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 Manual(s):

**Committee Minutes : Recipient Rights Advisory Committee - January 22, 2024**

Recipient Rights Advisory Committee Meeting Information	
Meeting Date: 01/22/2024	Meeting Location:
Meeting Time: 12:00PM	Northpointe Administrative Conference Room 715 Pyle Drive Kingsford, MI 49802

Agenda Item	Minutes																																												
Meeting Called to Order:	<ul style="list-style-type: none"> <li>M.Negro, Chairperson, called the meeting to order at</li> </ul>																																												
RRAC Member Roll Call:	<ul style="list-style-type: none"> <li>L.Gardipee, Executive Assistant, conducted roll call:               <table border="1" style="margin-left: 40px;"> <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>Robert Roberge</td> <td align="center">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Brian Nord-Grenier</td> <td align="center">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>William Bouchard</td> <td></td> <td></td> <td align="center">X</td> <td></td> </tr> <tr> <td>Myra Christophersen</td> <td></td> <td></td> <td align="center">X</td> <td></td> </tr> <tr> <td>Robert Erickson</td> <td align="center">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lois Tovar</td> <td align="center">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mari Negro</td> <td align="center">X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>*Remote participation per request for reasonable accommodations under ADA</p> </li> <li>Representing Administration: J. Cescolini</li> </ul>	RRAC Member	Present		Absent		Onsite	Remote*	Excused	Unexcused	Robert Roberge	X				Brian Nord-Grenier	X				William Bouchard			X		Myra Christophersen			X		Robert Erickson	X				Lois Tovar	X				Mari Negro	X			
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Approval of Agenda:	<p>Discussion: M. Negro asked for approval of the Agenda.</p> <table border="1" style="margin-left: 40px;"> <tr> <td><b>Motion By:</b></td> <td>B. Nord made a motion to approve the Agenda.</td> </tr> <tr> <td><b>Supported By:</b></td> <td>R. Erickson</td> </tr> <tr> <td><b>Outcome:</b></td> <td>Motion Carried</td> </tr> </table>	<b>Motion By:</b>	B. Nord made a motion to approve the Agenda.	<b>Supported By:</b>	R. Erickson	<b>Outcome:</b>	Motion Carried																																						
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Approval of Minutes:	<p>Discussion: K. Smith reviewed the Minutes from the October 16, 2023 Meeting due to the fact they were inadvertently left out of the RR Packet sent to members.</p> <ul style="list-style-type: none"> <li>Members present for the October 16, 2023 meeting minutes, R. Roberge, B. Nord-Grenier, W. Bouchard, M. Christophersen, L. Tovar, M. Negro</li> <li>EXCUSED: R. Erickson, M. Christophersen</li> <li>Approval of the Agenda: Motion made by B. Nord-Grenier, supported by W. Bouchard. Approved by consensus.</li> <li>Minutes and Agenda headings are backwards and need to be fixed. (Fixed by Laurie)</li> <li>Operating Budget: Reviewed by K. Smith.</li> <li>K. Smith printed the Agenda so everyone could read them.</li> </ul>																																												

M. Negro entertained a motion to approve the Minutes from 10/16/2023:

<b>Motion By:</b>	R. Roberge made a motion to approve the Minutes from 10/16/2023 as submitted ..
<b>Supported By:</b>	R. Erickson
<b>Outcome:</b>	Motion Carried to approve the minutes from 10/16/2023 with the change of the minutes and Agenda being switched around.

**Calendar of Meetings:**

Discussion: K. Smith reviewed the calendar.

- K. Smith stated the calendar was left on the Agenda so we could see what was being reviewed at each meeting.
- K. Smith asked if it was possible to change our meeting times to 1:00 PM as K. Smith and L. Gardipee have a Behavior Treatment meeting at 11:00 Am that usually runs over into noon.
- M. Negro asked if another day was possible. Mondays seem to be forgotten. M. Negro suggested Tuesday
- All were in agreement so the next meeting is scheduled for Tuesday, April 16, 2024 at 12:00PM.
- L. Gardipee will redo the calendar

**Recipient Rights Operating Budget:**

Discussion: K. Smith reviewed the Operating Budget.

- K. Smith received the Operating Budget from K. Davis
- K. Smith stated that K. Davis made it more like we are used to seeing.
- K. Smith stated this is informational only.
- M. Negro asked if there were any questions on the Budget? There were none.

**Quarterly Report:**

Discussion: K. Smith reviewed the Quarterly Report.

- M. Negro stated that was the only thing she received in her packet.
- M. Negro asked when the packet was scanned in and sent to have it scanned in the order of the agenda.
- K. Smith reviewed the Quarterly report page by page.
- The first 2 pages were the incident reports and there was not a lot of data there as it was the first Quarter. But you can see the year to date and the comparison to FY23.
- M. Negro stated that at the Board meeting there was a question regarding the number of falls and they would like information on what was being done about the falls.
- J. Cescolini stated that it was W. Mattia who asked the question as she is on the fall committee for the hospital so she will give her what we have for the fall policy and procedure and see if she has other ideas of things we can pull into fall prevention.
- M. Negro asked why threats of homicide and suicide are linked together.
- K. Smith stated this is a Regional form so she would need to ask them.
- M. Negro stated that the threat of a homicides more concerning than a suicide.
- K. Smith stated the three listed are threats not actual attempts.
- R. Erickson asked about the high number of incident reports from one of the homes.
- K. Smith stated the particular home in question does have an active population of individuals that live there with high behavioral needs.
- K. Smith stated these are mostly medication refusals but they need to be reported every time.
- K. Smith also stated that these are high numbers, but they are not rights concerns. She reviews all the incident reports
- M. Negro asked if at some point it is a rights violation if they are not getting a certain treatment or care.
- K. Smith stated it depends on the type incident. Not every incident results in a rights violation.
- Incidents are required to be reported if it is anything out of the ordinary that could adversely affect someones course of treatment or puts them at risk.
- It would be a rights violation if someone had a lot of Self injurious behaviors, but the treatment team was not addressing the issue in some sort of clinical plan or we were not addressing additional ways to help this person stop hurting themselves.
- The next page is all residential locations and this will change through the year as some homes like Maple Ridge are not going to be on there and new ones will be added.
- K. Smith stated because this is cumbersome, if a home does not have any incident reports, she may take them out to make room for the homes that do.
- The complaint data is next. The pending ones are from the last quarter.
- K. Smith stated number 6 is still pending and she is out of compliance with the state standards and when she gets audited in June they will probably ding her on that. It is a pretty serious investigation and she does not have all the data on it yet from outside agencies so they cannot close it yet.
- K. Smith stated it was an active quarter as there are 14 complaint investigations
- R. Erickson asked about #3 written reprimand, do they always go in the employee file? and if it is a termination it goes in the file too?
- K. Smith stated it does. She stated sometimes an employee will leave before an investigation is completed and if they substantiate it then it still goes in the file.
- K. Smith stated that on this quarterly report we put the date we received the complaint and the date they were closed.
- M. Negro stated she assumes that it is tracked. That when an employee has a written reprimand and then they get another one it would be tracked.
- K. Smith stated she is not involved in the action but her understanding is that typically Northpointe has always done progressive disciplinary action. So if you violate dignity and respect you might get verbal counseling and then if it happens again it will probably be written and it keeps going from there and this is handled by Supervisors and HR.
- K. Smith stated her recommendations are in accordance with the law. It is up to Northpointe or the contractor to decide what that action is. and if it is sufficient.

	<ul style="list-style-type: none"> <li>• L. Tovar asked what was included in the Freedom of Movement.</li> <li>• K. Smith stated Freedom of movement is a weird one.</li> <li>• The state has now condensed some of these categories on how we report to them because the Legislator's did not like the way the data was coming, so there are a lot of things in Freedom of Movement. It means you are not allowing someone access to or restricting them from going somewhere or to move around freely. It is also limitations or restrictions. So these in here were people putting undo restrictions or limitations on somebody.</li> <li>• We cannot tell someone they cannot go somewhere, do something, or have something unless it is clinically or medically appropriate and in a plan of service. Staff are not allowed to make the decisions of what the person cannot have.</li> <li>• There were no site reviews in this quarter. Her and A. Hummel just started doing some so there will be more next quarter.</li> <li>• We have a new contract manager and K. Smith goes with her now. She is the one who will be tracking the site reviews. She was a home manager so she has experience with them.</li> <li>• The next page is just the training provided by her or P. Hefner-Gardiepy.</li> </ul>
<b>NBHS Annual Report:</b>	<p><u>Discussion:</u> K. Smith reviewed the NBHS Annual Report.</p> <ul style="list-style-type: none"> <li>• K. Smith stated the Annual report was provided to the Board of Directors last week.</li> <li>• This report is done annually each year and due December 30th of each year.</li> <li>• It is a compilation of all quarterly reports put into one.</li> <li>• The state puts out a report for all rights activities through the state of Michigan. She believes she has brought that here before and when they send it out she will bring it to the committee to review so you can see where Northpointe compares to other CMH's.</li> <li>• There were no appeals this year so there is no information on there.</li> <li>• There were no recommendations from the Board of Directors either.</li> </ul>
<b>Miscellaneous:</b>	<p><u>Discussion:</u> K. Smith reviewed Miscellaneous items.</p> <ul style="list-style-type: none"> <li>• K. Smith stated she just found out that we will be audited by the State of Michigan June 11-13th</li> <li>• They come every 3 years and audit</li> <li>• She does not have the agenda yet, but they will do an entrance and exit interview and that is something you are welcome to come to.</li> <li>• They generally like to talk to a member of the RRAC, so we will discuss it again in April if anyone is interested in that.</li> </ul>
<b>Educational Presentation:</b>	<p><u>Discussion:</u> K. Smith reviewed the Educational Presentation.</p> <ul style="list-style-type: none"> <li>• K. Smith stated we do not have an educational presentation as there was a conflict here.</li> <li>• K. Smith asked what the committee wanted to do? Do you want to review a few rights policies? Do you want to compare data from previous years?</li> <li>• M. Negro stated she feels we should look into the function and role of the rights committee is something we should focus on .</li> <li>• K. Smith stated she will look at that.</li> <li>• M. Negro also asked about Steve Burnham doing a presentation because she would like some legal opinions on some of this stuff also.</li> <li>• K. Smith stated she thought we looked at this for April.</li> <li>• J. Cescolini emailed him to see when he was available.</li> <li>• M. Negro stated we could invite other Agencies as well as the full Board to attend the training. Their rights committee or their Board of Directors also.</li> <li>• J. Cescolini stated we could record it and put it in Lucidoc also.</li> <li>• K. Smith stated to think of other things as we will need something for July.</li> <li>• There should be something ever quarter.</li> <li>• J. Cescolini stated Dr. Razdan has done a presentation about the history of the creation of the CMH'S and what that looked like as far as the state institutions and how we came about</li> <li>• M. Negro asked about the appeals process, the next step after the appeal process to the state? Some training on that might be good.</li> <li>• K. Smith stated that is something the Ste ORR could do for us.</li> <li>• She stated it is a Level II Appeal.</li> <li>• J. Cescolini asked about training on the new Safety Care an introduction and the difference between Safety Care and CPI.</li> </ul>
<b>Miscellaneous/Committee Member Prerogative:</b>	<p><u>Discussion:</u> M. Negro asked for Board Prerogative or other Miscellaneous.</p> <ul style="list-style-type: none"> <li>• R. Roberge asked when folks are terminated because of bad behavior, what stops the person from going to another CMH and getting a job?</li> <li>• K. Smith stated it depends on the type of violation and it depends if they are a Licensed person. Some people that have a license, their license might be affected.</li> <li>• We have a rights data base that all of this goes to that we keep internally.</li> <li>• We require new employees to submit to a recipient rights background check because our background checks are not available through your regular fingerprinting background check.</li> <li>• The state does not have a statewide background check.</li> <li>• J. Cescolini stated they have to pass a drug test, they have been clean from drugs, we will work with them.</li> <li>• R. Erickson asked if employees are drug tested.</li> <li>• J. Cescolini stated if we feel there is suspicion, their is an incident or they are in an accident and are at fault.</li> <li>• J. Cescolini stated coming from the outside and from the hospital to here, she had no idea about Mental Health Recipient Rights and it was really eye opening to learn there is so much involved. It is very different from a medical setting.</li> <li>• K. Smith stated there was a complaint filed against a Northpointe Board Member for violating confidentiality at an open meeting and the State of Michigan will be investigating.</li> <li>• She wanted the Committee to be aware of it as people might talk about it.</li> <li>• The State was contacted and do it separately.</li> </ul>

	<ul style="list-style-type: none"> <li>J. Cescolini stated it was the Board Chairperson 's decision to have the investigation done internally or by the State. Kevin chose to have the state do it.</li> </ul>						
<b>Public Comment:</b>	<p>Discussion: M. Negro asked if there was any Public Comment.</p> <ul style="list-style-type: none"> <li>No Public Comment</li> </ul>						
<b>Meeting Adjourned:</b>	<p>Discussion: M. Negro entertained a motion to adjourn the meeting at 12:46PM</p> <table border="1" data-bbox="602 321 1312 457"> <tr> <td><b>Motion By:</b></td> <td>R. Roberge to adjourn the meeting at 12:46.PM</td> </tr> <tr> <td><b>Supported By:</b></td> <td>R. Erickson</td> </tr> <tr> <td><b>Outcome:</b></td> <td>Motion Carried and the meeting was adjourned at 12:46PM</td> </tr> </table>	<b>Motion By:</b>	R. Roberge to adjourn the meeting at 12:46.PM	<b>Supported By:</b>	R. Erickson	<b>Outcome:</b>	Motion Carried and the meeting was adjourned at 12:46PM
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**Document Owner:** Gardipee, Laurie  
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**Approvals**

- Committees:
- Signers:

**Original Effective Date:**

**Revision Date:**

**Review Date:**

**Attachments:**

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**Other Documents:**

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