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Recipient Rights

Committee Minutes : Recipient Rights Advisory Committee - October 22, 2024

Recipient Rights Advisory Committee Meeting Information	
Meeting Date: October 22, 2024	Meeting Location:
Meeting Time: 12:00 PM	Northpointe Administrative Conference Room 715 Pyle Drive Kingsford, MI 49802

Agenda Item	Minutes																																												
Meeting Called to Order:	R. Erickson, Vice-Chairperson, called the meeting to order at 12:07 PM																																												
RRAC Member Roll Call:	K. Smith, Recipient Rights Officer 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 Christophersen</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>Mari Negro</td><td></td><td></td><td>X</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>Lois Tovar</td><td></td><td></td><td>X</td><td></td></tr></tbody></table> *Remote participation per request for reasonable accommodations under ADA - Representing Administration: Katie Smith	RRAC Member	Present		Absent		Onsite	Remote*	Excused	Unexcused	William Bouchard	X				Myra Christophersen	X				Robert Erickson	X				Mari Negro			X		Brian Nord-Grenier	X				Ralph Kramer	X				Lois Tovar			X	
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Public Comment:	<u>Discussion:</u> R. Erickson, Vice-Chairperson asked for Public Comment. No Public Comment.																																												
Approval of Agenda:	<u>Discussion:</u> R. Erickson, Vice-Chairperson asked for approval of the Agenda <table border="1"><tr><td>Motion By:</td><td>B. Nord-Grenier motioned to approve the Agenda.</td></tr><tr><td>Supported By:</td><td>M. Christophersen</td></tr><tr><td>Outcome:</td><td>Motion Carried</td></tr></table>	Motion By:	B. Nord-Grenier motioned to approve the Agenda.	Supported By:	M. Christophersen	Outcome:	Motion Carried																																						
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Approval of Minutes:	<u>Discussion:</u> R. Erickson asked if there were any changes to the minutes from July 30, 2024. No discussion or changes to the minutes noted <table border="1"><tr><td>Motion By:</td><td>M. Christophersen motioned to approve the July 30, 2024 Meeting Minutes as submitted.</td></tr><tr><td>Supported By:</td><td>B. Nord-Grenier</td></tr></table>	Motion By:	M. Christophersen motioned to approve the July 30, 2024 Meeting Minutes as submitted.	Supported By:	B. Nord-Grenier																																								
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Review of Recipient Rights Operating Expenditure Budget:	<u>Discussion:</u> K. Smith reviewed the RR Operating Expenditure Budget with the committee. • This budget was handed out at the meeting. • K. Smith stated K. Davis, Finance Director provided the Committee with Quarter 4 expenditures and stated the books are not 100% completed yet. • This is informational only. • These are required to be reviewed annually, but we usually provide them quarterly. • K. Smith stated if anyone had questions you may call or email her and she will get the answers.		
Final MDHHS Audit Results:	<u>Discussion:</u> K. Smith reviewed the MDHHS Audit results with the Committee. • The MDHHS Audit results were mailed in the Committees Packet. • K. Smith stated we get Audited every 3 years by the state. • All the requirements under the Michigan Mental Health Code are reviewed. • We received 437 out of 450.. • There were a few things that she had to submit a plan of correction for and K. Smith submitted them. • K. Smith stated she forgot to send a memo out once the required action was taken for those that the required action took place after the summary went out. • There was a plan of correction for the appeals committee.. When someone files an appeal for a RR investigation, 2 of the committee members have to review it to determine if it meets the requirements to appeal and if you are going to accept the appeal. This was happening, but the letter that is sent to the person filing the appeal did not indicate that this was reviewed by the Chairperson and 1 other Committee member. • Discussion ensued regarding report and CEO resignation.		
2025 Meeting Dates:	<u>Discussion:</u> K. Smith reviewed the upcoming 2025 Meeting schedule. • 2025 Meeting Calendar was mailed in Packet. • This is informational so you know when to attend the meetings.		
Quarterly Report:	<u>Discussion:</u> K. Smith reviewed the Quarterly report with the committee. • Quarterly report was mailed in packet. • K. Smith reviewed the report page by page for the committee. • The Committee asked questions regarding the report.		
2024 Annual Report:	<u>Discussion:</u> K. smith reviewed the Annual Report paper. • K. Smith stated this is a blank piece of paper with lines on it. • She does an annual report to the State of Michigan of all the different Rights activities Basically the complaints in the quarterly reports in a template the state sends them. • The JAnnual Report will be presented to the Committee in January as it is due to the State 12/30/2024. • It is a requirement that the RRAC review it as well as the Northpointe Board. • This paper is if the committee has any recommendations for Northpointe's Board of Directors as it pertains to the Office of Recipient Rights here at Northpointe. • K. Smith stated we have never had any recommendations for the Board since she has been here. • The Recipient Rights advisory Committee advocates for K. Smith and the Office of Recipient Rights to ensure she has the things she needs to do her job, ensure she has enough staff, ensure she is not being bullied, and people are not filing frivolous reports and supervisors or leaders are not using her office to get people out. • K. Smith stated she has not had any problems with that, but if she did the committee would be the ones she would come to. • If you think of something let K. Smith know and she can put it in her report or you can email her also.		
Member Team Renewals:	<u>Discussion:</u> R. Erickson reviewed the Member Term Renewals. • Members received this in their packets to fill out. • Not every member receive one. Just those that are due. • If you can fill it out and leave them with K. smith she will give them to L. Gardipee to get Board Approval.		
Policies/Procedures Review:	<u>Discussion:</u> K. Smith reviewed the following Policies and Procedures. • Anything highlighted in these is where the changes occurred. • K. Smith stated the back of the MDHHS Audit shows the Policies they wanted verbiage added to. You can compare what MDHHS wanted and compare it to the actual changes made. Policies Reviewed. • Confidentiality and Disclosure • Communication, Telephone, and Visiting Rights • Recipient Rights Complaint and Appeals Process • Informed Consent		

	• Resident's Rights to Access the Media • Sterilization, Abortion, Contraception, and Family Planning						
Miscellaneous/Committee Member Prerogative:	<u>Discussion:</u> R. Erickson, Vice Chairperson asked if there was any Miscellaneous Committee Member prerogative. • No discussion						
Public Comment:	<u>Discussion:</u> R. Erickson asked if there was any public comment. • M. Christophersen shared she has been making tote bags and shared one with a butterfly theme. • She shared she sells them and one lady ordered 7 of them. • She makes them with pockets and padded handles.						
Meeting Adjourned:	<table border="1"> <tr> <td>Motion By:</td><td>B. Nord-Grenier motioned to Adjourn</td></tr> <tr> <td>Supported By:</td><td>M/ Christophersen</td></tr> <tr> <td>Outcome:</td><td>Meeting adjourned at 12:57 PM</td></tr> </table>	Motion By:	B. Nord-Grenier motioned to Adjourn	Supported By:	M/ Christophersen	Outcome:	Meeting adjourned at 12:57 PM
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Document Owner: Gardipee, Laurie
Collaborators: Smith, Katie

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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