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Department: Recipient Rights  
Manual(s):

Committee Minutes : Recipient Rights Advisory Committee - July 15, 2025

Recipient Rights Advisory Committee Meeting Information

Meeting Date: July 15, 2025

Meeting Location:

Northpointe Administrative Conference Room

Meeting Time: 12:00 PM

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 12:02 PM</li></ul>																																												
RRAC Member Roll Call:	<ul style="list-style-type: none"><li>K. Smith, Recipient Rights Officer conducted roll call:<table><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><tr><td>William Bouchard</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Vickie Knuth</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Ann Martin</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Mari Negro</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Brian Nord-Grenier</td><td>X</td><td></td><td></td><td></td></tr><tr><td>George Wiedenhoeft</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Lois Tovar</td><td>X</td><td></td><td></td><td></td></tr></table><p>*Remote participation per request for reasonable accommodations under ADA</p></li><li>Representing Administration: Katie Smith, Phil Gardiepy Hefner, Mandy Padget</li></ul>	RRAC Member	Present		Absent		Onsite	Remote*	Excused	Unexcused	William Bouchard	X				Vickie Knuth	X				Ann Martin	X				Mari Negro	X				Brian Nord-Grenier	X				George Wiedenhoeft	X				Lois Tovar	X			
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Public Comment:	<p><u>Discussion:</u> M. Negro, Chairperson, asked for Public Comment.</p> <ul style="list-style-type: none"><li>M. Negro introduced each member in attendance</li></ul>																																												
Approval of Agenda:	<p><u>Discussion:</u> M. Negro, Chairperson, asked for approval of the Agenda</p> <table><tr><td><b>Motion By:</b></td><td>A. Martin motioned to approve the Agenda.</td></tr><tr><td><b>Supported By:</b></td><td>V. Knuth</td></tr><tr><td><b>Outcome:</b></td><td>Motion Carried</td></tr></table>	<b>Motion By:</b>	A. Martin motioned to approve the Agenda.	<b>Supported By:</b>	V. Knuth	<b>Outcome:</b>	Motion Carried																																						
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Approval of Minutes:	<p><u>Discussion:</u> M. Negro asked if there were any changes to the minutes from April 15, 2025.</p> <ul style="list-style-type: none"><li>No discussion or changes to the minutes noted</li></ul> <table><tr><td><b>Motion By:</b></td><td>A. Martin motioned to approve the April 15, 2025 Meeting Minutes as submitted.</td></tr><tr><td><b>Supported By:</b></td><td>B. Bouchard</td></tr></table>	<b>Motion By:</b>	A. Martin motioned to approve the April 15, 2025 Meeting Minutes as submitted.	<b>Supported By:</b>	B. Bouchard																																								
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<b>Review of Recipient Rights Operating Expenditure Budget:</b>	<p><u>Discussion:</u> K. Smith reviewed the RR Operating Expenditure Budget with the committee.</p> <ul style="list-style-type: none"> <li>This budget was handed out at the meeting.</li> <li>Budget is through May - June was not finalized at the time of this meeting</li> <li>Group decided they would be okay with receiving the budget midway through the year and at the end of the year, as it has been a challenge to obtain it prior to meetings. They requested that if there are any significant changes to the budget, they be notified sooner.</li> <li>Invite K. Davis to next meeting to go through budget</li> </ul>		
<b>Elections of Officers</b>	<p><u>Discussion:</u> Election of officers are done annually</p> <p>Chair Person:</p> <p>K. Smith asked if there are any nominations for Chair Person</p> <ul style="list-style-type: none"> <li>B. Nord-Grenier nominated M. Negro to remain Chair Person of the RRAC</li> <li>K. Smith asked three times if there were any other nominations - none were submitted</li> <li>M. Negro Accepts nomination</li> <li>M. Negro approved by consensus</li> </ul> <p>Vice-Chair Person:</p> <ul style="list-style-type: none"> <li>M. Negro nominated B. Nord-Grenier to be Vice Chair</li> <li>K. Smith asked three times if there were any other nominations - none were submitted</li> <li>B. Nord-Grenier Accepted nomination</li> <li>Hearing no other nominations, M. Negro moved to close nominations and pass unanimous ballot for B. Nord-Grenier to Vice Chair</li> </ul>		
<b>Quarterly Report:</b>	<p><u>Discussion:</u> K. Smith reviewed the Quarterly report with group</p> <ul style="list-style-type: none"> <li>Quarterly report was mailed in packet.</li> <li>K. Smith reviewed the report page by page for the committee.</li> <li>K. Smith explained purpose of incident report to new members</li> <li>A. Martin asked for example for BC13 (Staff called 911 or police) <ul style="list-style-type: none"> <li>The one that was recorded on Quarterly report for 3rd quarter did not happen in our residential homes</li> </ul> </li> <li>Add definitions to report</li> <li>The Committee asked questions regarding the report.</li> </ul>		
<b>NBHS FY25 Semi-Annual Report</b>	<p><u>Discussion:</u> K. Smith reviewed the Annual Report paper.</p> <ul style="list-style-type: none"> <li>NBHS Board has reviewed this report</li> <li>Required to send Annual Report and Semi Annual Report to State</li> <li>This Semi-Annual report is just a breakdown of the first two quarters</li> <li>Group had the opportunity to ask questions</li> </ul>		
<b>Policies/Procedures Review:</b>	<p><u>Discussion:</u> K. Smith reviewed the following Policies and Procedures.</p> <p>A. Martin requested that collaboration page be kept in the future</p> <p>S. Smith reviewed each of the policies below:</p> <p><b>Policies Reviewed:</b></p> <ul style="list-style-type: none"> <li>Recipient Rights System</li> <li>Notification of Rights</li> <li>Recipient Rights Advisory Committee <ul style="list-style-type: none"> <li>B3: Election of officers changes from April to July</li> <li>Provide group with additional training on appeals process</li> <li>Provide "what if" training</li> </ul> </li> <li>Complaint Investigation and Resolution</li> </ul>		
<b>Miscellaneous/Committee Member Prerogative:</b>	<p><u>Discussion:</u> M. Negro, Chairperson asked if there was any Miscellaneous Committee Member prerogative.</p> <ul style="list-style-type: none"> <li>G. Wiedenhoft noted that since he retired from NBHS in 2007 the Rights department has come a long way thanks to K. Smith</li> </ul>		
<b>Public Comment:</b>	<p><u>Discussion:</u> 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>	Meeting adjourned at 1:11		

**Document Owner:**

Bal, Vanessa

**Collaborators:**

Johnson, Brent J  
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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