



**RECIPIENT RIGHTS ADVISORY COMMITTEE  
MEETING MINUTES**

*Wednesday, December 4, 2019*

*Burnside Training Center - Conference Room*

**Committee Members Present:** Marianne H. (via telephone), John H., Ken P., & Paula C.

**Committee Members Absent:** Joan H.

**Recipient Rights Office:** Syndi N.

**Public Present:** None

Topic	Key Discussion Points	Data Reviewed/Used	Action Steps/Responsibility
<b>Call to Order</b>	The RRAC meeting was called to order by Ken P. at 9:36 a.m.		
<b>Old Business</b>	Ken asked if the committee would approve the meeting minutes from September 11, 2019.	Handout given.	Paula motioned and John supported to approve the minutes from September 11, 2019.
<b>New Business</b>	<ul style="list-style-type: none"> <li>Annual Report.</li> <li>Public Notice for RRAC Meetings</li> <li>Budget Report</li> <li>Incident Report</li> </ul>	<p>Handout given.</p> <p>Handout given</p> <p>Handout given</p> <p>Handout given</p>	<p>Rewording recommended within the Outcomes section. Recommendation to the governing Board: Adding to residential contracts a clause that states the providers will complete a disciplinary/remedial action if the provider decides to re-hire an employee who had previously quit during a Recipient Rights investigation.</p> <p>.</p> <p>Dates approved</p> <p>Budget in good standing</p> <p>Suggested that an asterisk be placed by</p>

Topic	Key Discussion Points	Data Reviewed/Used	Action Steps/Responsibility
	<ul style="list-style-type: none"> <li data-bbox="415 394 656 428">• Activity Report</li> <li data-bbox="415 562 651 596">• Confidentiality</li> </ul>	<p data-bbox="886 394 1084 428">Handout given.</p> <p data-bbox="886 562 1084 596">Hand out given</p>	<p data-bbox="1138 296 1382 359">numbers that have outliers.</p> <p data-bbox="1138 394 1317 428">No questions.</p> <p data-bbox="1138 562 1360 625">Held over to next meeting.</p>
<b>Public comments</b>	None		
<b>Meeting adjournment</b>	Public meeting adjourned at 10:21 a.m.		Ken adjourned meeting.
<b>Next Meeting</b>	<b>March 11, 2020 at 9:30 am.</b>		Meeting will be held the Burnside Training Center Conference Room.

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

Respectfully Submitted by:

Marianne Harrington