

**ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY
RECIPIENT RIGHTS ADVISORY COMMITTEE**

Date: November 28, 2023

Time: 12:00 pm – 1:00 pm

Chairperson: Nancy Thomson

Location: SCCCMHA–Administration Building, The Summit Room (2nd Floor)

AGENDA* AND NOTICE OF REGULAR MEETING

- 1. Call to Order**
- 2. Agenda Changes**
- 3. Citizens Wishing to Address the Committee**
- 4. Approval of Previous Meeting Minutes****
- 5. Correspondence of Note**
- 6. Primary Business Items**
 - a. **Administrative Function**
 - i. Annual Report – Outcomes**
 - ii. Annual Report – Recommendations**
 - b. **Complaint Resolution Function**
 - i. Aggregate Complaint Data Report*
 - c. **Monitoring Function**
 - i. Incident Reporting
 1. FY2023 – Summary Data Report**
 - ii. Site Visits
 - d. **Prevention/Education Function**
 - i. Training for RRAC Membership
 1. Unauthorized Leave from Residential Program, #05-003-0005**
 2. Fingerprints, Photographs, Audiorecordings, and Use of One-Way Glass, #05-003-0010**
 - ii. Administrative Procedure & Policy Review Schedule 2024 – 2026**
 - iii. Training Manuals – Annual Review
 1. New-Hire Training Manual
 2. Refresher Training Manual
- 7. Other Business Items**
 - a. **MDHHS-ORR Annual Conference Update**
 - b. **“Rights Champion” Awards Luncheon**
 - i. Date: January 9, 2024
 - ii. Time: 12:00 pm
 - iii. Location: SCCCMHA Administration Building (Auditorium)
 - c. **Tentative RRAC Meeting Dates for 2024**
Please note: All meetings take place at 12:00 pm at the SCCCMHA-Administration Building
 - i. February 27, 2024
 - ii. May 28, 2024
 - iii. August 27, 2024
 - iv. November 26, 2024
 - d. **Announcements**
- 8. Adjournment**

*Sent in Mail
**Sent via E-Mail