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Manual(s):

Committee Minutes : Recipient Rights Advisory Committee - July 30, 2024

Recipient Rights Advisory Committee Meeting Information

Meeting Date: July 30, 2024

Meeting Location:

Northpointe Administrative Conference Room

Meeting Time: 12:00 PM

715 Pyle Drive Kingsford, MI 49802

Agenda Item	Minutes																																												
Meeting Called to Order:	M.Negro, Chairperson, called the meeting to order at 2:00 PM																																												
RRAC Member Roll Call:	- L.Gardipee, Executive Assistant, conducted roll call:<table border="1"><thead><tr><th rowspan="2">RRAC Member</th><th colspan="2">Present</th><th colspan="2">Absent</th></tr><tr><th>Onsite</th><th>Remote*</th><th>Excused</th><th>Unexcused</th></tr></thead><tbody><tr><td>William Bouchard</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Myra Christopherson</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Robert Erickson</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Lois Tovar</td><td>X</td><td>Arrived at 12:05 PM</td><td></td><td></td></tr><tr><td>Brian Nord-Grenier</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Ralph Kramer</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Mari Negro</td><td>X</td><td>Excused at 1:50 PM</td><td></td><td></td></tr></tbody></table> *Remote participation per request for reasonable accommodations under ADA - Representing Administration:	RRAC Member	Present		Absent		Onsite	Remote*	Excused	Unexcused	William Bouchard	X				Myra Christopherson	X				Robert Erickson	X				Lois Tovar	X	Arrived at 12:05 PM			Brian Nord-Grenier	X				Ralph Kramer	X				Mari Negro	X	Excused at 1:50 PM		
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Public Comment:	<u>Discussion:</u> M. Negro asked for any Public Comment; L. Gardipee stated she added the Recipient Rights Operating Expenditure Budget to today's packet as it was not available at the time of mailing. L. Gardipee also stated she added a Roster to today's information and if everyone could look at it and make sure the information is correct and let her know if something needs to be changed.																																												
Approval of Agenda:	Discussion: M. Negro asked if there were any additions or changes to the Agenda. <table border="1"><tr><td>Motion By:</td><td>W. Bouchard made a motion to approve the Agenda.</td></tr><tr><td>Supported By:</td><td>R. Erickson</td></tr><tr><td>Outcome:</td><td>Motion Carried</td></tr></table>	Motion By:	W. Bouchard made a motion to approve the Agenda.	Supported By:	R. Erickson	Outcome:	Motion Carried																																						
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Approval of Minutes:	Discussion: M. Negro asked if there were changes that needed to be made to the minutes from 04/16/2024.																																												

Motion By:	W. Bouchard made a motion to approve the Minutes from 04/16/2024
Supported By:	B. Nord-Grenier
Outcome:	Motion Carried

Election Of Officers:

Discussion: M. Negro gave the floor to K. Smith for the Election of Officers.

Vice-Chairperson for the Recipient Rights Advisory Committee: K. Smith asked if there were any nominations for Vice-Chairperson.

- M. Negro stated she would like to nominate R. Erickson.
- No other nominations were made.

Motion By:	M. Negro made a motion to close nominations for the Vice-Chairperson and cast a unanimous ballot for R. Erickson as Vice-Chairperson
Supported By:	B. Nord-Grenier
Outcome:	Motion Carried unanimously.

Chair-Person for the Recipient Rights Advisory Committee:

- R. Erickson nominated M. Negro, the current Chairperson to continue as the Chair-person of the Recipient Rights Advisory Committee.
- No other nominations were made.

Motion By:	R. Erickson made a motion for M. Negro to continue as the Chair-person of the Recipient Rights Advisory Committee
Supported By:	B. Nord Grenier
Outcome:	Motion Carried unanimously.

K. Smith gave the floor back to M. Negro, the Chair-person of the Recipient Rights Advisory Committee.

Recipient Rights Operating Budget:

Discussion: K. Davis reviewed the Recipient Rights FY24 Expenditure Report & Amended Budget with the Recipient Rights Advisory Committee.

- M. Negro stated their job is to ensure K. Smith and P. Hefner-Gardiepy have what they need to perform their job.
- M. Negro stated the budget is just ceremonial as long as they have what they need and they are happy.
- K. Davis state she put together an expenditure report. She said the 1st 2 columns have already been reported. April and May are the actual and May is estimated.
- Year to date expense total is \$102,000.00. We are at 54% of what we budgeted for the year.
- M. Negro asked why the 3 categories were over budget.
- K. Davis stated supplemental insurance was \$353.61 and the Amended Budget was \$820.00.
- Staff Development there is no budget line item for this one and thus it looks like it went over. It is the same for staff travel.
- K. Smith stated that in the Policy it states the Budget will not be altered without the CEO consulting the RRAC does not need to approve the Budget. This serves as the consult per Policy.
- K. Davis stated she will make some changes to the Amended Budget FY24
- Various questions were asked regarding operating expenditures regarding electricity and other shared costs.

Introduction:

Discussion: M. Negro apologized for not introducing the New Recipient Rights advisory Committee member.

- M. Negro introduced Ralph Kramer as the newest Recipient Rights Advisory committee member and He also sits on the Northpointe Board.
- M. Negro asked if everyone in the room would introduce themselves to R. Kramer.

Quarterly Report:

Discussion: K. Smith reviewed the Recipient Rights Quarterly Report with the Committee.

- K. Smith stated this report is generated from an Excel sheet and she does not see the headers on them until she prints them out and she noticed today that some of the page still say FY23. She figured out how to change that and they should be correct moving forward.
- The first section of the Quarterly report is the incident reports she received. She stated this year-to-date as well as comparison Numbers from last year.
- This report is informational only. The office of Recipient Rights reviews every incident report that comes into the agency. They review these to look for trends and also use them to open rights complaints.
- Various questions were asked by the committee members and answered by K. Smith.
- K. Smith stated the next section is a breakout of the types of reports from the residential programs.
- M. Negro asked if an asterisk could be put by the names of the Northpointe Residential Homes so they are aware of which ones they are.
- K. Smith stated the next page is a graph comparing quarters.
- The next section is the remediated complaints and interventions.

	• K. Smith explained to R. Kramer when there is a Rights complaint that there is a 90 day litigation process. They try to get them done in 30 days if they can but it depends on the allegation. Sometimes they take a little longer. • K. Smith stated she added the Residential and contracted Residential so the committee can see where each allegation came from. • The next page is the Site reviews that Northpointe has conducted this fiscal year. They go to contract homes and also residential homes. • The last page is training that has been provided to staff by her and P. Hefner-Gardiepy. They have to train all new staff and all staff annually. • Various questions were asked by Committee Members and answered by K. Smith.
2024 Northpointe MDHHS Semi-Annual Report:	<u>Discussion:</u> K. Smith reviewed the 2024 Northpointe MDHHS Semi-Annual Report with the committee. • K. Smith stated this is the report we are required to send to the state. • We do a Semi-annual and Annual Report. • K. Smith stated this report used to be very small printing. She stated the state changed the format this year and you get a summary that the state wants us to share with the Board of Directors and the Advisory committee. • This report goes from October 1, 2023 through March 31, 2024. • They received 29 reports and 29 allegations, 24 investigations have been conducted and 5 interventions have been done. There were 21 substantiated allegations of the 29 so 17% have been substantiated. • K. Smith stated you can see that employment termination for the 1st 2 quarters was 10. She stated this was high but 5 of them were 1 person. • She thinks the actual number of terminated employment is 5 or 6.
Policy Review:	<u>Discussion:</u> K. Smith reviewed the Policies listed below with the Committee. • K. Smith added they had the Recipient Rights Audit in June 2024 but they have not received the final results yet. • She will share the results with the Committee when she gets them. • She stated she does know we were in substantial compliance and they were very happy with the results. • K. Smith stated she will send it via email when she gets it. • One thing they stated was that the Agendas has educational presentations but per the mental health code they are required to provide the committee with training on Policies and Procedures. • She stated you will now see on the agendas the Recipient Rights Policies to review. Recipient Rights System: • K. Smith stated this one is here because it establishes the authority of the Recipient Rights office • We are mandated to be here under the Michigan Mental Health Code to protect the rights of the Recipients receiving services. • The Recipient Rights System covers everyone who receives services through Northpointe. • The policy states what the CEO is supposed to do, what the Recipient Rights office is supposed to do, and what K. Smith as the Director is required to do. such as training of staff, and informing individuals of their rights. Recipient Rights Advisory Committee: • K. Smith stated this Policy talks about the RRAC's role. • Northpointe's Board of Director's have appointed you to this role to protect the Rights of the Recipient's here at Northpointe. • The mail role you have as an Advisory Committee is to protect the Office of Recipient Rights to make sure they have what they need to do their job and they can do that in a way that is not influenced by outside sources. • If they feel they are being pressured by one department or the other, they should be able to come to the committee and say they feel like they are being pressured. • K. Smith stated it has never gotten to that level.. • The Policy talks about the membership and how we have 2 Northpointe Board of Director's members on the committee. • They have a hard time keeping people on the RRAC. This is not a Northpointe issue it as all across the Board. There are CMH's that have 2 or 3 people on this committee. • K. Smith stated we are always advertising and looking for people who may be interested in being on the committee. • This committee serves as our appeals committee as well. • The Policy talks about the Officers and following the Open meetings Act • The Policy states the committee is supposed to be consulted if the Rights officer is dismissed or if there are changes in the Office of Recipient Rights. RRAC Bylaws: • K. Smith asked if anyone saw any revisions that need to be made to the Bylaws. • M.Negro stated that the Bylaws still have the Election of Officers still in April and we had made the decision to do that in July because whoever is appointed by the Board of Directors is done in April and the new person is appointed. • M. Negro stated the Bylaws looked different than she remembers them being. • K. Smith stated they are in Lucidoc now so it is the formatting that is different. • K. Smith told the Committee to look at the Bylaws and to send her an email or let her know if they see something that needs to be changed. • K. Smith asked if there were any questions. M. Negro, Chair person left the meeting at this time.

Miscellaneous/Committee Member Prerogative:	<u>Discussion:</u> R. Erickson, Vice-Chairperson asked if anyone had any comments. • K. Davis handed out the updated budget. • The budget has not changed she just made some adjustments.K. Davis will email the updated budget to those who need it and K. Smith.						
Public Comment:	Discussion: R. Erickson, Vice Chair-person asked if there was any Public Comment. • No Public Comment						
Meeting Adjourned:	The meeting was adjourned at 12:51 PM <table border="1"> <tr> <td>Motion By:</td><td>R . Erickson made a motion to adjourn the meeting.</td></tr> <tr> <td>Supported By:</td><td>B. Nord-Grenier</td></tr> <tr> <td>Outcome:</td><td>Motion Carried</td></tr> </table>	Motion By:	R . Erickson made a motion to adjourn the meeting.	Supported By:	B. Nord-Grenier	Outcome:	Motion Carried
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Document Owner: Gardipee, Laurie

Collaborators:

Approvals

- Committees:

- Signers:

Original Effective Date:

Revision Date:

Review Date:

Attachments:

(REFERENCED BY THIS DOCUMENT)

Other Documents:

(WHICH REFERENCE THIS DOCUMENT)

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