

Chapter: **ADMINISTRATION**  
Title: **BOARD COMMITTEES**

Prior Approval Date: 02/25/15  
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APPROVED BY BOARD ACTION

Approved by:  Date: 03/25/20  
Chief Executive Officer

Board Approval: 03/25/2020

**PROGRAM AND BUDGET COMMITTEE**

**STATEMENT OF PURPOSE**

The Program and Budget Committee is established as a Standing Committee of the Macomb County Community Mental Health Board of Directors ("Board") to review all program and fiscal issues presented to it by the Chief Executive Officer for the purpose of making recommendations to the full Board. In addition to the proposed annual program and budget plan(s), the Committee reviews and acts on proposed program and budget issues throughout the course of the year such as contracts/contract amendments with service providers, redirection of existing resources, and special requests from the community for additional services.

It is the practice of the Board that this Committee functions as a Committee of the Whole and that it meets monthly, usually two weeks preceding the regular Board meeting.

## LEGISLATIVE AND POLICY COMMITTEE

### STATEMENT OF PURPOSE

The Legislative and Policy Committee is established as a Standing Committee of the Board to promote information about and awareness of proposed or enacted legislation, policies, and/or actions of county, state and federal government(s) that may have an effect on the Board's mental health or substance abuse programs and services, or service recipients. In addition, the Committee recommends proposed positions or actions to the full Board in an effort to promote full and appropriate participation in the legislation process. The Committee may, at the Board's discretion, participate directly in the legislative process (e.g., providing testimony concerning Board positions, advocacy, etc.) and through its recommendations to the Board, act in an advisory capacity to the Chief Executive Officer.

### ACTIVITIES (All Committee actions and activities are subject to Board approval)

To achieve these purposes, the Committee:

- (1) Receives and reviews staff reports and recommendations and initiates inquiries concerning proposed legislation and/or policies pertaining to mental health and substance abuse issues, including the potential effect of such mental health/substance abuse programs and services, its clientele, resources and funding;
- (2) May initiate recommendations for amendments to existing or creation of new legislation, resolutions, and/or policies;
- (3) Advocates and manifests support for or opposes legislation concerning mental health/substance abuse programs, services, and recipients;
- (4) May, at the Board's discretion, establish and maintain regular contact with local, state, and federal public officials concerning mental health/substance abuse issues.

## PERSONNEL COMMITTEE

### STATEMENT OF PURPOSE

The overall purpose of the Personnel Committee is to ensure that personnel policies and practices of the Community Mental Health program are fair and equitable to all employees in compliance with Macomb County policies and regulations, state laws as they pertain, and Fair Labor Practices as established in Federal legislation and regulations; and consistent with contractual obligations between the County of Macomb and various labor unions for employees who are members of such unions.

Toward that end, the Committee:

- (1) Regularly reviews personnel activities pertaining to County employees in its programs;
- (2) Reviews all staff initiated recommendations for establishment of new positions and classifications, and for reclassifications of existing positions, for the purpose of recommending approval or disapproval to the full Board, and County Human Resources and Labor Relations Department.
- (3) Reviews all proposed Human Resources policies governing County employees employed in directly administered board programs for the purpose of recommending approval or disapproval to the full Board and to ensure compliance with the County Human Resources and Labor Relations Department;
- (4) Reviews all proposed quality assurance policies pertaining to professional standards recommendations regarding professional credentialing, privileges and standards of practice for the purpose of recommending policy approval to the full Board.

## RECIPIENT RIGHTS ADVISORY COMMITTEE

### STATEMENT OF PURPOSE AND FUNCTION

#### **Office of Recipient Rights**

The Office of Recipient Rights was established by Public Act 258 of 1974, known as the Mental Health Code. Its primary function is to investigate alleged violations of recipient rights as guaranteed by the Code. In so doing, the office may act to resolve disputes relating to alleged violations and to obtain remedy for substantiated violations. A second function is to provide for staff consultation and training on rights related issues, and for protection of the rights of the recipients of services. A third function is that of monitoring the system to correct conditions which may contribute to potential violations. This includes such activities as reviewing unusual incident reports which originate within the agency; revising and developing recipient rights related policies and procedures; and periodic monitoring or implementation of those policies and procedures.

#### **Recipient Rights Advisory Committee**

The Recipient Rights Advisory Committee is established in the Michigan Mental Health Code, MCL 330.1757. The membership of the Committee shall consist of at least six (6) members and shall be broadly based so as to best represent the varied perspective of MCCMH's geographic area. At least one-third of the membership shall be primary consumers or family members, and of that one-third at least one-half shall be primary consumers.

The Recipient Rights Advisory Committee shall do all of the following:

- (1) Meet at least semiannually or as necessary to carry out its responsibilities.
- (2) Maintain a current list of members' names to be made available to individuals upon request.
- (3) Maintain a current list of categories represented to be made available to individuals upon request.
- (4) Protect the Office of Recipient Rights from pressures that could interfere with the impartial, even-handed, and thorough performance of its functions.
- (5) Recommend candidates for Director of the Office of Recipient Rights to the Chief Executive Officer, and consult with the Chief Executive Officer regarding any proposed dismissal of the Director of the Office of Recipient Rights.
- (6) Serve in an advisory capacity to the Chief Executive Officer and the Director of the Office of Recipient Rights.
- (7) Review and provide comments on the report submitted by the Chief Executive Officer to the Community Mental Health Services Program Board under MCL 330.1755.
- (8) If designated by the Board of the Community Mental Health Services Program, serve as the Appeals Committee for a recipient's appeal under MCL 330.1784.
- (9) Meetings of the Recipient Rights Advisory Committee are subject to the Open Meeting Act, Act 267 of 1976. Minutes shall be maintained and made available to individuals upon request.