



**RECIPIENT RIGHTS ADVISORY COMMITTEE
MEETING MINUTES**

Wednesday, December 10, 2024
TBHS Training Center
129 East Burnside Street
Caro, MI 48723

Committee Members Present: Joann H., Justin S., Lisa G., John H., Shelby C.

Committee Members Absent: Ken P.

Recipient Rights Office: Cindy M.

Public Present: None

Topic	Key Discussion Points	Data Reviewed/Used	Action Steps/Responsibility
Call to Order	The RRAC meeting was called to order by Ken P. at 9:31 a.m.		
Old Business	Ken P. asked if the committee would approve the meeting minutes from September 11, 2024.	Handout given.	Shelby motioned and Lisa supported to approve the minutes from September 11, 2024.
New Business	<ol style="list-style-type: none"> 1. Annual Report. 2. Public Notice for RRAC Meetings 3. Budget Report 4. Incident Report 5. Activity Report 6. Training on Recipient Rights Policies 	<p>Handout given.</p> <p>Handout given.</p> <p>Handout given.</p> <p>Handout given.</p> <p>Handout given.</p> <p>Copies of the policies given. Handout on all policy changes was distributed.</p>	<p>No recommendations were given.</p> <p>June date changed from the 11th to June 4, 2024.</p> <p>Question on salaries and Fringes Cost as to the increase. Mitchell to get with CFO for more information regarding that line item.</p> <p>Remains consistent.</p> <p>Remains consistent</p> <p>Provided Recipient Rights Policies: Records Retention & Disposal; Treatment by Spiritual Means; Seclusion;</p>

Topic	Key Discussion Points	Data Reviewed/Used	Action Steps/Responsibility
	<p>7. Confidentiality Forms</p> <p>8. Recipient Rights Officer Position</p>	<p>Form given.</p> <p>V. Gomez presented on his history and work experience within the agency as a potential Recipient Rights Officer. V. Gomez left the meeting at 10:09 am.</p>	<p>Recipient Rights System; Right to Access Entertainment Material, Information & News; Communication, Telephone, Visiting Rights, Change in Treatment</p> <p>Signed by all members.</p> <p>Mitchell to take feedback from the committee to TBHS CEO for consideration.</p>
Public comments	None		
Meeting adjournment	Public meeting adjourned at 10:13 a.m.		John H. adjourned meeting.
Next Meeting	March 12, 2025 at 9:30 am.		Meeting will be held at TBHS Training Center at 129 East Burnside Street, Caro.

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

Respectfully Submitted by:

Shelby C.