

# Advantage

Behavioral Health Systems

## MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES SERVICE BOARD MEETING #98

August 26, 2003

### BOARD MEMBERS PRESENT

Conoly Hester – Clarke  
Nick Aguilar – Clarke  
Kenneth Whitehead - Oglethorpe  
John Davis – Clarke  
Pat Ellis - Jackson  
R. Charles White - Walton  
Bryant Miller - Greene

Ina Brown-Brothers – Barrow  
Mae Davis – Elbert  
Shirley Segars – Barrow  
Linda Vinson – Walton  
Donald Hector - Walton  
Mary Gannon Gunn - Clarke

### BOARD MEMBERS ABSENT

Jim Hudson – Oconee  
Gail Goldsmith– Morgan  
Greene - Vacant

Mary Jo Matthews – Madison  
Carter Smisson – Jackson

### ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Brenda Smith  
Shelia Cain  
Linda Hazinski  
Tina Tarbox  
Terry Frazier  
Helen Kabat  
Linda Brown  
Gary Mize

Cecile Morgan  
Larry Gabriel  
Terry Tellefson  
Robert Stephens, MD  
Scott Clark  
Geneva Wright  
Rosalind Parks  
Barbara Reid

### GUESTS

M. Andrew McCollum  
Mary Anna Fyock  
William Mintz  
George Bell  
Alvin Evans  
Kevin Bagley  
Jason Lunsford  
Hasanna Coursey

Mary O'Toole  
Rick Fyock  
Michael J. Jackson  
Cynthia Lee  
Melvin Allen  
Kenny Womack  
Patsy Green

**The meeting was opened by Conoly Hester, Community Service Board (CSB) chairperson at 5:00 p.m.**

### **1.0 ACTIONS**

- 1.1 Motion to accept the agenda. Moved (John H. Davis); Seconded (Nick Aguilar); Passed (Unanimously).

- 1.2. Motion to approve the minutes of the July 24th Community Service Board meeting. Moved (Kenneth Whitehead); Seconded (Pat Ellis); Passed (Unanimously).
- 1.3. Motion to amend the minutes of the July 24th Community Service Board meeting to indicate one vacancy and one absenteeism for Greene County. Moved (John H. Davis); Seconded (Kenneth Whitehead); Passed (Unanimously).
- 1.4. Motion to approve the revised agency policies (see **Board Reports 6.4**). Moved (John H. Davis); Seconded (Shirley Segars); Passed (Unanimously).
- 1.5. Motion to adjourn the meeting. Moved (Shirley Segars); Seconded (Pat Ellis); Passed (Unanimously).

## **2.0 OATH OF OFFICE**

- 2.1 John H. Davis, Athens-Clarke County CSB Representative introduced and swore in new board members. Mary Gannon Gunn will represent Athens-Clarke County and Bryant Miller will represent Greene County.

## **3.0 OLD BUSINESS**

- 3.1 Ms. Hester reported on the 2004 Strategic Plan. Board members discussed and reviewed the document at the CSB Work Session. Board members received a revised copy of the 2004 Strategic Plan.
- 3.2 Terry Frazier, Human Resources Director reported on the Mentoring Program. This is a 30-day program in which new employees are provided a mentor to help assist in familiarity with ABHS and job responsibilities. The mentors are chosen by the Management Team. Mentors are provided a checklist, shadowing activities, and an evaluation form for tracking and reporting progress. At the end of the program, mentors receive \$200 for providing guidance to the new employee.

## **4.0 NEW BUSINESS**

- 4.1 No business to report.

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

- 5.1 Ms. Hester reported on the new document called 'Team Talk'. This document will include information discussed in Management Team meetings as well as other information such as program moves, phone number changes and any other relevant information that should be shared on an agency-wide basis.
- 5.2 Dr. Stephens expressed concernS regarding the American Psyche System (APS) has become excessively restrictive on certain diagnostic categories which require services that ABHS offer. Dr. Stephens will prepare a document regarding this issue for CSB members to discuss with the legislators. Mr. Tellefson suggested that Dr. Stephens report on this issue at the next CSB Work Session.
- 5.3 Linda Hazinski, Developmental Disabilities Service Centers, reported on the Medicaid waiver services. The Automated Computer System (ACS)

has made errors on prior authorizations for billing Medicaid waiver services.

## **6.0 BOARD REPORTS**

- 6.1** Finance Committee – Kenneth Whitehead, Oglethorpe County CSB Representative reported the committee met today. They reviewed the revenues and expenditures for the period ending July 31, 2003.
- 6.2** Membership & Nominations Committee – Dr. Davis scheduled a committee meeting for September 9, 2003 at 3:00 p.m. The committee will nominate a slate of officer for 2004 to include the Chair, Vice-Chair, and Secretary. Ms. Hester appointed Bryant Miller and Charles White, Walton County CSB Representative to serve on the committee.
- 6.3** Legislative Committee – Linda Vinson, Walton County CSB Representative requested organizing a legislative breakfast for October 2003. Ms. Vinson will follow up with Tina Tarbox, Marketing and Public Relations. Ms. Hester encouraged board members to attend the event.
- 6.4** Bylaws and Policy Committee – Ms. Hester reported the committee reviewed revised policies based on the recommendations of the Commission on Accreditation for Rehabilitation Facilities (CARF) survey and/or Health Insurance Portability and Accountability Act (HIPAA). The committee requests the board's approval of the following:
- a)** 100.127 Code of Ethics
  - b)** 200.120 Protection and Promotion of Rights of Persons Served - Rights of Persons Served
  - c)** 400.205 Clinical Services - Confidentiality of Information/ Consent of Recordings and Photographs
  - d)** 500.123 Service Records - Chart Retention
- Ms. Hester appointed Donald Hector, Walton County CSB Representative to serve on the committee.
- 6.5** Rights of Persons Served Committee – Shirley Segars, Barrow County CSB Representative reported the committee met today. They reviewed twenty-six (26) incidents including twenty-three (23) serious, three (3) critical, and one (1) death due to terminal illness. They also reviewed incidents which occurred in June 2003 to include twenty-one (21) serious, four (4) critical and one (1) death due to terminal illness.
- 6.6** Dashboard Ad Hoc Committee - Mr. Whitehead stated that reports are being distributed to board members. Fred Eckhardt, Coordinator of Operations will compile the data and put into format. Hopefully, next month all data will be included in one report. The dashboard report will be addressed in detail at a CSB Work Session.
- 6.7** Annual Report Ad Hoc Committee - The committee met last week to address the annual report. They elected not to host an annual meeting in November. They will plan an annual recognition dinner for October or November 2004. The committee agreed to plan a reception following the CSB meeting in November 2003. At the event, the employee of the year will be recognized.

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

- 7.1 The Consumer Council for Developmental Disabilities Services reported on the new consumer orientation handbook. The handbook was developed by the consumers. Gary Mize, Elbert County Service Center and Barbara Reid, Jackson County Service Center worked closely with the consumers on this project. The handbook will be distributed throughout the Developmental Disabilities Day Centers and to board members.
- 7.2 Mr. Tellefson reported that he and Robert Stephens, Medical Director met with Athens Regional Medical Center (ARMC) Staff to address a collaborative relationship regarding admissions. This will allow ABHS to control admission to Augusta Regional Hospital. Protocols will be developed through ARMC's attorney which meets the legal definitions for a voluntary admission.
- 7.3 Mr. Tellefson reported that ABHS received a bomb threat on Monday, August 25th at 8:10 a.m. for the offices located at 250 North Avenue, Athens, Georgia. Athens-Clarke Police Department and the University of Georgia bomb sniffing dog toured the building; nothing was found. ABHS received a second bomb threat the same day at 12:30 p.m.
- 7.4 Mr. Tellefson reported the ABHS picnic is scheduled for September 27, 2003, Sandy Creek Park, 10:00 a.m. - 2:00 p.m., Athens, Georgia. Board members are encouraged to attend.

## **8.0 REPORT FROM CSB CHAIRPERSON**

- 8.1 Ms. Hester reported that the minutes of the August 12th CSB Work Session was distributed to Board members. The next scheduled CSB Work Session is October 14th at 9:00 a.m. in Athens, Georgia. The topics will include the dashboard reports and major diagnosis list. Board members are encouraged to attend.
- 8.2 Ms. Hester reported that the board trip that is tentatively scheduled for September 9th is cancelled. Mr. Tellefson noted that he has scheduled meeting with new board members in their county to address funding, services, and tour ABHS sites.

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

- 9.1 Andrew McCollum, Regional Services Administrator reported on an audit. Karl Schwarzkopf, Division Director informed the Regional Administrators that the Governor has expressed concern regarding the CSBs and has requested the State Auditor to conduct a 2-phase CSB study. Phase 1 will be to get a current and accurate picture of the system including the history, utilization data, reporting systems and oversight systems. Phase 2 will review the CSB governance structure, management, finances, clinical quality and access to care.
- 9.2 Mr. McCollum reported on the Governor's articles regarding the budget. The Governor has proposed a reduction of funding for 2.5% for FY2004 and 5% plus 3% redirect cut in FY2005.
- 9.3 Mr. McCollum reported on services for foster care kids. They have been providing services for kids located in the lower part of the region. This model will be brought to ABHS for review. These services will be no cost

for ABHS because the Department of Family & Children Services will pay for the services and the kids are Medicaid eligible.

9.4 Mr. McCollum mentioned the Regional Board Planning Retreat, September 20, 2003. Additional information will be forwarded to the CSB.

**10.0 PUBLIC ACCESS**

10.1 No one present to address the Board.

**11.0 ADJOURNMENT**

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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