

**Advantage**  
**Behavioral Health Systems**  
**MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND**  
**ADDICTIVE DISEASES SERVICE BOARD MEETING #88**  
**September 24, 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
Linda Vinson – Walton	Nick Aguilar – Clarke
Kenneth Whitehead – Oglethorpe	Jim Hudson – Oconee

**BOARD MEMBERS ABSENT**

Gail Goldsmith– Morgan	Paul Christensen – Jackson
Evelyn Bush – Walton	Tyrone Eaves – Greene

**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	

**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 (Mary Jo Matthews); Seconded (Ina Brown-Brothers); Passed (Unanimously).
- 1.2** Motion to approve the minutes with revisions of the August 27<sup>th</sup> CSB Meeting. Moved (Carter Smisson); Seconded (John H. Davis); Passed (Unanimously).
- 1.3** Motion to approve the Stakeholder Input and 2003 Director’s Goals and Objectives. Moved (Kenneth Whitehead); Seconded (Carter Smisson); Passed (Unanimously).
- 1.4** Motion to adopt the CSB By-Laws and Governance Policies as amended by Jody Corry, Attorney. Moved (John H. Davis); Seconded (Ina Brown-Brothers); Passed (Unanimously).
- 1.5** Motion to continue with the same slate of officers for year 2003 unless someone wants to name another CSB member for a particular office. Moved (John H. Davis); Seconded (Carter Smisson); Passed (Unanimously).
- 1.6** Motion to adjourn. Moved (Carter Smisson); Seconded (John H. Davis); Passed (Unanimously).

## **2.0 OLD BUSINESS**

**2.1** Board members received and approved the following documents: Plan for Stakeholders Input and the 2003 Director's Goals and Objectives. Board members will be updated on the progress of these documents.

## **3.0 NEW BUSINESS**

**3.1** The CSB By-Laws and Governance Policies were addressed. The documents were reviewed and amended by Jody Corry, Attorney for compliance with HB498. Mr. Tellefson recommended adoption of the documents as is, with the intent that some minor changes may be done by the Policy Committee.

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

**4.1** CSB members received the Medical Director's Report. Dr. Stephens reported that he has contacted Judevine regarding services for consumers diagnosed with autism. Dr. Stephens will follow up with Drs. Gast and/or Forehand at the University of Georgia regarding services and update the Board at the next CSB meeting.

Dr. Stephens updated on the hiring of physicians. He has contacted Dr. Phyllis Eason, and there is a possibility that she will return to work for ABHS in the near future.

**4.2** CSB received and reviewed the Staff Turnover Report. The Human Resources Department conducts exit interviews. A consultant is scheduled to review the Human Resources policies and procedures.

## **5.0 BOARD REPORTS**

**5.1** Finance Committee – Larry Gabriel, Business Manager reported on the financials including the accrued and cash balances. Beginning next month, **only** the Finance Committee members will receive a full detailed financial report. Interested members may request the detailed report or attend the committee meetings. The Finance Committee meets monthly on the 4<sup>th</sup> Tuesday at 3:45 p.m. in the Administrative Conference Room.

**5.2** Membership & Nominations Committee – John H. Davis, CSB Representative for Athens-Clarke County introduced Detective Nick Aguilar. Mr. Aguilar was sworn into office and will represent Athens-Clarke County. Dr. Davis requested that the Board continue with the same slate of officers for year 2003. The current slates of officers are Conoly Hester, Chairperson; Carter Smisson, Vice Chairman; and Mary Jo Matthews, Secretary.

**5.3** Legislative Committee – no report requiring an action. Ms. Hester appointed Linda Vinson, CSB Representative for Walton County to the committee. She and Jim Hudson, CSB Representative for Oconee County will Co-chair the committee. Ms. Vinson will organize a Legislative Breakfast for November 2002.

**5.4** Bylaws & Policy Committee – no report requiring an action. A meeting will be scheduled.

**5.5** Rights of Persons Served Committee – Ed Glauser, CSB Representative for Athens-Clarke County reported that the committee met today. They reviewed sixteen (16) incident trend cases, fourteen (14) issue resolutions, twenty-two (22) incidents and two (2) deaths. We still have concerns regarding the shortage of staff.

**6.0 REPORT FROM EXECUTIVE DIRECTOR**

- 6.1 Mr. Tellefson reported that a grant writer has been employed. Andrew Neighbors, formerly Chief Financial Officer for Georgia Mountains CSB, will be responsible for the duties of grant-writing. Eventually, the title grant writer will be changed to Business Development.
- 6.2 Mr. Tellefson reported on the restructuring of the CSBs. There will only be sixteen (16) CSBs throughout the State. There are six (6) CSBs that will not be affected including Advantage Behavioral Health Systems. The reasons for consolidation are small programs, difficulty in management and personnel and finances.
- 6.3 CSB members received and reviewed correspondence that was sent to the Jackson Personal Care Home. Mr. Tellefson and Rachel Lee, Residential Services met with Vernon Jackson and Vince Lewis regarding services and finances. Mr. Jackson plans to follow up with CSB regarding the meeting with ABHS.

**7.0 REPORT FROM CSB CHAIRPERSON**

- 7.1 Ms. Hester reported the CSB field trips are scheduled for October 1, 2002. Board members will tour Child and Adolescent Services, Athens, Georgia and the Greene County facilities. The van will depart from the North Avenue parking lot at 9:00 a.m.
- 7.2 Ms. Hester reported the CSB Association Conference is scheduled for October 7 – 9, 2002, St. Simons Island, Georgia.
- 7.3 Ms. Hester mentioned that the Board recommended the appointment of a committee to plan the CSB annual meeting. Mr. Tellefson recommended that suggestions be reviewed, and requested the Board’s approval for this.
- 7.4 Ms. Hester reported on the meeting with Steve Duncan, Polygraph Examiner. Ms. Hester drafted a policy and procedure regarding the polygraph examination.
- 7.5 David Levine, Advisory Committee Chairman reported that the new law mandates an Advisory Committee to coordinate services. Dr. Levine made two (2) recommendations:
  - a) There should be some stipulations in the policy, stating that there is an Advisory Committee, which will, under no circumstances, duplicate the deliberations of the Board; and
  - b) Attempts should be made to recruit volunteers from each county to serve on the Advisory Committee.
- 7.6 Ms. Hester presented a plaque to Dr. Levine for outstanding services representing Athens-Clarke County for eight (8) years. Mr. Glauser presented a certificate to Dr. Levine on behalf of the Rights of Persons Served Committee.

**8.0 MEETING ADJOURNED**

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DATE

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APPROVED BY: MARY JO MATTHEWS  
SECRETARY

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SUBMITTED BY: BRENDA SMITH

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APPROVED BY: CONOLY HESTER  
CHAIR PERSON

