

# Advantage

Behavioral Health Systems

## MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES SERVICE BOARD MEETING #95

May 27, 2003

### BOARD MEMBERS PRESENT

Conoly Hester – Clarke

Nick Aguilar – Clarke

Carter Smisson – Jackson

Mary Jo Matthews – Madison

Ina Brown-Brothers – Barrow

Pat Ellis - Jackson

R. Charles White - Walton

Anita Carson – Greene

Mae Davis – Elbert

Linda Vinson – Walton

John Davis – Clarke

Kenneth Whitehead - Oglethorpe

Donald Hector - Walton

### BOARD MEMBERS ABSENT

Greene – Vacant

Jim Hudson – Oconee

Shirley Segars – Barrow

Clarke - Vacant

Gail Goldsmith– Morgan

### ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Brenda Smith

Terry Frazier

Robert Stephens, MD

Cindy Darden

Mark Evces

Briar McLean

Cecile Morgan

Larry Gabriel

Terry Tellefson

Helen Kabat

Sharyn Bortle

David Anderson

### GUESTS

M. Andrew McCollum

Mary O'Toole

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

### **1.0 ACTIONS**

- 1.1 Motion to accept the agenda as amended. Moved (John H. Davis); Seconded (Kenneth Whitehead); Passed (Unanimously).
- 1.2 Motion to approve the minutes of the April 22nd Community Service Board as amended. Moved (Carter Smisson); Seconded (Anita Carson); Passed (Unanimously).
- 1.3 Motion to approve the Executive Director's contract. Moved (Carter Smisson); Seconded (John H. Davis); Passed (Unanimously).
- 1.4 Motion to approve the resolution (CSB Association Position Paper). Moved (Kenneth Whitehead); Seconded (John H. Davis); Passed (Majority); Opposed (1).

- 1.5 Motion to adjourn the meeting. Moved (John H. Davis); Seconded (Mary Jo Matthews); Passed (Unanimously).

## **2.0 INTRODUCTION - BOARD MEMBER**

2.1 John H. Davis, Athens-Clarke County CSB Representative introduced Bryant Miller. Mr. Miller will represent Greene County. He is the Program Director at Penfield Christian Home, which is an alcohol and drug rehabilitation program for adult men and is a 30-bed facility located in Greene County. Mr. Miller will be sworn into office at the June CSB Meeting.

## **3.0 PRESENTATION - CHILD AND ADOLESCENT SERVICES**

3.1 Briar McLean, Ph.D., Clinic Supervisor distributed and reported on the day to day operation of the Child and Adolescent Program. Dr. McLean feels that despite the budget crisis, the program staff is providing very effective services and is working as a team. In addition to Dr. McLean, the team consists of an operations manager, 3-4 therapists, a community support worker, and a couple of interns (University of Georgia). A child psychiatrist also is on staff and provides services three (3) days per week. Referrals are received from schools, family physicians and the Department of Family & Children Services (DFCS), and the program currently serves approximately 200 consumers.

## **4.0 NEW BUSINESS**

4.1 Mr. Tellefson reported on the Department of Human Resources (DHR) contract. We received the document on May 22nd and are currently in the process of analyzing it. It is significantly different from the FY2003 contract. The Regional Office has recommended that ABHS provide all services possible and utilize all funds. Benjie Wood, Business Office will review the contract and recommend changes to Management. Mr. Wood is a former employee of the Northeast Georgia Regional Board.

4.2 Ms. Hester reported on the Executive Director's contract. Board members received a copy of the document prior to meeting. Ms. Hester requested the Board's approval of the contract.

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

5.1 Ms. Hester questioned regarding billing for consumers with Medicaid due to the inability to enter their authorizations into the Electronic Data Services (EDS). This has affected every Medicaid provider including hospitals, nursing homes, and physicians. Mr. Tellefson commented that once the services are corrected, ABHS would be funded for billing.

5.2 The Medical Department report was highlighted. Robert Stephens, Medical Director, announced that Dr. Tom McCormack, Child Psychiatrist, has requested a reduction in his work hours from three (3) days a week to two (2) days per week. He also announced that the last day of employment for Dr. Jamie Rambeau, Adult Psychiatrist, will be June 11th. Both cited financial instability of the agency in their resignation letters.

- 5.3 Dr. Davis commented on the Human Resources Department report. Staff has developed a centralized process for hiring new staff.
- 5.4 Dr. Davis commented on the Outpatient Services report. The report addressed financial issues and productivity. Dr. Davis feels that it is crucial that staff members comprehend and maintain a copy of the report. A revised copy of the report was given to all staff for review.
- 5.5 Mr. Tellefson reported that Kenneth Whitehead, Oglethorpe County CSB Representative requested sending correspondence to the State legislatures regarding "double dipping" wherein retired individuals have contractual arrangements with the CSBs. Information was forwarded to the legislators, and ABHS will contact the legislators on a monthly basis regarding various issues.
- 5.6 Ms. Hester highlighted on the Commission of Accreditation for Rehabilitation Facilities (CARF) survey summary regarding communication with referrals and funding sources. She asked if correspondence should be sent to physicians who refer consumers to ABHS.

## **6.0 BOARD REPORTS**

- 6.1 Finance Committee – Larry Gabriel, Business Manager reported on the revenues and expenditures compared to budget (cash basis) for the period ended April 30, 2003. The 10% reduction in staff's salary will not be implemented in May. The finances for April and May are looking good. Each budget manager will be responsible for controlling his or her budget. A system will be developed for tightening the budget; the Business Office and Management Team will develop a plan.
- 6.2 Membership & Nominations Committee – Dr. Davis distributed a form to Board members to complete and submit. The purpose of the form is to specify how the Board is stacked. The Board has a vacancy for Athens-Clarke County. We are in the process of drafting a letter to be sent to County Commissioners and potential Board members, identifying Board members and their responsibilities. The term of Anita Carson, Greene County CSB Representative, will expire June 30, 2003. Someone has been appointed to serve in that capacity. Dr. Davis encouraged Board members to attend the meetings of the Finance and Rights of Persons Served Committees. The meetings are held on the 4th Tuesday at 3:30 p.m.
- 6.3 Legislative Committee – no report requiring an action.
- 6.4 Bylaws and Policy Committee – no report requiring an action.
- 6.5 Rights of Persons Served Committee – Ina Brown Brothers, Barrow County CSB Representative reported the committee met today. They reviewed thirty (30) incidents, one (1) death and thirteen (13) issue resolutions.
- 6.6 Dashboard Ad Hoc Committee - Dr. Whitehead reported the committee met today with Management Team and Managers. The committee has identified the information to include in the report.

6.7 Annual Report Ad Hoc Committee - Dr. Davis reported the committee will meet next month and Board members will be notified. He has contacted Ms. Rosalyn Carter and has invited her to speak at the CSB Annual Meeting.

6.8 CSB Association Report - Dr. Whitehead reported on the correspondence sent to Commission Jim Martin, Georgia Department of Human Resources regarding the Association Position Paper. Dr. Davis, CSB Association President, drafted the document. The paper is designed to stimulate a discussion within Governor Perdue's Administration about the current condition and future direction of Georgia's public mental health, developmental disabilities, and addictive diseases service delivery system. The Board was requested to approve the resolution and the purpose is to develop and maintain a partnership with the DHR.

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

7.1 Mr. Tellefson reported on the monthly CSB reports. He asked Board members for suggestions/input on information being distributed. He also stressed to Board members if they have questions and/or concerns to direct them to him. He proposed scheduling a half-day meeting with new and/or old Board members with the Management Team to tour programs and receives an overview of the day-to-day operations. Mr. Tellefson will provide a monthly question and answer sheet for Board members, and they will continue to receive the one-page report from the Management Team.

## **8.0 REPORT FROM CSB CHAIRPERSON**

8.1 Ms. Hester reported on the CSB quarterly work session scheduled for May 13th. The session was cancelled due to lack of information regarding the budget, contract, and finances. She has received and reviewed the Board self-evaluation. This information may be addressed briefly after the Board meeting.

8.2 Ms. Hester reported that a meeting has been scheduled for June 12th to address input in strategic planning. She requested that Board members provide her with input for the meeting.

8.3 Ms. Hester reported on the upcoming training sessions for CSB members. The Carl Vinson Institute of Government, UGA, is conducting the sessions. They will be held on June 3, 2003, in Macon Georgia and will include:

a) "New Community Service Board Member Orientation", 10:00 a.m. - 12:30 p.m.;

b) "Program Planning, Program Monitoring and Financial Management for Community Service Boards, 1:00 - 4:00 p.m. Transportation will be provided.

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

9.1 M. Andrew McCollum reported on the DHR contract. According to HB 498, an understanding evolved for the Department and Division that the contracting process across the thirteen (13) region is uneven. Therefore, the

Division and the Department designed the contract so that every contractor had a standardized document. The Regional Office will meet with providers to address the document and will monitor the contract.

**9.2** Mr. McCollum reported that the budget figures have been received and will be distributed to the CSBs. The total reductions in the Administration cuts are \$2.6 million. These cuts came directly from the legislature. The decision as to how much to cut each CSB was made by the Division. Mr. McCollum invited Board members to attend any of the meetings the Regional Office has scheduled with ABHS.

**9.3** Mr. McCollum informed the CSB of a conversation with Division Officials Jack Gronewald, JoAnn Colwell, and Karl Schwarzkopf, Ph.D. Mr. Gronewald informed the Division that ABHS is doing quite well and has taken some dramatic actions toward moving in the right direction. The Regional Office is proud of ABHS for these actions.

**9.4** Mr. McCollum reported on the advanced funds. He encouraged ABHS to request the funds early.

**10.0 PUBLIC ACCESS**

**10.1** No one present to address the Board.

**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