

MINUTES
RECIPIENT RIGHTS ADVISORY COMMITTEE (RRAC)
December 15, 2020
3:33 pm-4:11 pm via Zoom

Committee Members Present:

Comm. Gale Dugan, Chairperson
John Weerstra, Board Member
Glen Brookhouse, Vice Chairperson
Richard Wiley, Community Member
Stacy Engelsman, Community Member
Jay Eveland, Community Member
VACANT

Committee Members Not Present:

Amy Clugston, Board Member

Staff Present:

Kelsey Newsome, Interim Recipient Rights Director
Mandy Padget, Recipient Rights Officer
Mark Witte, Executive Director
Melisse Hughes, Clerical Support
Nan Lawrence, Human Resources

Staff Not Present:

Members of the Public Present:

None

1. CALL TO ORDER

Chairperson Gale Dugan called the meeting to order at 3:33 pm, Recipient Rights Officer Kelsey Newsome called the roll.

2. PUBLIC COMMENT

Chairperson Gale Dugan opened an opportunity for public comment. No members of the public were present. Chairperson Gale Dugan closed the opportunity for public comment.

3. APPROVAL OF AGENDA

Executive Director Mark Witte proposed an addition to the agenda to include a discussion of personnel changes. Motion to approve agenda as amended by Chairperson Gale Dugan, supported by Community Member Stacy Engelsman, 2nd by Board Member John Weerstra. Unanimously approved by a voice vote.

4. APPROVAL OF MINUTES

Chairperson Gale Dugan motioned to approve the 10/20/2020 minutes. Supported by Richard Wiley, Community Member. Unanimously approved by a voice vote.

5. REVIEW OF ORR STATUS REPORT

Recipient Rights Director Kelsey Newsome reviewed the October/November 2020 Status Report. Ms. Newsome noted that we received 33 complaints in the previous two-month period. Ms. Newsome indicated that 6 cases were closed. 27 cases remain open and are all in compliance. All cases are within state required timelines.

6. RRAC EDUCATION

Interim Recipient Rights Director Kelsey Newsome asked that RRAC and Board Members take the Online Recipient Rights Training independently before the end of December.

7. **OTHER BUSINESS**

- a. Interim Recipient Rights Director Kelsey Newsome added a reminder of the RRAC Annual Report Meeting @ 1 pm on December 29, 2020 via Zoom.
- b. Motion for confirming meeting dates for 2021 by Community Member Richard Wiley, supported by Vice Chairperson Glen Brookhouse. Unanimously approved by a voice vote.
- c. Executive Director Mark Witte updated RRAC of Jackie Villasis's resignation, Kelsey Newsome's continuing as Interim Recipient Rights Director. Discussion held regarding outstanding tasks and discussed the posting of Recipient Rights Director position.
- d. Interim Recipient Rights Director Kelsey Newsome answered a question by Community Member Stacy Engelsman about clarification of the IR Follow Up Procedure.
- e. Kelsey Newsome discussed adding IR Data to the ORR Status Report.

8. **PUBLIC COMMENT**

Community Member Jay Eveland voiced gratitude for the RRAC.

9. **ADJOURNMENT**

Motion to adjourn made by Chairperson Gale Dugan supported by Board Member John Weerstra, and approved unanimously by voice vote. Adjourned at 4:11 pm.

Respectfully Submitted by

Melisse Hughes

Melisse Hughes
Clerical Support