



**RECIPENT RIGHTS ADVISORY COMMITTEE
MEETING MINUTES**

Wednesday, September 11, 2019
Burnside Training Center
Conference Room

Committee Members Present: Marianne H. (via telephone), Paula C., John H., Justin S., Ken P.
Committee Members Absent: Joann H.
Recipient Rights Office: Cindy M., Syndi N.
Public Present: None

Topic	Key Discussion Points	Data Reviewed/Used*	Action Steps/Responsibility
Call to Order	The meeting start time: 9:33 a.m.		
Old Business	Ken asked if the committee would approve the minutes of June 26, 2019.	Hand out given	Paul motioned and Justin supported to approve the June 26, 2019 minutes.
New Business	<p>The Office of Recipient Rights, Syndi N. reviewed the following report with the committee:</p> <ul style="list-style-type: none"> ➤ Budget Report ➤ Incident Report: categories ➤ Activity Report ➤ Review of By-Laws ➤ Appeals 	<p>Hand out given.</p> <p>Hand out given</p> <p>Hand out given</p> <p>Hand out given</p>	<p>Budget is reviewed and on file.</p> <p>RN providing additional training to staff when medication errors occur.</p> <p>Activity report current.</p> <p>No changes requested.</p> <p>Syndi reviewed that there must be two members of the Appeals Committee to initially review a request for an appeal. Ken and Marianne will complete the initial review, with Paula being an alternate.</p>

Topic	Key Discussion Points	Data Reviewed/Used*	Action Steps/Responsibility
Public comments	None		
Meeting adjournment	Public meeting adjourned at 9:57 a.m.		Ken made the motion to adjourn the meeting,
NEXT MEETING	December 4, 2019	Meeting time is at 9:30am. Place of meeting will be held at, Burnside Training Center Conference Room.	When a change in time or meeting place has occurred, the members shall be notified

NOTE: The committee shall consist of six (6) members and the membership shall be for a three (3) year term, ending in 03/20.

Respectfully Submitted by: Marianne Harrington