

Advantage
Behavioral Health Systems
COMMUNITY SERVICE BOARD MEETING #87
August 27, 2002

BOARD MEMBERS PRESENT

John Davis – Clarke	Anita Carson – Greene
Shirley Segars – Barrow	Conoly Hester – Clarke
Mae Davis – Elbert	Ina Brown-Brothers - Barrow
David Levine – Clarke	Carter Smisson – Jackson
Mary Jo Matthews – Madison	Ed Glauser – Clarke
Gail Goldsmith– Morgan	Linda Vinson – Walton
Kenneth Whitehead - Oglethorpe	

BOARD MEMBERS ABSENT

Jim Hudson – Oconee	Paul Christensen – Jackson
Evelyn Bush – Walton	Tyrone Eaves – Greene
Nick Aguilar - Clarke	

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Brenda Smith	Cecile Morgan
Terry Frazier	Larry Gabriel
Tina Tarbox	Linda Hazinski
Cindy Darden	Helen Kabat
Dr. Robert Stephens	Terri Weimorts
Scott Clark	Janet Gray
Denise Fleeman	Judy Salmon
Phyllis Willingham	Bonnie Huggins
Calleen Shirley	James O’Shea

GUESTS

Dwain Evans	Vernon Jackson
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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 modified agenda. Moved (John H. Davis); Seconded (Ed Glauser); Passed (Unanimously).
- 1.2 Motion to approve the minutes of the July 23rd CSB Meeting. Moved (David L. Levine); Seconded (Ed Glauser); Passed (Unanimously).
- 1.3 Motion to pursue the feasibility of hiring people with professional credentials and expertise to provide services for our developmentally disabled consumers. Moved (David L. Levine); Seconded (John H. Davis); Passed (Unanimously).
- 1.4 Motion to reschedule the CSB Field trip to October 1, 2002. Moved (Carter Smisson); Seconded (Gail Goldsmith); Passed (Unanimously).
- 1.5 Motion to accept closed session for Board discussion. Moved (Carter Smisson); Seconded (Ina Brown-Brothers); Passed (Unanimously).

- 1.6 Motion to return to the open session of the meeting. Moved (Kenneth Whitehead); Seconded (John H. Davis); Passed (Unanimously).
- 1.7 Motion to adjourn. Moved (Kenneth Whitehead); Seconded (Ina Brown-Brothers); Passed (Unanimously).

2.0 OLD BUSINESS

- 2.1 Ms. Hester recommended that the Board table the executive session. An investigation was conducted by an outside consultant. The consultant has not provided a written report to the agency yet. Carter Smisson, Jackson County CSB Representative suggested that the executive session remain on the agenda. He has an issue to address with the Board.
- 2.2 Board members received a copy of the Annual Plan 2003 Stakeholder Input and the 2003 Directors Goals and Objectives. Discussion of these documents was postponed until the Board Work Session, which is scheduled for September 10th. Members were asked to review these documents prior to the workday. Gail Goldsmith, Morgan County CSB Representative recommended tabling this discussion until the next CSB meeting.

3.0 NEW BUSINESS

- 3.1 Helen Kabat, Continuous Quality Improvement reported that we do not have review dates for the Commission on Accreditation of Rehabilitation Facilities (CARF).
- 3.2 Ina Brown-Brothers, Barrow County CSB Representative and the Awards Chair Person, and Ms. Hester presented the Employee Quarterly Awards to the following:
- a) Commitment to Service Award – Assertive Community Team (ACT). Members of the team are Phyllis Willingham, Angela Bray, Colleen Shirley, Courtney Stephens, Bonnie Huggins, Christopher Schlage, James O’Shea, and Judy Salmon. Ms. Brothers stated that on behalf of the Awards Committee and the CSB, appreciation and congratulations are offered to each member of the team for having done such an outstanding job.
 - b) Excellence in Management Award – Cindy Darden, Director of Outpatient Services, and Terri Weimorts, Director of Transitional Services
 - c) Excellence in Administrative Support – Rebecca Mills
- Recipients were nominated by staff and management. The nominations are forwarded to the CSB Awards Committee for review and selection. The deadline for nominations for the Employee Quarterly Awards is September 15, 2002.

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

- 4.1 Board members received a copy of the FY2003 Strategic Plan.
- 4.2 Robert Stephens, Medical Director reported on concerns regarding autism services in our area. At the present time, 20 – 25 adults and a few children are being treated for autism by ABHS. Dr. Stephens wants to pursue the possibility of hiring appropriate personnel to provide treatment to these consumers. Judevine is an organization with an excellent reputation of working with people with autism and developmental disabilities. The Board asked Dr. Stephens to follow up with Judevine regarding the cost and availability of their services. Dr. Stephens will update regarding this issue at the next Board meeting.
- 4.3 Linda Hazinski, Developmental Disability Service Centers and Supported Employment reported on lapsing day support waiver units. The billing is based

on the amount of days and/or hours a consumer has served on the Individual Service Plan (ISP) and funds are lost for the month due to lapse in services.

- 4.4 Terry Frazier, Human Resources Director reported on New Employee Orientation. We have had large sessions due to the transfer of employees from Around The Clock (ATC) to ABHS. Mr. Smisson questioned regarding staff turnover rate. Mr. Frazier will report on this issue at the next CSB meeting. Ed Glauser, Clarke County CSB Representative recommended that ABHS investigate the possibility of hiring retired professors in social work, sociology and counseling to provide part-time services in various areas. Carter Smisson, Jackson County CSB Representative, asked Mr. Frazier to furnish the Board with statistics on the turnover rate of both full and part-time employees. The Human Resources Department has initiated plans with an Athens media representative to advertise in Zebra Magazine and on cable television channels that attract predominately African-American and Hispanic readers and reviewers. Dr. Davis recommended that Mr. Frazier follow up with the Athens Banner Herald regarding the Hispanic Newspaper. Mr. Frazier updated on the Diversity Task Force. The committee met August 21, 2002. We plan to go into the communities and advertise services provided by ABHS.
- 4.5 Ms. Weimorts reported on the Program of Assertive Community Treatment (PACT) and the Assertive Community Treatment (ACT) Models. The PACT model is advocated by the National Alliance for the Mentally Ill (NAMI). ACT is 99% identical to the PACT Model. The Department of Human Resources (DHR) has a consultant providing assistance to moving us toward being 100% of the PACT Model.
- 4.6 Dr. Darden introduced Janet Gray, Coordinator of the Addictive Diseases. The new regulations related to addictive diseases state treating the dual diagnosis population.

Dr. Darden reported we are in the early stages of finding office space for Elbert County. She, Dr. Hazinski, and Cecile Morgan, Residential Services have met to address this issue. Mae Davis, Elbert County CSB Representative will follow up with Marlene Lord, Operations Manager, Elbert County Clinic.

Dr. Darden reported on the recruitment of staff for the Greene County Clinic. Management approved a 15% rural county increase for persons who accept the counselor positions. The positions are currently vacant, and will be advertised in the Atlanta and Milledgeville papers.

5.0 BOARD REPORTS

- 5.1 Finance Committee – Ms. Goldsmith reported on today’s meeting. She highlighted the budget, revenues, and expenses. She has concerns regarding the equipment purchases, which include large and small items. She feels that these purchases are not being managed carefully.
- 5.2 Membership & Nominations Committee – Dr. Davis reported that New Board Orientation was held August 21, 2002. The new Board members are Ina Brown-Brothers, Barrow County, Kenneth Whitehead, Oglethorpe County, and Linda Vinson, Walton County. Dr. Levine and Evelyn Bush, Walton County CSB Representative have agreed to resign from the Board and become members of the Advantage Advisory Committee. Effective today, Dr. Levine will rotate from the Board and serve as the Chairman of the Advisory Committee. Ms. Hester recommended that Dr. Levine schedule a meeting with Terry Tellefson after

September 3rd to draft a mission statement for the Advisory Board and present the document to the Board next month. With the State passage of HB498, Board terms moved from being two (2) year terms to three (3) year terms. New members appointed within this cycle would serve three (3) year terms. **Board members terms beginning July 1, 2002 and ending July 1, 2005** are: Nick Aguilar, Athens-Clarke County; Ina Brown-Brothers, Barrow County; Tyrone Eaves, Greene County; Ed Glauser, Athens-Clarke County; Carter Smisson, Jackson County; Linda Vinson, Walton County; and Kenneth Whitehead, Oglethorpe County. **Board members terms beginning July 1, 2002 and ending July 1, 2004** are: Anita Carson, Greene County; Paul Christensen, Jackson County; John H. Davis, Athens-Clarke County; Gail Goldsmith, Morgan County; Conoly Hester, Athens-Clarke County; Jim Hudson, Oconee County; Mary Jo Matthews, Madison County; and Shirley Segars, Barrow County. Mae Davis, Elbert County CSB Representative terms expires September 2002. Mae Davis will follow up with Dr. Davis regarding reappointment. Board members endorsed the Oath of Office document.

- 5.3 Legislative Committee – no report requiring an action.
- 5.4 Bylaws & Policy Committee – no report requiring an action. Ms. Hester reported that the CSB Bylaws and Governance Policies have been forwarded to the attorney’s office for review regarding HB498. This issue will be addressed at the next Board meeting.
- 5.5 Rights of Persons Served Committee – Ms. Matthews reported the committee met today. They reviewed twenty (20) incidents, which included thirteen (13) as being serious, four (4) critical, and three (3) moderate, one (1) death report and seven (7) complaints. Some incidents are complaints from consumers that they are not able to schedule appointments in a timely fashion. The committee recommended that the Board’s top priority be assisting in recruitment for professional personnel. Dr. Davis requested that Tina Tarbox, Marketing/Public Relations compile information regarding what ABHS does, as well as financial needs, goals, and other general information, which would be of interest to the public. These issues need to be addressed with the Management Team and reported to the Board at the next meeting.

6.0 REPORT FROM CSB CHAIRPERSON

- 6.1 Ms. Hester reported on the “Bridge to the Future”, Fifth Annual Conference of the Georgia Association of CSB, Inc, October 7-9, 2002, St. Simon’s Island. Dr. Davis requested that at least five (5) Board members attend the event.
- 6.2 Ms. Hester reported on the CSB Field Trips, October 8, 2002. The Board agreed to reschedule the Field Trips due to the conference dates.
- 6.3 Ms. Hester distributed and reported on the CSB calendar. Board members received documents that were addressed at the new board members orientation, which included the organizational chart, CSB maillist, and acronym list.
- 6.4 The next Regional Board Meeting is October 10, 2002.
- 6.5 Dr. Davis announced the following events:
 - a) CSB Association Conference, October 7 – 9, 2002.
 - b) CSB Association Meeting, August 30, 2002, Atlanta, Georgia. This meeting is scheduled to draft the agenda for Steve Anthony, Legislative Educator.
 - c) CSB Association Meeting, September 13, 2002, Macon, Georgia

7.0 **REPORT FROM REGIONAL BOARD INTERIM DIRECTOR**

7.1 Frances Germany Borman, Interim Director reported that the Department of Human Resources met August 21st and approved the new regional boundaries. East Central, Northeast Georgia, and the Ogechee CSBs are in Region 5. The new boundaries will be effective October 1, 2002. Ms. Borman reported on the structure of the Division Management. There will be seven (7) Regional Coordinators and they will be responsible for community and hospital services. The Regional Executive Director's positions are being phased out and replaced with a Regional Services Administrator position. This individual will be responsible for solely for the CSBs in the region and reports to the Regional Coordinator. The Regional Planning Unit will gather information regarding needs and setting priorities.

7.2 Ms. Borman reported on the approved DHR budget cuts. The cuts will not affect services, but administrative functions. Augusta Regional and Gracewood Hospitals will be combined.

8.0 **PUBLIC ACCESS**

8.1 Dwain Evans, Jackson Personal Care Home shared concerns regarding financial situations. His personal care home currently provides services for thirty-four (34) consumers, and these include twenty-two (22) consumers who are being treated by ABHS facilities. Mr. Evans requested the Board to review its budget to supplement finances for consumers housed at the Personal Care Home. Dr. Davis requested that Cecile Morgan, Residential Services, and her staff provide financial documentation and needs to the Board for review. The Board will follow up with Jackson Personal Care Home.

9.0 **EXECUTIVE SESSION**

9.1 The Board addressed Board related issues.

10.0 **MEETING ADJOURNED**

DATE

APPROVED BY: MARY JO MATTHEWS
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: CONOLY HESTER
CHAIR PERSON

