



**RECIPIENT RIGHTS ADVISORY COMMITTEE**  
**MEETING MINUTES**  
*Wednesday, March 13, 2024*  
*Burnside Training Center*

**Committee Members Present:** Lisa G., Justin S., Ken P., Shelby C., John H., & Joann H.

**Committee Members Absent:** None

**Recipient Rights Office:** Syndi N.

**Public Present:** Sara S.

Topic	Key Discussion Points	Data Reviewed/Used	Action Steps/Responsibility
<b>Call to Order</b>	The RRAC meeting was called to order by Ken at 9:32 a.m.		
<b>Old Business</b>	Ken asked if the committee would approve the meeting minutes from December 8, 2023.	Handout given.	Shelby motioned and Justin supported approving the minutes from December 8, 2023.
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Budget Report</li> <li>• Activity Report</li> <li>• Incident Report</li> <li>• Training on Recipient Rights Polices</li> <li>• Election of Committee positions</li> </ul>	<p>Handout given.</p> <p>Handout given.</p> <p>Handout given.</p> <p>Copies of Policies given.</p>	<p>Budget in good standing.</p> <p>Remains consistent.</p> <p>Remains consistent.</p> <p>Reviewed the following policies: Change in Treatment, Comprehensive Examination, Sterilization/Abortion/Contraception, Residential Labor, Fingerprinting/Photographing/Audiotaping/Use of One-Way Glass, Personal Property &amp; Funds</p> <p>Lisa motioned and Justin supported. All members agreed to the following: Chairperson: Ken P.</p>

Topic	Key Discussion Points	Data Reviewed/Used	Action Steps/Responsibility
	<ul style="list-style-type: none"> <li>Discussed Recipient Rights Conference</li> </ul>	September 24-27, 2024 Westin Detroit Southfield	Vice-Chairperson- John H. Secretary- Shelby C.  Discuss who would like to attend at the next meeting.
<b>Public comments</b>	None		
<b>Meeting adjournment</b>	Public meeting adjourned at 10:00 a.m.		Ken adjourned meeting.
<b>Next Meeting</b>	<b>June 12, 2024, at 9:30 am.</b>		Meeting will be held Burnside Training Center.

NOTE: The committee shall consist of six (6) members and the membership shall be for a three (3) year term, ending in 3/2026.

Respectfully Submitted by:

Shelby C.