

**Shiawassee County Community Mental Health Authority
Recipient Rights Advisory Committee Minutes
July 21, 2016**

Members Present: Susan Bettys, Joan Hartson, Jeanne Ladd, Arnie Larkins, Laurel Robb, Dale Roszman

Members Excused: Millie Bateman, Joan Durling, Fred Finnen, Robyn Spencer

Members Absent: Zachary Honsinger

Others Present: Ardis Bates, Rights Advisor, Rebecca Browne, Rights Director, Lindsey Hull; Chief Executive Officer, Jerry Walden; Board Chairperson, Jamie Burke (Minutes)

Topic	Key Discussion	Actions
1. Call to Order		The meeting was called to order by Interim Chairperson Arnie Larkins at 12:28 p.m.
2. Approval of the Agenda	Review of the July 21, 2016, Recipient Rights Agenda.	MOTION BY ROBB, SUPPORTED BY LADD to approve the July 21, 2016, Recipient Rights Agenda. All ayes, motion carried.
3. Public Comment	No comment.	
4. Welcome New Committee, Fred Finnen	Fred was unable to attend meeting.	ACTION: Item moved to the next Recipient Rights Advisory Committee.
5. Educational Presentation a. FY 16 and FY 17 Recipient Rights Budget	Rights Director Rebecca Browne presented the FY 16/FY17 Recipient Rights Budget. The Recipient Rights Advisory Committee reviewed and discussed the FY 16 and FY 17 Recipient Rights budget.	Informational; no action required.
Standing Agenda Items		
6. Review and Approval of Minutes	The Recipient Rights Committee reviewed the minutes from the April 21, 2016.	MOTION BY ROBB, SUPPORTED BY LADD to approve the minutes from the April 21, 2016, Recipient Rights Advisory Committee meetings. All ayes, motion carried.
7. Data Review a. Recipient Rights Activity Report b. Recipient Rights Complaint Report	The Recipient Rights Advisory Committee reviewed and discussed the FY 2016 3 rd quarter Activity report and the FY 2016 3 rd quarter Complaint Report.	Informational; no action required.
7. Training Review	The Recipient Rights Advisory Committee reviewed the training data, which is included in the Activity Report covering the period of April 1, 2016 through June 30, 2016.	Informational; no action required.
8. Policy Review	The Recipient Rights Advisory Committee reviewed and discussed the following policy statements:	MOTION BY ROBB, SUPPORTED BY LADD to approve the revised SCCMHA

Topic	Key Discussion	Actions
	<ol style="list-style-type: none"> 1. Restraint, Seclusion, and Physical Management 2. Grievance and Appeal Process 3. Recipient Rights Checks 	Policy Statements for Restraint, Seclusion, and Physical Management, Grievance and Appeal Process, and Recipient Rights Checks and forward to the full board for approval. All ayes, motion carried.
9. Monitoring	R. Browne reported that A. Bates has completed a schedule for the contract sites to be completed this summer and early fall 2016.	Information; no action required.
10. Community Awareness	R. Browne presented an article reflecting new changes in the SCCMHA Recipient Rights Office that was authored by Penny Corbin, Public Relations and published in the Shiawassee Independent.	Information; no action required.
11. Recommendations	The Recipient Rights Advisory Committee has no recommendations at this time.	
12. Questions	The Recipient Rights Advisory Committee has no questions at this time.	
Old Business	None at this time.	
New Business	New Business	New Business
1. Department of Health and Human Services Training	The Department of Health and Human Services, Office of Recipient Rights will be providing a Recipient Rights Advisory and Appeals Committee Training on October 21, 2016 from 10:00 AM to 3:00 PM at Roma's Back Door. R. Brown stated this training will replace the October Committee meeting and encourages all members to attend.	Information; no action required.
2. Recipient Rights Annual Conference	R. Browne stated the Recipient Rights Annual Conference is scheduled for September 27-30, 2016 at Troy, MI.	ACTION: Committee Members who are interested in attending will contact R. Browne or A. Bates as soon as possible to ensure the reservation of a room.
3. Review of the FY 16 Semi-Annual Recipient Rights Data Report	R. Browne reviewed with the Recipient Rights Advisory Committee the FY16 Semi-Annual Recipient Rights Data Report. This report was submitted to MDHHS-ORR on June 24, 2016.	Information; no action required.
Next Meeting	The next scheduled Recipient Rights Advisory Committee meeting for October 20, 2016 has been canceled for the October 21, 2016 training. The December 2016 meeting will be announced.	Information; no action required.
Public Comment	No comment.	
Adjourn	The Recipient Rights Advisory Committee adjourned at 1:16 p.m.	

These minutes were approved by the Recipient Rights Advisory Committee on December 8, 2016.