



RECIPIENT RIGHTS COMMITTEE  
MEETING MINUTES  
Thursday, June 2, 2016, 5:30 p.m.  
Conference Room G11-C  
812 E. Jolly Road, Lansing, Michigan 48910

**Committee Members Present:**

Daniel Arnold, Tina Bertram, Nicole Wright, Sara Lurie, Kay Pray

**Committee Members Absent:**

Maxine Thome (notified staff of absence), Paul Palmer, Dianne Holman

**Other Board Members Present:**

Carol Koenig (vice chairman of board)

**Staff Present:**

Ashlee Bailey, Greg Fox, Sara Lurie, Aleshia Echols

**Public Present:**

None

**Call to Order:**

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

**Approval of Meeting Minutes:**

MOVED by Nicole Wright and SUPPORTED by Tina Bertram to approve the meeting minutes of March 3, 2016. MOTION CARRIED unanimously.

**Approval of Agenda:**

MOVED by Carol Koenig and SUPPORTED by Nicole Wright to approve the meeting agenda. MOTION CARRIED unanimously.

**BUSINESS ITEMS:**

**Recipient Rights Quarterly Report: January 1, 2016 – March 31, 2016**

Greg Fox, Recipient Rights Specialist II, presented the Recipient Rights Quarterly Report for the period of January 1, 2016 – March 31, 2016. Mr. Fox guided the committee through the detailed summary report of allegations and outcomes and answered questions from meeting attendees.

**ACTION:**

**MOVED** by Tina Bertram and **SUPPORTED** by Carol Koenig 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, 2016 – March 31, 2016. Motion **CARRIED** unanimously.

**Selection of Recipient Rights Committee 2016 Vice-Chairperson**

**MOVED** by Carol Koenig and **SUPPORTED** by Nicole Wright to appoint Tina Bertram as the Recipient Rights Committee Vice-Chairperson. Motion **CARRIED** unanimously.

**Selection of Recipient Rights Committee Day and Time**

**MOVED** by Tina Bertram and **SUPPORTED** by Nicole Wright 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:**

Mr. Fox facilitated the Annual, Mandatory Recipient Rights Committee and Appeals Committee Training. Mr. Fox noted as part of the training that per Procedure 3.6.1, "The Executive Director shall consult with the Recipient Rights Advisory Committee prior to selecting, replacing, and/or dismissing the Director of Quality Customer Service and Recipient Rights." During the 2016 MDHHS on-site assessment, CMHA-CEI staff were unable to provide evidence that this consultation occurred during the leadership change in March, 2015. The CEO will consult with the Advisory Committee prior to any future RRO leadership change.

**Updates:**

The committee was updated on the site visit process for the 2016 year. Currently, we are on track with completing  $\frac{1}{4}$  of visits quarterly. It was noted that Contract Residential and Non-residential sites will now be a part of our Quality and Compliance reports. Recipient Rights Staff will be responsible for any Directly Owned and Operated, Internal Residential and Non-residential, and Hospital sites.

Lastly, it was noted to the committee that the appearance of our tracking system will be changing before our next September committee meeting.

**Public Comment:**

No public attending

**Adjournment:**

The meeting was adjourned at 5:59 p.m. The next regularly scheduled Recipient Rights Committee meeting is September 1, 2016, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

Ashlee Bailey

Recipient Rights Secretary