduled for Thursday, September 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**