

**Advantage**  
Behavioral Health Systems  
**MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE  
DISEASES SERVICE BOARD MEETING #93**  
**March 25, 2003**

**BOARD MEMBERS PRESENT**

Conoly Hester – Clarke	Anita Carson – Greene
Shirley Segars – Barrow	Mae Davis – Elbert
Carter Smisson – Jackson	Linda Vinson – Walton
Mary Jo Matthews – Madison	John Davis – Clarke
Ina Brown-Brothers – Barrow	Kenneth Whitehead - Oglethorpe
Pat Ellis - Jackson	Donald Hector - Walton
R. Charles White - Walton	

**BOARD MEMBERS ABSENT**

Nick Aguilar – Clarke	Jackson - Vacant
Gail Goldsmith– Morgan	Greene – Vacant
Jim Hudson – Oconee	Clarke - Vacant

**ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT**

Brenda Smith	Cecile Morgan
Terry Frazier	Larry Gabriel
Tina Tarbox	Linda Hazinski
Cindy Darden	Helen Kabat
Terry Tellefson	Robert Stephens, MD
Nancy Roberts	Molly Purinton
Beauford Harvey	Timothy Gibson, MD
Art Davis	Mary Daniels
Bryan Knudsen	Matthew Searcy

**GUESTS**

M. Andrew McCollum	Dillard Nunnally
Bryan Weekley	Randy Parsons
Matt Minshew	Terry Nunn
Clay Tighe	Richard Dalton

**The meeting was opened by Conoly Hester, Community Service Board (CSB) chairperson at 4:00 p.m.**

**1.0 ACTIONS**

- 1.1 Motion to accept the agenda as amended. Moved (John H. Davis); Seconded (Carter Smisson); Passed (Unanimously).
- 1.2 Motion to accept the minutes of the February 25th Community Service Board Meeting. Moved (Carter Smisson); Seconded (John H. Davis); Passed (Unanimously).

- 1.3 Motion to approve the revised CSB Governance Policies. Moved (John H. Davis); Seconded (Carter Smisson); Passed (Unanimously).
- 1.4 Motion to adjourn the meeting. Moved (Kenneth Whitehead); Seconded (John H. Davis); Passed (Unanimously)

## **2.0 OATH OF OFFICE**

- 2.1 New Board members were sworn into office. They are Pat Ellis, Jackson County, Donald Hector and R. Charles White, Walton County.

## **3.0 OLD BUSINESS**

- 3.1 Helen Kabat, Continuous Quality Improvement reported on the Commission on Accreditation for Rehabilitation Facilities (CARF) survey. The survey was conducted March 19 - 21, 2003. At the exit interview, the CARF team was very complimentary of staff and programs. The surveyor reviewed the strengths of the agency. It was noted that the CSB was one of the agency's strengths because they have demonstrated support through the good and bad times. The major program areas received no recommendations. The recommendations that were noted can easily be demonstrated and implemented. Ms. Hester commended staff for their dedication and hard work. Mr. Tellefson announced that there would be CARF celebrations throughout the 10-county area. The law firm of Fortson, Bently, and Griffin (specifically Roy Manoll and Michael Daniels) donated \$2000 for refreshments.
- 3.2 Mr. Tellefson reported on the discussions with the Division and Regional Staff regarding the agency's decisions to handle the financial shortfall. The agency and the Division have intensively discussed the Detox Program and cash flow issues. We agreed to work on this issue and elected to take the elimination of the Detox Program off the table. In order to accomplish this goal, the Region will pursue allowing us to continue to maintain our cash advances until the end of June. Some changes will be implemented as we move into a Crisis Stabilization Unit, which is much more billable. This will be effective in the next fiscal year. Mr. Tellefson encouraged staff and the community to contact politicians regarding financial issues.

We have received approval from the Office of Budget and Planning to reduce salaries by 10% for staff making \$12 and above. However, we are waiting for confirmation from the Merit System. This information will be attached to the paychecks on March 31st and implemented in May 2003 if necessary. There has been a significant improvement in billing. Therefore, if we can continue increased billing and decrease costs, staff's salaries will not be affected.

Mr. Tellefson reported on Emergency Services. We have negotiated an agreement with Laurelwood that will provide coverage and mobile assessment for the 10-county Emergency Rooms. ABHS physicians will continue to perform on call duties for Athens Regional Medical Center (ARMC) due to the credentialing criteria, and continuity of care. We will

continue to send consumers to Laurelwood, but limit the number of indigent consumers.

We are moving forward to consolidate centers (mental health and addictive services). Cindy Darden, Outpatient Services Director is responsible for the development of a plan.

#### **4.0 NEW BUSINESS**

4.1 Fred Eckhardt, Operations Coordinator was not available to present on the billing process of the Columbus CSB Community Support Individual (CSI) Program. Mr. Tellefson informed that the agency would be experiencing a computer turnover from Electronic Data Systems (EDS) to Affiliated Computer Services (ACS) effective as of noon on March 27th. The Regional Office Staff pointed out that it is critical that the agency bills as much as possible prior to that date. Mr. Eckhardt is handling these issues and will present at the next CSB meeting.

Dr. Darden reported on the billing process of the Columbus CSB CSI Program. Columbus CSB is very comparable to ABHS. They are billing 2 to 3 times more Medicaid with the same number of consumers. They see consumers more frequently and consumers are involved in multiple services. Forty percent of their addictive disease consumers have Medicaid. Their community has three (3) agencies that will provide counseling at a significantly reduced rate. Therefore, they are conducting minimum individual therapy. The CSB emphasis is on psychosocial rehabilitation, intensive outpatient treatment, the Assertive Community Treatment (ACT), and the Community Support Team (CST) programs. Certain types of services are being contracted and they are involved in the school system. They have an Access Team that provides the telephone triage and access to services. Most of their residential consumers are receiving CSI services particularly the one that does not require 24/7 coverage. ABHS will replicate some of these sources to increase billing.

#### **5.0 SERVICE REPORTS (Administrative Reports)**

5.1 Dr. Darden distributed the Outpatient Services report to CSB for review.

5.2 Robert Stephens, Medical Director reported on cases wherein developmental disabled consumers were refused admission to the State Psychiatric Hospitals. Dr. Stephens asked CSB members to contact legislators regarding this issue. Andy McCollum, Regional Services Coordinator reported on hospitalization for consumers with behavioral problems, mental retardation and autism. A major change has been made to include a new service system organization. Jack Gronewald, Regional Coordinator is in charge of Gracewood and Augusta Regional Hospital and plan to prevent this from occurring in the Augusta area.

5.3 Dr. Davis highlighted on correspondence received from Gwen O'Looney, Director of the Clarke County Family & Children Services, which commended ABHS for doing a good job and for reworking our public image. He wants the document shared with staff.

## **6.0 BOARD REPORTS**

- 6.1 Finance Committee – Larry Gabriel, Business Manager reported on the expenses and revenues for the month of February. The Department of Human Resources (DHR) reviewed ABHS's cash balance. ABHS will do everything possible to keep expenses down and revenues up. The Regional and ABHS staffs have agreed to work together to make sure the contract fits each other's needs.
- 6.2 Membership & Nominations Committee – Dr. Davis reported that the new Board members orientation was held March 11th. He encouraged new Board members to review the state manual on orientation. The manual is located in ABHS Administrative Office. The Board currently has two (2) vacancies - one each for Athens-Clarke and Greene counties. Ed Glauser, Athens-Clarke County CSB Representative resigned from the Board due to health reasons. Mary Jo Matthews, Madison County CSB Representative recommended presenting a plaque to Mr. Glauser for services/dedication as a Board member. Dr. Davis will follow up.

The Annual Report Ad Hoc Committee is scheduled to meet April 4, 2003 at 1:15 p.m. to discuss the annual meeting and report.

- 6.3 Legislative Committee – Linda Vinson, Walton County CSB Representative reported that she sent correspondence to the legislators regarding funding issues and services. She received a response from Representative John Douglas. He stated, "The decisions we have to make are not all easy, I can assure you we will make every consideration when finalizing the 2004 budget. We will do our best to ensure that every program is funded as best as we can."
- 6.4 Bylaws and Policy Committee – Ms. Matthews reported on CSB revised Governance Policies and requested approval of the Board.
- 6.5 Rights of Persons Served Committee – Shirley Segars, Barrow County CSB Representative has been appointed the chairperson of the committee. The committee met today and reviewed incidents to include one (1) critical, eleven (11) serious, eleven (11) mild to moderate, and two (2) death reports. Ms. Hester recommended that new Board members attend a meeting of the committee. The committee meets monthly on the fourth Tuesday, at 3:45 p.m. in the Director's Conference Room, Athens, Georgia.
- 6.6 Dashboard Ad Hoc Committee - Kenneth Whitehead, Oglethorpe County CSB Representative reported they met today with Business Office and Management Information Systems staff. The purpose of the committee is to develop a financial document that will be easier to comprehend. The dashboard will be an ongoing process and the committee plans to meet with additional managers on April 1, 2003. Dr. Whitehead requested input from Board members. The committee consists of Dr. Whitehead and Carter Smisson, Jackson County CSB Representative.

## **7.0 REPORT FROM THE CSB EXECUTIVE DIRECTOR**

- 7.1 Mr. Tellefson reported on the CSB Financial Task Force. They discussed several issues regarding rates and the viability of some of the cost

reporting. This will be an ongoing process with the intent to eliminate paperwork which includes the Monthly Income Expense Report (MIER), Performance Measurement Evaluation Systems (PERMES), and the Treatment Request Integrated Georgia Reporting Survey (TRIGRS).

- 7.2 Mr. Tellefson reported on the Young Children at Risk grant which involves the school district. Kelli Wanchick, SED and Andrew Neighbors are working in conjunction with the grant. ABHS will provide group sessions, classroom observation and training for teachers for children two (2) years old and under and their adolescent parents. Also, in that area, we are commencing a grant program with the middle schools. ABHS will provide training for parents and teachers of high-risk middle school kids. These services will be commenced this month and will be ongoing. The services are offered in Clarke County. Anita Carson, Greene County CSB Representative commented that she has received information regarding young children at risk. She will follow up.

## **8.0 REPORT FROM CSB CHAIRPERSON**

- 8.1 Board members received the self-evaluation form. Ms. Hester asked Board members to complete the evaluation and submit to Brenda Smith, Administrative Office. New board members are not required to complete the evaluation.
- 8.2 Board members attended the Developmental Disabilities Day at the Capitol. There was good representation of both parents and consumers at the event.
- 8.3 Ms. Hester reported on board's recognition of donations. She requested that Tina Tarbox, Public Relations and Marketing develop a plan on how the CSB can be informed of donations. Board members should know who is donating funds for the purpose of acknowledgement/recognition.
- 8.4 Ms. Hester reported on the Board training sponsored by the Board Institute Training. She highlighted the 'Program Planning, Program Monitoring, and Financial Management for Community Service Boards' and 'New Community Service Board Member Orientation' on June 3, 2003, Macon, Georgia. She encouraged the board's participation.
- 8.5 A CSB Potluck is scheduled for April 22 after the regular meeting. The purpose is to become acquainted with new Board members. Board members are encouraged to attend.

## **9.0 REPORT FROM REGIONAL SERVICES ADMINISTRATOR**

- 9.1 Mr. McCollum reported that the Regional Office organization has been finalized and all coordinators have been appointed. Mr. Gronewald is the Coordinator for this region and he has many years of experience in the mental health/substance abuse area. The Regional Office will be supportive of the CSB and wants to develop a good working relationship. Regional Staff has discussed with ABHS Management Team the importance of billing to the maximum and reducing expenses to the minimum; and the Staff wants to work with ABHS regarding the services being rendered and efficiency. Also, the Program Staff of the region will be working with ABHS.

**10.0 PUBLIC ACCESS**

**10.1** Bryan Weekley citizen of Athens-Clarke County highlighted concerns for the Addictive Diseases Program located on Miles Street. He feels that the services are a necessity to the community. Mr. Tellefson asked citizens to contact local legislators regarding funding issues; and he stated interested persons may receive a copy of the "legislative talking points" from Ms. Smith.

**10.2** Randy Parsons, employee of ABHS spoke in support of the Detox Program.

**10.3** Matt Minshew, General Manager and Owner of Hope House Recovery, Athens, Georgia also spoke. Mr. Minshew was a former consumer of ABHS and is very supportive of the Addictive Diseases Program. He commended staff for doing an excellent job.

**10.4** Bryan Knudsen is very supportive of the Addictive Diseases Program.

**10.5** Clay Tighe is very supportive of the Addictive Diseases Program.

**10.6** Dillard Nunnally, concerned citizen is very supportive of the Addictive Diseases Program.

**10.7** Dr. Darden thanked the concerned citizens for attending this meeting and voicing their concerns. She told them that they may wish to become involved with the following organizations, which are helpful to people who are receiving treatment as well as to people who wish to advocate.

**a)** Mental Health Association which includes addictive diseases;

**b)** Community Outreach Prevention Education (COPE) - this is a volunteer group, which provides outreach in the community, health fairs, etc. There are 1 - 5 staff and volunteers. Persons who are interested may contact Ms. Tarbox at 706/542-9739. We can accept donations, and they are tax deductible.

**10.7** Mr. Gabriel thanked Mr. McCollum for his assistance in working with ABHS staff. Mr. McCollum was formerly the Director of the Northeast Georgia Center and the Northeast Georgia Regional Board.

**10.8** Cecile Morgan, Residential Services Director announced that her department is hosting a Spring Fling, March 27, 3 - 6:00 p.m. at Sandy Creek Park, Athens, Georgia. Board members were invited to attend.

**11.0 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