

**Shiawassee County Community Mental Health Authority
Recipient Rights Advisory Committee Minutes
December 10, 2015**

Members Present: Joan Durling, Joan Hartson, Arnie Larkins, Dale Roszman, Robyn Spencer

Members Excused: Jeanne Ladd, Millie Bateman, Susan Bettys

Members Absent: Zachary Honsinger

Others Present: Ardis Bates, Rights; Rebecca Browne, Rights; Jamie Burke (Minutes);
Lindsey Hull, Interim CEO

Topic	Key Discussion	Actions
1. Call to Order		The meeting was called to order by member R. Spencer at 12:19 p.m.
2. Approval of the Agenda	Review of the December 10, 2015 Recipient Rights Agenda. R. Spencer asked to excuse Mille Bateman, Susan Bettys, and Jeanne Ladd.	MOTION BY DURLING, SUPPORTED BY LARKINS to approve the December 10, 2015, Recipient Rights Agenda.
3. Public Comment	No comment.	
4. Educational Presentation a. Recipient Rights State Reporting Requirements	R. Brown reviewed with the committee the new annual reporting requirements from the state that were put in place by Cynthia Ward.	Information; No action required.
Standing Agenda Items		
5. Review and Approval of Minutes	The October 15, 2015 minutes to be distributed and reviewed at the quarterly Recipient Rights Advisory Committee on January 21, 2016 at noon.	No action required.
6. Data Review a. Recipient Rights Activity Report b. Recipient Rights Complaint Report	Recipient Rights Activity Report and Complaint Report for FY 2015, 4 th quarter to be distributed and reviewed at the January 21, 2016 Recipient Rights Advisory Committee.	No action required.
7. Training Review	To be reviewed at the January 21, 2016 Recipient Rights Advisory Committee.	Informational; no action required.
8. Policy Review	The Recipient Rights Advisory Committee were presented with the 2015 Annual Policy Statement Review.	R. Spencer asked the committee to review these policies to be approved at the January 21, 2016 meeting.
9. Monitoring	Site Visits completed for 2015 and included in the FY Annual 2015 Recipient Rights Annual Data Report.	Information; no action required.
10. Community Awareness	No new information at this time.	
11. Recommendations	The Recipient Rights Advisory Committee has no recommendations at this time.	
12. Questions	Arnie asked a question regarding a client he was working with.	R. Browne will address with Arnie after the meeting.
Old Business		

Topic	Key Discussion	Actions
1. Update on Recipient rights Database	The Office of Recipient Rights is fully utilizing the SHIMER rights database as of October 1, 2015. R. Browne will be testing the system to generate the annual report.	Information; no action required.
2. Recipient Rights Advisory Committee membership	Rebecca Browne requested that Laurel Robb be considered for appointment to the Recipient Rights Advisory and Appeals Committees.	MOTION BY SPENCER, SUPPORTED BY ROSZMAN to recommend to the SCCMHA Board to appoint Laurel Robb as a member of the Recipient Rights Advisory Committee/Recipient Rights Appeals Committee. All ayes, motion carried.
New Business		
1. FY Annual 2015 Recipient Rights Annual Data Report	R. Browne reviewed the FY 2015 Annual 2015 Recipient Rights Annual Data Report with the committee.	MOTION BY DURLING, SUPPORTED BY LARKINS to accept the FY 2015 Recipient Rights Annual Data Report and forward the report to the SCCMHA Board for review, and to authorize the Interim Chief Executive to submit the report to the Office of Recipient Rights, Department of Health and Human Services. All ayes, motion carried.
2. Alternate Recipient Rights Officer at Owosso Memorial Healthcare Behavioral Unit	Ardis Bates, Rights Advisor, assumed the role of Alternate Recipient Rights Officer at Owosso Memorial Healthcare Behavioral Unit.	Information; no action required.
Next Meeting		ACTION: The next regularly scheduled meeting of the Recipient Rights Advisory Committee will be January 21, 2016 at noon.
Public Comment	No comment.	
Adjourn		MOTION BY LARKINS, SUPPORTED BY DURLING to adjourn at 12:54 p.m.

Minutes approved by the Recipient Rights Advisory Committee on January 21, 2016.