



**RECIPIENT RIGHTS COMMITTEE**  
**Meeting Minutes**  
**Thursday, December 4, 2014, 5:30 p.m.**  
**812 E. Jolly Road, Conference Room G11-C**  
**Lansing, MI 48910**

**Committee Members Present:**

Kay Pray, Carol Koenig, Sharon Palmer

**Committee Members Absent:**

Judith Fryer, Dianne Holman, Steven O'Shaughnessey

**Board Members Present:**

Paul Palmer

**Staff Present:**

Liz Holcomb, Greg Fox, Katy Hammack

**Public Present:**

None.

**Call to Order:**

The meeting was called to order by Chairperson Kay Pray at 5:30 p.m. No quorum was present.

**Previous Meeting Minutes:**

No action taken.

**Adoption of Agenda:**

No action taken.

**Public Comment on Agenda Items:**

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Recipient Rights Committee Meeting  
December 4, 2014

MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

No comment.

## **BUSINESS ITEMS:**

### **“Desired Outcomes for the RRO” and “Recommendations to the CMHSP Board”**

Liz Holcomb explained that the Recipients Rights Committee is required by the Michigan Department of Community Health Office of Recipient Rights (MDCH-ORR) to develop a set of “Desired Outcomes for the Recipient Rights Office” and “Recommendations to the CMHA-CEI Board of Directors” each year that are presented in the 2013-2014 Recipient Rights Annual Report. This year, as suggested by the Recipient Rights Committee, they are as follows:

Desired Outcomes for the Recipient Rights Office for 2015 should be as follows:

- Ensure all contracts have appropriate Recipient Rights language.
- Continue to pursue outreach efforts to inform all consumers, regardless of their developmental disability, of their rights under the Michigan Mental Health Code by making available the Recipient Rights Brochure.
- Adhere to all new changes made by MDCH-ORR when collecting and submitting data for the annual report.

Recommendations for the CMHA-CEI Board of Directors for 2015 should be as follows:

- Continue to support the Recipient Rights Office.
- Continue sufficient funding for the Recipients Rights Office.
- Ensure continued consumer involvement of the Recipient Rights Committee.
- Provide continuing rights related training for staff and Committee members.
- Encourage involvement of the Board in the Recipient Rights Committee and the rights/complaint process.

### **Recipient Rights Quarterly Report: July 1, 2014 – Sept. 30, 2014**

Liz Holcomb, Director of Quality Customer Service and Recipient Rights presented the Recipient Rights Quarterly Report for the period of July 1, 2014 through September 30, 2014. Ms. Holcomb guided the committee through the detailed summary report of allegations and outcomes. Questions were answered by the Recipient Rights staff. As there was no quorum present this agenda item will be taken to the full Board for approval.

### **DCH Annual Recipient Rights Report: Oct. 1, 2013 – Sept. 30, 2014**

The annual report required by the Michigan Department of Community Health Office of Recipient Rights (MDCH-ORR) summarizes rights activity for CMHA-CEI for the months of October 1, 2013 through September 30, 2014. The Recipient Rights

Committee regularly reviews the in-depth summaries of this activity in the quarterly reports. This annual report will be submitted to MDCH-ORR by the deadline of December 31, 2014. Ms. Holcomb led the Committee through the data and questions were answered by the Recipient Rights staff. This report is for informational purposes only.

**Old Business:**

None.

**New Business:**

None.

**Public Comment:**

No comment.

**Adjournment:**

The meeting was adjourned at 6:46 p.m. The next regularly scheduled Recipient Rights Committee meeting is March 5, 2015, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:



Katy Hammack  
Recipient Rights Secretary