

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY
3111 Electric Avenue
Port Huron, Michigan 48060

GROUP MEETING: Recipient Rights Advisory Committee

SUBJECT: Regular Meeting

PLACE: St. Clair County Community Mental Health Authority

DATE: November 18, 2025

TIME: 12:04 pm

PRESIDING: Nancy Thomson, Chairperson

PRESENT: Dawn Davey, Julie Jowett-Lee, Katherine Albrecht, Nancy Thomson,
Paula Jowett, Rosella Mirabelli, and Jo Ann Wilton

ABSENT: Lori Ames

STAFF PRESENT: Jocelyn Henderson, Marissa George, Sandy O'Neill, Tracy Duncan, and
Ashley Brennan

I. CALL TO ORDER

The meeting was called to order at 12:04 pm by Chairperson Thomson.

II. AGENDA CHANGES

None.

III. CITIZENS WISHING TO ADDRESS THE COMMITTEE

There were no citizens wishing to address the Committee.

IV. APPROVAL OF MINUTES

The minutes from the August 26, 2025, Recipient Rights Advisory Committee meeting were reviewed by the Committee. Ms. Wilton made a motion to approve the minutes as written. Ms. Jowett seconded. MOTION CARRIED.

V. CORRESPONDENCE OF NOTE

None.

VI. PRIMARY BUSINESS ITEMS

A. Administrative Function

i. Annual Report - Outcomes:

The MDHHS Annual report is due to the State by December 30, 2025. Ms. O'Neill is hoping to have the report submitted early to have it available at the December Board meeting. Due to this timeline, Ms. O'Neill requested the Committee review the current goals of the ORR, make any necessary changes, and approve any revisions made for the upcoming 2026 ORR goals.

ii. Annual Report – Recommendations:

No changes were made to current ORR goals #1, 2, and 4. Ms. Thomson suggested to the Committee to remove ORR goal #3 since the Committee has struck out trying to get the State's approval to allow reporting from county to county in an effort to inform agencies of individuals with substantiated complaints against them. The Committee agreed it should be removed.

Ms. O'Neill suggested the addition of a new ORR goal be the creation of virtual training for guardians and parents that would be about an hour in length to provide information they may not know regarding the ORR's role and resources available from the ORR to help parents and guardians advocate for the recipient. After discussing this option, the Committee agreed to add developing this training for parents and guardians as a replacement of the former ORR goal #3.

B. Complaint Resolution Function

i. Complaint Data Report:

The Committee reviewed and discussed the SCCCMHA Aggregate Data Report. The time-period covered by the report was 7/1/2025 – 9/30/2025. During this time-period there were:

- 89 New Complaints
- 103 New Allegations
- 52 Not Substantiated Allegations
- 04 No Right Involved Allegations
- 03 Outside Provider Jurisdiction
- 1 Pending Allegations
- 43 Substantiated Allegations

ii. Comparison Report FY24 and FY25:

The Comparison Report was made available to the Committee to review.

C. Monitoring Function

i. Incident Reporting:

1. FY2025 – Summary Data Report

The Committee reviewed and discussed the FY2025 Q4 Incident Report Data Report with Ms. Henderson answering questions presented. The Committee was concerned with the increase in certain categories of incident reports and Ms. Henderson stated that coding incidents can be at the discretion of the individual entering the code and thus, having different people coding can cause this type of increase in numbers especially when the number of incidents reported for review has also increased.

ii. Site Visits:

Ms. O'Neill reported there were no issues with any of the homes visited and Ms. Horne continues to do an excellent job.

D. Prevention/Education Function

i. Training for RRAC Membership:

1. Board Policy #05-001-0005, Recipient Rights

Ms. O'Neill provided training regarding the standards and procedures outlined in the policy. This training provided additional information to the Committee on ensuring a mechanism is provided for the protection of recipients' rights in accordance with the Mental Health Code. Ms. O'Neill also provided the Committee with a copy of the policy that highlighted any changes that were made to the policy since it was last reviewed.

2. Board Policy #05-001-0060, Parent/Guardian Monitoring Program

Ms. O'Neill provided training regarding the standards and procedures outlined in the policy. This training provided additional information to the Committee on assisting the ORR with its monitoring requirement under Mental Health Code, 330.1755 to monitor each service site on an annual basis and to offer parents/guardians an opportunity to provide feedback regarding their level of satisfaction with the specialized residential services provided to their child/the individual they represent.

ii. *Training Manuals – Annual Review*

1. New-Hire Training Manual

A copy of the Training Manual was made available to the Committee. There were no major changes made to the training manual. There were two additional slides added.

VII. OTHER BUSINESS ITEMS

A. MDHHS-ORR Annual Conference Update:

i. **“Rights Champion” Champion of the Year?**

ii. **Newsletter issued October 2025 – Issued quarterly in 2026**

The Committee agreed to continue the “Rights Champion” Champion of the Year be recognized at the MDHHS-ORR Annual Conference. The ORR would select up to 4 individuals to receive this honor and the Committee would then vote on the one individual who would receive this recognition at the conference.

B. Tentative RRAC Meeting Dates for 2026

Please note: All meetings take place at 12:00 pm at the SCCCMHA-Administration Building.

- February 24, 2026
- May 19, 2026 (Tentative-Holiday)
- August 25, 2026
- November 17, 2026 (Tentative-Holiday)

C. Announcements

- Ms. Deb Johnson attended the meeting to thank the Committee for their continued dedication and support of the ORR. She provided an update on the approval of the additional full-time Advisor being added to the ORR staff. The position has been posted and is open to applications. Ms. O’Neill thanked Ms. Johnson for her ongoing support for the needs of the ORR staff.
- Ms. Thomson reminded the Committee members to add the Appeal meeting on December 2, 2025, to their calendars and reviewed the appeals process for the new members.
- Ms. O’Neill noted there was a change to the ORR training requirements beginning October 1, 2025. The ORR staff are now required to complete 8 training courses per year. The state also eliminated the specific training categories.
- Ms. Jowett-Lee made a suggestion to add a QR code to link to the SCCCMHA webpage for ORR complaints.

VIII. ADJOURNMENT

With no further business to discuss, Chairperson Thomson adjourned the meeting at 12:58 pm.

Respectfully submitted,

Ashley Brennan
Administrative Assistant

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