

Advantage
Behavioral Health Systems
MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND
ADDICTIVE DISEASES SERVICE BOARD MEETING #89
October 22, 2002

BOARD MEMBERS PRESENT

Kenneth Whitehead - Oglethorpe
Shirley Segars – Barrow
Mae Davis – Elbert
David Levine – Clarke
Mary Jo Matthews – Madison
Gail Goldsmith– Morgan

Anita Carson – Greene
Conoly Hester – Clarke
Ina Brown-Brothers - Barrow
Carter Smisson – Jackson
Ed Glauser – Clarke

BOARD MEMBERS ABSENT

Jim Hudson – Oconee
John Davis – Clarke
Nick Aguilar – Clarke

Paul Christensen – Jackson
Tyrone Eaves – Greene
Linda Vinson – Walton

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Brenda Smith
Terry Frazier
Tina Tarbox
Cindy Darden
Dr. Robert Stephens
Scott Clark
Anne Layton
Carrie Cox

Cecile Morgan
Larry Gabriel
Linda Hazinski
Helen Kabat
Terri Weimorts
Denise Fleeman
Jackie Stubbs
Ashley Radcliff

GUESTS

Linda Whitehead

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

1.0 ACTIONS

- 1.1 Motion to accept the modified agenda. Moved (Kenneth Whitehead); Seconded (Ed Glauser); Passed (Unanimously).
- 1.2 Motion to approve the minutes of the September 24th CSB Meeting. Moved (Carter Smisson); Seconded (Kenneth Whitehead); Passed (Unanimously).
- 1.3 Motion to adjourn. Moved (Ed Glauser); Seconded (Gail Goldsmith); Passed (Unanimously).

2.0 OLD BUSINESS

- 2.1 Terry Frazier, Human Resources reported on the staff turnover rate over the last eight (8) months. The main six (6) reasons are:
 - a) Change to Group Therapy;
 - b) Restructuring/Credentialing process;

- c) Transportation – driver positions are low paid;
- d) Accountability;
- e) Around The Clock (ATC) – converting the Houseparents positions to be employed by Advantage Behavioral Health Systems (ABHS);
- f) Community Support Individual (CSI) Program – this is a new program. Some staff resigned due to school issues and job responsibilities.

Mr. Frazier will provide data on a monthly basis including a breakdown of the positions.

- 2.2 Ms. Hester reported on the polygraph policy. A draft of the document was distributed to Board members for review. Board members may contact Mary Jo Matthews, Madison County CSB Representative with additions/changes/revisions. The policy states “It is the policy of ABHS that polygraph (lie detector) tests may be administered at the discretion of the Executive Director (after first informing the Board of his/her intent). The Board has a responsibility to persons-served, to their families and to Georgia taxpayers, to keep them and their funds from harm. However, the Board also values agency employees. The test is to be used to affirm the integrity of employees in circumstances of doubt.
- 2.3 Ms. Hester reported on the audit regarding corporate compliance. David Will, Owen, Gleaton, Egan, Jones & Sweeney, LLP conducted the audit. The CSB has not received a written report, but Ms. Hester has contacted Mr. Will. He informed that all leases, computer purchases, and inventory were reviewed. He could not find any evidence that anything had been done due to malice or illegal matter to profit for personal goods. He recommended some procedural changes. A corrective action plan will be developed regarding the audit.

3.0 NEW BUSINESS

- 3.1 Ms. Hester reported on telephone surveys. Board members will be assigned sites to contact. The survey will be distributed to Board members. Conducting telephone surveys was a part of the Regional Board’s corrective action, which has been completed. Mr. Tellefson informed that this is not a requirement, but the purpose is for ongoing quality assurance.

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

- 4.1 Mr. Tellefson commented on the Medical Department Report. Dr. Phyllis Eason has agreed to return to ABHS effective November 25, 2002. Dr. Jamie Rambeau will start employment January 2, 2003.
- 4.2 Linda Hazinski, Developmental Disability Service Centers & Community Employment reported on the 7th Annual People First Conference, October 19 – 21, 2002. 20 consumers and four (4) staff attended the event. Ms. Hazinski will arrange for Tommy Tyson, President, People First to attend the next CSB Meeting.
- 4.3 DMA-6 is a form for Medicaid approval. This form is used in the Developmental Disability and Residential Programs. Cecile Morgan, Residential Services informed due to staff shortage an outside firm would perform the duties of the Clinical Evaluation Team (CET). The CET is responsible for the Individual Service Plans (ISP), Physician Authorize Service Form (PAS), Nursing Assessments, DMA-6 and DMA-80. Mr. Tellefson reported that HB498 states “CETs must be done by an agency that is not a provider.”

5.0 BOARD REPORTS

5.1 Finance Committee – Gail Goldsmith, Morgan County CSB Representative reported the committee met today and addressed budgets, finances and revenues. Mr. Gabriel continues to watch closely the Outpatient Medicare Fees and Medicaid Waiver revenues because of the huge amount of funding. An outside consultant will review purchase procedures.

Ed Glauser, Clarke County CSB Representative questioned the status of purchasing buildings as opposed to leasing. Mr. Tellefson advised that this issue would be addressed in January 2003. An Advisory Committee will be appointed and this issue will be addressed. Ms. Hester requested Mr. Tellefson to draft a document regarding the responsibilities of the Advisory Committee.

5.2 Membership & Nominations Committee – no report requiring an action.

5.3 Legislative Committee – no report requiring an action.

5.4 Bylaws & Policy Committee – Mary Jo Matthews, Madison County CSB Representative met with Mr. Tellefson October 21st to address the CSB Bylaws and Governance Policy. The committee will meet November 26th prior to the CSB Meeting.

5.5 Rights of Persons Served Committee – Mr. Glauser reported the committee met today and reviewed twenty (20) issues, twenty-three (23) incidents, and one (1) death. They feel that staff handles situations very well where there are lapses in services. It seems that the loop is closing between accountability, professionalism, and staff with the appropriate qualifications in getting the job done well.

5.6 Awards Committee - Ina Brown-Brothers, Barrow County CSB Representative reported that the committee met October 15, 2002. They reviewed nominations for Commitment to Service Award, Excellence in Administrative Support Award, and Excellence in Management Award. The following staff received certificates and monetary awards for:

Commitment to Service Award – Community Support Team (Jackie Stubbs, Carrie Cox, Louise Armstrong, Vanessa Bowen, Alicia Harris, Heath Hourdequin, and Ashley Radcliff)

Excellence in Administrative Award – Denise Fleeman

Excellence in Management Award – Anne Layton

6.0 REPORT FROM CSB CHAIRPERSON

6.1 Ms. Hester distributed to Board members a revised Board Activity Calendar. There is a Board Work Session scheduled for November 12th, it will be cancelled because it is not necessary. The CSB field trip scheduled in October was cancelled due to the CSB Association Conference. The field trip has been rescheduled for March 11, 2003.

6.2 Ms. Hester reported on the CSB Association conference. Dr. Davis asked that this note be read at the CSB Meeting, “Please thank the Board members and Mr. Tellefson for attending the conference”. Mae Davis, Elbert County CSB Representative, highlighted on a session of the conference, ‘Safety Issues for Staff’. She has information/handout to share with ABHS staff. The next CSB Association Meeting is November 8, 2002, Macon, Georgia.

6.3 Ms. Hester reported that John Davis, Clarke County CSB Representative and Terry Tellefson sent correspondence to Jim Martin, Commissioner, Georgia Department of Human Resources regarding the merger of CSBs.

7.0 **REPORT FROM EXECUTIVE DIRECTOR**

7.1 Mr. Tellefson reported on the plans for a potential joint venture with St. Mary's Hospital in the purchase of the Charter facility. There will be 2-20 bed adult units as an Emergency Receiving Facility. Mr. Tellefson has contacted Commissioner Martinez, and Kipp Mann, Department of Juvenile Justice (DJJ) regarding a 15-bed unit for short term assessments for the DJJ system. He has also contacted the Department of Family and Children Services (DFCS) regarding 30 day assessment for children. ABHS would provide all professional staff. St. Mary's would provide the remaining staff and own the property for Medicaid billing purposes. The reason for the joint venture is to be able to bill Medicaid for hospitalization. If this venture does not work out, the other opportunity will be in Walton County.

8.0 **PUBLIC ACCESS**

8.1 Linda Whitehead, Regional Board member reported that a Regional Board meeting is scheduled for November 14, 2002, at 5:30 p.m. in Thompson Georgia at the White Column Motor Inn.

8.2 Mr. Glauser thanked Mr. Tellefson and Dr. Darden for meeting with the MATCH Committee, and the attention and care being rendered in Oglethorpe County. The committee is a consortium of social service agencies, school system, and other organizations that deal with children and families in high-risk situations.

9.0 **MEETING ADJOURNED**

DATE

APPROVED BY: MARY JO MATTHEWS
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: CONOLY HESTER
CHAIR PERSON