



RECIPIENT RIGHTS ADVISORY COMMITTEE CHARTER

CONTEXT

The Recipient Rights Advisory Committee (RRAC) has been formed to act as an advisory group to the Recipient Rights Officer (RRO) and the Chief Executive Officer (CEO).

MISSION | OBJECTIVES | DELIVERABLES

The mission of this committee is to fulfill its obligations under the Michigan Mental Health Code, Section 330.1757.

The objectives of this committee are to:

- 1) The recipient rights advisory committee shall:
 - a) Meet at least semiannually or as necessary to carry out its responsibilities.
 - b) Maintain a current list of members' names to be made available to individuals upon request.
 - c) Maintain a current list of categories represented to be made available to individuals upon request.
 - d) Protect the office of recipient rights from pressures that could interfere with the impartial, even-handed, and thorough performance of its functions.
 - e) Recommend candidates for director of the office of recipient rights to the executive director and consult with the executive director regarding any proposed dismissal of the director of the office of recipient rights.
 - f) Serve in an advisory capacity to the executive director and the director of the office of recipient rights.
 - g) Review and provide comments on the report submitted by the executive director to the community mental health services program board under section 755. *Specifically, (6), which addresses the semiannual and annual reports*
 - h) If designated by the board of the community mental health services program, serve as the appeals committee for a recipient's appeal under section 784.
 - i) Meetings of the recipient rights advisory committee are subject to the open meetings act, Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Minutes shall be maintained and made available to individuals upon request.
 - j) Should the recipient rights advisory committee need to hold virtual meetings, please refer to LifeWays procedure 01-02.02 Board Meetings, Section *Set Up of Scheduled Board Meeting Attendance Via Teleconferencing or Videoconferencing, Subsection C, Paragraph 4* for guidance as related to complying with the Open Meetings Act.

The deliverables of this committee are:

- 2) Monitor timely investigations to ensure completion in stated time frame.
- 3) Review and approve annual report to the MDHHS ORR.
- 4) Hear appeals.
- 5) The committee will maintain a reporting schedule and monitor the attendance of members.

COMPOSITION AND ROLES



As mandated by the Michigan Mental Health Code (MHC), the board of each community mental health services program shall appoint a recipient rights advisory committee consisting of at least six (6) members. The membership of the committee shall be broadly based to best represent the varied perspectives of the community mental health services program's geographic area. At least 1/3 of the membership shall be primary consumers or family members, and of that 1/3, at least 1/2 shall be primary consumers. The RRAC will consist of the following:

1. Members of the Board of Directors;
2. Consumers;
3. Guardians or family member of consumers;
4. Individuals with a human services occupation;
5. General public

The roles of this committee are:

Chairperson | Responsible for:

The Chairperson shall call Committee meetings to order, lead the meetings and encourage the participation of all the members in discussion.

Vice Chairperson | Responsible for:

In the absence of the Chairperson, the Vice Chairperson shall perform the functions of the Chair.

Recipient Rights Office Administrative Assistant | Responsible for:

The Administrative Assistant serves as a recorder and is a neutral servant on the advisory council. RRO-AA shall capture discussions, problem solving and planning of the council and shall prepare the minutes following each meeting. Meeting minutes must be submitted to the Governance Director/designee for review, editing, and preparation for forwarding to the LifeWays Board of Directors. The RRO-AA maintains a copy of the meeting minutes for purposes of reporting to the Department of Health and Human Services Office of Recipient Rights tri-annually.

Member | Responsible for:

An appointed participant of the committee selected based on content/expertise or leadership representation. Members are expected to be fully engaged participants of planning, problem solving and decision making. Members are expected to attend all meetings. Members missing more than two consecutive meetings will be contacted to address any barriers and to confirm continued interest in membership. Members missing three (3) consecutive meetings shall be sent a letter emphasizing the importance of active participation, including meeting attendance, and notifying the member that their membership may be terminated if they are unable to commit to regular attendance. After the fourth consecutive no show, a letter of termination from the committee chair will be issued.

AUTHORITY AND BOUNDARIES

- Team members may enlist subject matter experts to join the committee ad hoc based on agenda topic.
- The RRAC makes recommendations to the CEO for timeliness of completing investigations, strategic action plans and key performance indicators, and makes recommendations for improvement. The RRAC will address decision-making within the group through gathering approval of all members for each decision made.
- Comply with all applicable regulations of the Mental Health Code.



- Ensure the Office of Recipient Rights complies with all contractual requirements as agreed upon between LifeWays and Mid-State Health Network and LifeWays and the Michigan Department of Health and Human Services.

RESOURCES AND SUPPORT

TBD based on feedback from the Recipient Rights Advisory Committee.

OPERATIONS

- Meetings will be scheduled based on the responsibilities of the committee but at least semiannually.
- Team members are expected to be on time and prepared.
- If a member is unable to attend, they should notify the Recipient Rights Administrative Assistant.

NEGOTIATION AND AGREEMENT

Decisions of the committee will be made by discussion and group consensus. The CEO has final decision if any conflicts arise.

COMMITTEE'S FY GOALS

QIC REVIEW AND APPROVAL

Committee Charter was reviewed and approved by QIC on: