

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: February 24, 2026
TIME: 12:00 pm
PRESIDING: Nancy Thomson, Chairperson

PRESENT: Julie Jowett-Lee, Nancy Thomson, and JoAnn Wilton
ABSENT: Katherine Albrecht, Lori Ames, Dawn Davey, Paula Jowett, and Rosella Mirabelli
STAFF PRESENT: Tracy Duncan, Marissa George, Jocelyn Henderson, Sandy O'Neill, Cassie Taylor, and Sandy Horne

I. CALL TO ORDER

The meeting was called to order at 12:00 pm by Chairperson Thomson.

II. AGENDA CHANGES

Ms. O'Neill requested a change to add RRAC Reappointment Letters to the meeting.

III. CITIZENS WISHING TO ADDRESS THE COMMITTEE

There were no citizens wishing to address the Committee.

IV. APPROVAL OF MINUTES

The minutes from the November 18, 2025, Recipient Rights Advisory Committee meeting were reviewed by the Committee. Ms. Jowett-Lee made a motion to approve the minutes as written. Ms. Wilton seconded. MOTION CARRIED.

V. CORRESPONDENCE OF NOTE

None

VI. PRIMARY BUSINESS ITEMS

Ms. O'Neill welcomed and introduced our newest ORR team member, Ms. Cassandra (Cassie) Taylor, to the Committee.

A. Administrative Function

i. Annual Report:

Ms. O'Neill stated the Annual Report was submitted on December 19, 2025 to MDHHS. She received notification there was a column that still needed to be filled in so it was resubmitted on December 31, 2025. Ms. O'Neill felt additional information needed to be added to the report and submitted it for the final time on January 13, 2026.

ii. Semi-Annual Report:

The Semi-Annual Report is due to MDHHS on June 30, 2026

B. Complaint Resolution Function

i. Aggregate Data Report:

The Committee reviewed and discussed the Complaint Resolution Aggregate Data Report FY2026 – Q1. The time-period covered by the report was 10/1/2025 – 12/31/2025. During this time-period there were:

- 78 New Complaints
- 82 New Allegations
- 41 Not Substantiated Allegations
- 09 No Right Involved Allegations
- 02 Outside Provider Jurisdiction
- 02 Pending Allegations
- 28 Substantiated Allegations

There was a general discussion among the Committee regarding Dignity and Respect and Services Suited to Condition being the top two complaints.

Ms. O'Neill stated the ORR continues to meet their goals despite the continual increase in the number of complaints received.

C. Monitoring Function

i. Incident Reporting:

1. Summary Data Report – FY2026 Q1

The Committee reviewed and discussed the FY2026 Q1 Incident Report Data. Mrs. Henderson reported a vast increase in Med Refusals and provided the Committee with a breakdown to see where the increases came from.

2. FY26 Q1– Comparison Report

Ms. O’Neill shared with the Committee the Comparison Report that she will be presenting at the next Board meeting. The Committee reviewed and discussed the findings and key takeaways.

ii. Site Visits:

Site visits are being completed as scheduled. Ms. Horne discussed two new program sites that she will be visiting tomorrow. She stated there are no concerns.

D. Prevention/Education Function

i. Training for RRAC Membership:

1. Administrative Policy #05-003-0050, Personal Funds

Ms. O’Neill provided training regarding the standards and procedures outlined in the policy. This training provided additional information to the Committee on ensuring recipients have access to and the ability to spend their personal funds as they choose. This policy also establishes guidelines for the monitoring and accounting of residents’ funds.

2. Board Policy #05-001-0050, Appeals of Recipient Rights Complaint Findings and Dispute Resolution

Ms. O’Neill provided training regarding the standards and procedures outlined in the policy. This training provided additional information to the Committee on ensuring recipients of mental health services are informed of their right to an appeal process regarding recipient rights complaints per Mental Health Code 330.1757.

VII. OTHER BUSINESS ITEMS

A. “Rights Champion” Champion of the Year:

The Committee was provided with a handout showing the individuals being considered for the Rights Champion of the Year award. The Committee took time to review the handout and then there was discussion amongst the Committee and the ORR team. The Committee took a vote, and the results were all in favor of Denise Ellery from IMPACT receiving the Rights Champion of the Year honor.

B. Annual Awards:

Ms. O’Neill let the Committee know this year’s Annual Awards is May 14, 2026, at the Blue Water Convention Center, starting at 8:30 am. She asks if anyone from the Committee is planning on attending to please let her know.

C. Newsletter:

The last Newsletter was issued December 2025. The next issue is anticipated to be issued in March 2026.

D. RRAC Membership Reappointment Letter and Committee Form:

Reappointment Letters and Committee Forms were handed out to those in attendance. Members not in attendance have been mailed their paperwork. Ms. O'Neill asked the Committee to please return their form when completed. As of now, there is one member that has notified the RRD they will not be returning to the Committee for another term.

E. Tentative RRAC Meeting Dates for 2026:

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

- i. February 24, 2026
- ii. May 19, 2026 (Rescheduled due to holiday)
- iii. August 25, 2026
- iv. November 17, 2026 (Rescheduled due to holiday)

F. Announcements:

Ms. Wilton will be out of town for the May meeting. She noted she believes she has been on the Committee for close to 20 years.

VIII. ADJOURNMENT:

With no further business to discuss, Chairperson Thomson adjourned the meeting at 12:39 PM.

Respectfully submitted,

Sandy Horne
ORR Recording Secretary