



**Northern Lakes**  
COMMUNITY MENTAL HEALTH  
**RECIPIENT RIGHTS ADVISORY COMMITTEE**  
**RECIPIENT RIGHTS APPEALS COMMITTEE**

## **APPLICATION AND APPOINTMENT PROCEDURES**

Thank you for your interest in applying to serve on the Recipient Rights Advisory Committee and the Recipient Rights Appeals Committee, together commonly referred to as the "RRAC."

### **Overview:**

Michigan Law (Michigan Mental Health Code, Act 258 of 1974) requires that the Board of each Community Mental Health Services Program appoint a Recipient Rights Advisory Committee to serve in an advisory capacity to the Director of the Office of Recipient Rights, the Executive Director, and the NLCMH Board of Directors regarding matters pertaining to the promotion and protection of Recipient Rights and a Recipient Rights Appeals Committee to review appeals of Recipient Rights complaints.

### **Committee Functions:**

#### **The Recipient Rights Advisory Committee:**

- Recommends candidates for Director of the Office of Recipient Rights to the Chief Executive Officer and consults with the Chief Executive Officer regarding any proposed dismissal of the Director of the Office of Recipient Rights;
- Protects the Office of Recipient Rights from pressures that could interfere with the impartial, even-handed and thorough performance of its duties;
- Annually reviews the adequacy of funding provided to the Office of Recipient Rights;
- Reviews, provides comments, and makes recommendations on the Semi-Annual and Annual Reports of the Office of Recipient Rights that are submitted to the Department of Community Health and the Board of Directors;
- Periodically evaluates the operations of the Office of Recipient Rights, progress towards desired outcomes set by the Office, and the status of rights protection throughout the NLCMH service delivery system, including a review of operational and Board policies and procedures pertaining to Recipient Rights.

\*NOTE: Advisory Committee meetings are subject to the Open Meetings Act. Meeting minutes and a current list of members and a separate list of the membership categories represented on the committee (minus member names) are maintained and made available to the public upon request.

#### **The Recipient Rights Appeals Committee:**

- Reviews and makes decisions on any appeals filed regarding the investigative findings of the Office of Recipient Rights and/or remedial actions proposed or taken by respondents to Recipient Rights Complaints.

\*NOTE: Appeals Committee meetings are confidential and are held in closed session.

### **Membership Criteria:**

The committee is composed of nine members, including:

- **Primary Consumers** (no less than two): A primary consumer is defined as a resident of the NLCMH six-county geographic service area - Crawford, Grand Traverse, Leelanau, Missaukee, Roscommon or Wexford County - who has as a diagnosis of a developmental disability, serious mental illness, or severe emotional disturbance and is currently receiving, or has previously received, services provided by or under contract with NLCMH or similar services - \*note: priority will be given to recipients who are currently receiving services.
- **Family Members:** (no less than one): A primary consumer is defined as a resident of the service area who is a parent, child, sibling, spouse, or significant other of an individual with a diagnosis of severe emotional disturbance, developmental disability, and/or a serious mental illness who is currently receiving, or has previously received, services provided by or under contract with NLCMH or similar services- \*note: priority is given to family members of recipients currently receiving services.
- **Community-at-large members:** (defined as a resident of the NLCMH six-county geographic service area who able to represent, by personal or professional experience, at least one of the populations served by NLCMH and who has demonstrated an interest in or a commitment to promoting and protecting the rights of individuals with mental and/or developmental disabilities.

- **Geographic Area Representatives:** No less than three members representing Wexford and Missaukee Counties, no less than four members representing Grand Traverse and Leelanau Counties, and no less than two members representing Roscommon and Crawford Counties, all of whom shall represent one of the three main membership categories.
- **Board Members:** At least two members shall be NLCMH Board Members who represent one of the three main membership categories. One of these Board members shall also serve as chairperson of the committee.

\*NOTE: An employee of NLCMH or of a contracted provider may not serve as a member of the Committee due to potential conflict of interest.

### **Meeting Schedule:**

The Advisory Committee generally schedules six meetings per year from 2:30 – 5:00 pm the first Tuesday of every other month in Traverse City (videoconferencing is available from Cadillac and Houghton Lake). Appeals Committee meetings are scheduled whenever appeals are filed (typically the committee reviews 2-6 appeals per year). Whenever possible Appeal Committee meetings are scheduled the same day of Advisory Committee Meetings.

### **Terms:**

Members are appointed for three-year, staggered terms apportioned by geographic area. Members may reapply for re-appointment at the end of their term, but the seat is open to any qualified applicant.

### **Training**

The Office of Recipient Rights provides orientation, ongoing training, and technical assistance to members and will make reasonable accommodations to members to ensure effective participation.

### **Member Expectations:**

- Members are expected to attend all Advisory and Appeal Committee meetings or to give advance notice if an absence is unavoidable.
- Three consecutive absences without notice will be considered resignation.
- Members are expected to read all materials sent in advance of meetings and to be actively engaged in discussions at meetings.

### **Reimbursement:**

Committee members may be paid per diem and mileage reimbursement in accordance with Board policy and procedure.

### **Application and Appointment Process**

- RRAC applications can be obtained at any time by verbal or written request to the NLCMH Executive Office or the Office of Recipient Rights.
- When there is a vacant seat on the committee, either because a member's term has expired or due to a member's resignation or dismissal, the Office of Recipient Rights will assure that the vacancy is advertised in a timely and public manner.
- In addition to providing information relevant to determining the applicant's eligibility with respect to membership criteria, applicants will be asked to state the reasons for their interest in serving on the committee, their advocacy experience, committee involvements, work history, and other relevant information. Assistance will be provided to the applicant in completing the application upon request.
- Applications will be forwarded to the RRAC chairperson upon receipt.
- The RRAC chairperson shall contact each applicant and invite and encourage him or her to attend a RRAC meeting where he or she will be afforded an opportunity to speak to and ask questions of the RRAC.
- At the end of the posting period, the RRAC will review all applications received to date. All applications that were properly completed and that demonstrate that the applicant meets membership criteria for the vacant seat will be forwarded to the Board of Directors for consideration.
- Applicants will be invited to attend the Board meeting at which the decision for appointment is on the agenda and will be afforded an opportunity to address the Board prior to the Board's decision. The Board will ensure that appointments are made in accordance with membership criteria.