

**Advantage**  
**Behavioral Health Systems**  
**MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND**  
**ADDICTIVE DISEASES SERVICE BOARD MEETING #91**  
**January 28, 2003**

**BOARD MEMBERS PRESENT**

Kenneth Whitehead - Oglethorpe	Conoly Hester – Clarke
Shirley Segars – Barrow	Jim Hudson – Oconee
Ina Brown-Brothers – Barrow	Ed Glauser – Clarke
Carter Smisson – Jackson	Linda Vinson – Walton
Mary Jo Matthews – Madison	John Davis – Clarke
Gail Goldsmith– Morgan	

**BOARD MEMBERS ABSENT**

Nick Aguilar – Clarke	Jackson - Vacant
Mae Davis – Elbert	Greene – Vacant
Anita Carson – Greene	

**ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT**

Brenda Smith	Cecile Morgan
Terry Frazier	Larry Gabriel
Tina Tarbox	Linda Hazinski
Cindy Darden	Helen Kabat
Scott Clark	Terry Tellefson
Micheal Dock	Makesha Fortson
Janice Callaway	Rosa Stephens
Brian Hale	

**GUESTS**

Connie Ivester	Mary Anna Fyock
Rick Fyock	

**The meeting was opened by Conoly Hester, Community Service Board (CBS) Chair Person at 4:05 p.m.**

**1.0 ACTIONS**

- 1.1** Motion to accept the agenda. Moved (Ed Glauser); Seconded (Kenneth Whitehead); Passed (Unanimously).
- 1.2** Motion to accept the minutes of the November 26<sup>th</sup> CSB Meeting. Moved (Carter Smisson); Seconded (Kenneth Whitehead); Passed (Unanimously).
- 1.3** Motion to accept the proposal for ABHS sites to remain open on Confederate Memorial Day, Columbus Day, and Veteran's Day. Moved (Gail Goldsmith); Seconded (Kenneth Whitehead); Passed (Unanimously).
- 1.4** Motion to approve the policy for the polygraph test. Moved (John H. Davis); Seconded (Gail Goldsmith); Opposed (Carter Smisson and Kenneth Whitehead); Passed (Majority).

- 1.5 Motion to accept executive session for personnel discussion. Moved (Ed Glauser); Seconded (Gail Goldsmith); Passed (Unanimously).
- 1.6 Motion to return to open session of the meeting. Moved (John H. Davis); Seconded (Mary Jo Matthews); Passed (Unanimously).
- 1.7 Motion to adjust the Executive Director's salary, bringing it more in line with State salaries. Moved (John H. Davis); Seconded (Kenneth Whitehead); Abstention (One); Passed (Majority).
- 1.8 Motion to adjourn the meeting. Moved (Carter Smisson); Seconded (Ina Brothers); Passed (Unanimously).

## 2.0 **BOARD RECOGNITION**

2.1 Ina Brothers, Barrow County CSB Representative, reported that the committee met January 21<sup>st</sup>. 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** – Winder House Staff (Rosa Stephens, Catherine McReed, Yvonne Armore, Ronnie Pope, Terrell Witt, Claudie Starks, and Unshante Brown)

**Excellence in Administrative Support Award** – Makesha Fortson

**Excellence in Management Award** – Michael Dock

2.2 Conoly Hester, CSB Chairperson reported that the Board received a letter of resignation from Connie Ivester, Clinical Manager of the Elbert County Clinic effective January 1, 2003. Mr. Ivester was employed with ABHS for seventeen plus years. The Board presented a plaque to Mr. Ivester for dedication and outstanding service representing the agency. Also, Mr. Ivester will serve on the Advisory Committee.

## 3.0 **OLD BUSINESS**

3.1 Ms. Hester reminded Board members to conduct telephone surveys. The completed forms should be forwarded to Brenda Smith, Administrative Office.

3.2 Terry Tellefson, Executive Director briefly reported on the status of the venture with St. Mary's Hospital. We are in the very preliminary stages. CSB members will be updated regarding this issue.

## 4.0 **NEW BUSINESS**

4.1 Mr. Tellefson reported that the dates for Commission on Accreditation for Rehabilitation Facilities (CARF) are March 19 – 21, 2003. Nine surveyors will conduct the audit.

4.2 Mr. Tellefson addressed and distributed the State Holidays for 2003. He proposed that the agency remain open on the following three (3) days:

- a) Confederate Memorial Day – April 26 (will be observed on Monday, April 28)
- b) Columbus Day – October 13 (Monday)
- c) Veteran's Day – November 11 (Tuesday)

The primary goal is to provide our consumers with the opportunity for services. Mr. Tellefson and the Human Resources Department will draft a policy to meet all State requirements. Staff may request to be off on the dates designated for the holidays.

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

- 5.1 Mr. Tellefson reported that he plans to meet at the Capitol on February 17<sup>th</sup> CSB Association Day to address budget issues and the Regional Board regarding services. These issues have been addressed with the legislators.
- 5.2 Scott Clark, Management Information Systems, reported on the status of the Systems Administrator position. He has reviewed 100+ applications. Hopefully the position will be filled by the time of the next CSB meeting.
- 5.3 Ms. Hester highlighted the report submitted by Cindy Darden, Director of Outpatient Services. The report includes issues for discussion and advocacy with the Department of Human Resources (DHR) and American Psyche Systems (APS). Mr. Tellefson informed that this document has been forwarded to Karl Schwarzkopf, Division Director.

## **6.0 BOARD REPORTS**

- 6.1 Finance Committee – Gail Goldsmith, Morgan County CSB Representative reported the committee met today. They addressed the year-end financial report and billing issues. Productivity issues were addressed. Mr. Tellefson reported that a committee has been appointed to address productivity issues. The committee's role is to visit Clinic sites and assist staff in identifying and solving problems. The billing will improve once the incentive plan is implemented.
- 6.2 Membership & Nominations Committee – John Davis, Clarke County CSB Representative reported that nomination forms for CSB appointments have been forwarded to Jackson and Walton Counties Boards of Health. He has received approval notification from Walton County. He will make every effort to have a representative for Greene County prior to the next CSB meeting.
- 6.3 Legislative Committee – no report requiring an action.
- 6.4 Bylaws and Policy Committee – Mary Jo Matthews, Madison County CSB Representative reported the committee met today. They addressed the CSB Bylaws and Governance Policies. Board members will receive a copy of the amended CSB Bylaws for review, and a vote to approve them will be taken at the February CSB meeting. The committee is still reviewing the Governance Policies. When revisions/amendments are completed, copies will be mailed to CSB members and a vote to accept these policies will be taken at the March meeting of the Board.

The committee reviewed and approved the following ABHS policies:

- a) **400.145** Clinical Services – Planning List
- b) **600.155** Medical Services – Medication Management: Drug Destruction  
Therapeutic and Illicit

Board members received a copy of the policy for the polygraph test. This policy will be included in the Human Resources Policy Manual. The committee requested the Board's approval of this document.

- 6.5 Rights of Persons Served Committee – Ed Glauser reported the committee met today. They reviewed November and December reports to include eighty-four (84) incidents, three (3) deaths, and two (2) issue resolution reports. The committee commended staff for doing an excellent job in dealing with difficult situations and consumers. Also, they commended staff for compiling the reports.

**7.0 REPORT FROM CSB EXECUTIVE DIRECTOR**

7.1 Mr. Tellefson reported on the organizational chart. Changes will be implemented in April 2003. The organizational chart will have a tiered look and more individuals will be added to the Management Team.

**8.0 REPORT FROM THE CSB CHAIR PERSON**

8.1 Mr. Glauser reported on a workshop held today that was conducted by Dr. Thomas McCormack, Child and Adolescent Services. Dr. McCormack addressed the role of medications with children. Dr. David Anderson, Child and Adolescent Services highlighted on services that ABHS offers. They are making a great name for ABHS in the community and professional community.

8.2 Ms. Hester thanked Dr. and Mrs. Davis for hosting an after Christmas party for Board members.

8.3 Ms. Hester reported that ABHS training calendar is available for Board members. Board members are welcome to attend these events.

8.4 The following events have been scheduled:

- a) **February 20** – Quarterly Board Work Session (location will be announced later)
- b) **February 17** – Ad Hoc Committee (Annual Report) 9:00 a.m.
- c) **February 17** – New Membership Orientation 10:00 a.m. (Board members may attend)

8.5 Dr. Davis reported on the CSB Association Meeting. The Association is working very closely with Commissioner Jim Martin. Indicators have been identified. The idea of merging CSB’s and “trying to save money” has been addressed, no action has been taken at this time.

**9.0 REPORT FROM THE REGIONAL SERVICES ADMINISTRATOR**

9.1 Mr. Tellefson reported that Andrew McCollum, Regional Services Administrator was unavailable to attend the CSB meeting.

**10.0 EXECUTIVE SESSION FOR PERSONNEL DISCUSSION**

10.1 Board members discussed personnel issues.

**11.0 MEETING ADJOURNED**

\_\_\_\_\_  
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