

Advantage
Behavioral Health Systems
COMMUNITY SERVICE BOARD MEETING #86
July 23, 2002

BOARD MEMBERS PRESENT

John Davis – Clarke	Anita Carson – Greene
Jim Hudson – Oconee	Conoly Hester – Clarke
Mae Davis – Elbert	Ina Brown-Brothers - Barrow
David Levine – Clarke	Carter Smisson – Jackson
Mary Jo Matthews – Madison	

BOARD MEMBERS ABSENT

Gail Goldsmith– Morgan	Ed Glauser – Oglethorpe
Evelyn Bush – Walton	Tyrone Eaves - Greene
Shirley Segars – Barrow	Paul Christensen – Jackson

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Terry Tellefson	Art Davis
Brenda Smith	Cecile Morgan
Terry Frazier	Seok Eun Kim
Tina Tarbox	Linda Hazinski
Cindy Darden	Helen Kabat
Dr. Robert Stephens	Terri Weimorts

GUESTS

Suellen Simmons

The meeting was opened by Conoly Hester, Community Service Board (CSB) Chair Person at 5:05p.m.

1.0 ACTIONS

- 1.1 Motion to accept the agenda. Moved (Mary Jo Matthews); Seconded (John H. Davis); Passed (Unanimously).
- 1.2 Motion to approve the minutes of the June 25th CSB Meeting. Moved (John H. Davis); Seconded (Carter Smisson); Passed (Unanimously).
- 1.3 Motion to accept closed session for personnel discussion. Moved (David Levine); Seconded (John H. Davis); Passed (Unanimously).
- 1.4 Motion to adjourn. Moved (Mary Jo Matthews); Seconded (John H. Davis); Passed (Unanimously).

2.0 OLD BUSINESS

- 2.1 CSB members were distributed the following documents to review:
 - a) Minutes of the June 25th CSB Work Day;

- b) Annual Plan 2003 Stakeholder Input;
- c) Director Goals and Objectives 2003.

Ms. Hester recommended that discussion regarding the Stakeholder Input and the Director Goals and Objectives 2003 be tabled until the next CSB meeting on August 27th. CSB members may send input/suggestions to the Administrative Office regarding these issues.

- 2.2 Mr. Tellefson reported on the Department of Human Resources audit, which was conducted on June 3rd through 7th. The report from Karl H. Schwarzkopf stated, "Let me again thank you and your staff for your responsiveness during the course of this review. Reviewers found Advantage staff receptive to recommendations and eager for improvements. The magnitude of correction and changes noted during this review were impressive. You and the Advantage staff are to be commended in this herculean endeavor. Please contact Ms. Mary Lou Rahn or Ms. Jeanne Manko should you have questions." Mr. Tellefson reported that a corrective action plan would be established to include records from Residential Services and Supported Employment and annual review of staff for fiscal year ending June 30, 2002.

3.0 NEW BUSINESS

- 3.1 No report at this time.

4.0 SERVICE REPORTS (Reports were mailed in the Board Package)

- 4.1 Art Davis, Business Office distributed and reported on procedures for expenditures and purchases, financial trends, budget and purchase signature authority list, financial statements for the period ending June 30th and billing. Mr. Davis will compile a report regarding billing for review at the next meeting. Mr. Tellefson reported on consumers covered by Medicaid. We have a joint partnership with the Department of Family and Children Services (DFCS) for two (2) Eligibility Workers. These workers will be responsible for reviewing consumers for Medicaid benefits.
- 4.2 Mr. Tellefson reported that he has had no success in exploring residence services. Robert Stephens, Medical Director reported that he has contacted the Chief of Residence at the Medical College of Georgia, Augusta, Georgia. The Chief of Residence stated that this would be a very complex process and we very much appreciate your interest. Dr. Stephens reported we have three (3) part time psychiatrists and we are still very short handed and recruiting.
- 4.3 Cindy Darden, Director of Outpatient Services reported on clinic issues. We are closing the Madison County Clinic two (2) days per week due to staff shortage. We continue to have difficulty hiring staff in Greene and Oglethorpe Counties. Therefore, a supplemental 15% rural county increase is being offered to counselors to take positions in these two (2) counties.
- 4.4 CSB members received nomination forms for the following categories:
- a) Excellence in Administrative Support Award;
 - b) Commitment to Service Award;
 - c) Excellence in Management Award; and
 - d) Distinguished Service Award.

All awards will be presented on a quarterly basis except the Distinguished Service Award, which will be presented annually. Ms. Hester recommended appointing a committee to review the forms. The committee members are Ina Brown-Brothers, Chairperson; John Davis; Mary Jo Matthews; and Conoly Hester. Mr. Tellefson suggested that Terry Frazier, Director of Human Resources coordinate the meetings.

- 4.5 Terri Weimorts, Transitional Services defined services. Community Support Individual (CSI) is community support services and is offered in the Clinics. There is a CSI worker in each clinic. Community Support Team (CST) is a more intensive program, which includes clinical and case management services. These services are offered at the Athens Clinic.

5.0 BOARD REPORTS

- 5.1 Finance Committee – no report requiring an action.
- 5.2 Membership & Nominations Committee – Dr. Davis is receiving feedback from the County Commissioners regarding appointments of CSB members. The oath of office document needs revisions and will be addressed at the next CSB meeting.
- 5.3 Legislative Committee – no report requiring an action.
- 5.4 Bylaws & Policy Committee – Mary Jo Matthews, Madison County CSB Representative reported the committee met today. They will review the Board Governance Policy and Bylaws for consolidation of the documents. CSB members received a copy of the Governance Policy. Mr. Tellefson informed the Board that all Bylaws need to be in compliance with HB498 by January 2003, and he recommended that assistance from the attorneys be sought regarding this legal issue.
- 5.5 Rights of Persons Served Committee – Mae Davis, Elbert County CSB Representative reported on the meeting with Alvina Gilham, legal guardian and sister of a consumer regarding services being rendered by Residential Services. The committee is scheduled to meet with ABHS staff regarding this issue on July 25, 2002. David Levine, Athens-Clarke County CSB Representative reported that the committee reviewed fourteen (14) incidents (5 critical, 5 moderate, and 4 serious). The committee received and reviewed the complaint report. This report will be sent to the Regional Board and to the State Office. The definitions of the categories have been changed and will be reviewed at the next meeting.

6.0 REPORT FROM EXECUTIVE DIRECTOR

- 6.1 Seok Eun Kim, Continuous Quality Improvement presented on the Consumer Satisfaction Survey Follow Up Report June 2002. The survey was conducted on site May through June, and a total of 595 responses were received. By and large, consumers are satisfied with services being provided by ABHS; however, they feel that more emphasis should be on transportation, outings, and less waiting time for appointments. This information is being incorporated into the strategic plan.
- 6.2 Dr. Levine mentioned that a conference regarding Staffing and Staffing Solutions on August 29, 2002. He will provide additional information.

7.0 REPORT FROM CSB CHAIRPERSON

7.1 Board members were given copies of a letter regarding Polygraph Examinations, which was sent to Mr. Tellefson by Attorney Roy E. Manoll, III of Fortson, Bentley and Griffin, P.A. This matter will be discussed at the next work session in September.

7.2 The next CSB convention will be held October 7th and 8th. More information about this will be distributed at a later date.

8.0 PUBLIC ACCESS

8.1 No one present to address the Board.

9.0 CLOSED SESSION FOR PERSONNEL DISCUSSION

9.1 CSB members addressed personnel issues.

10.0 MEETING ADJOURNED

DATE

APPROVED BY: MARY JO MATTHEWS
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: CONOLY HESTER
CHAIR PERSON