

Advantage

Behavioral Health Systems

MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES SERVICE BOARD MEETING #107 June 22, 2004

BOARD MEMBERS PRESENT

Conoly Hester – Clarke
Mae Davis – Elbert
Jim Hudson – Oconee
Pat Ellis - Jackson
Mary Gannon Gunn - Clarke
Donald Hector - Walton
Linda Vinson – Walton

Mary Jo Matthews – Madison
Shirley Segars – Barrow
John Davis – Clarke
Gail Goldsmith– Morgan
Emma Evans - Barrow
Ralph Danson - Greene
R. Charles White - Walton

BOARD MEMBERS ABSENT

Kenneth Whitehead - Oglethorpe
Greene - Vacant

Nick Aguilar – Clarke
Carter Smisson – Jackson

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Terry Tellefson
Tina Tarbox
Dr. Robin Johnson
Helen Kabat
Fred Eckhardt
Cecile Morgan

Larry Gabriel
Cindy Darden
Scott Clark
Brenda Smith
Terry Frazier

GUESTS

Boyd McLocklin
Andy McCollum

Mary O'Toole

The meeting was opened by Linda Vinson, Community Service Board (CSB) Secretary at 5:00 p.m.

1.0 ACTIONS

- 1.1 Motion to accept the agenda as amended. Moved (Conoly Hester); Seconded (John H. Davis); Passed (Unanimously).
- 1.2 Motion to accept executive session for Board discussion to address contractual issues and litigation. Moved (John H. Davis); Seconded (Mary Gannon Gunn); Passed (Unanimously).
- 1.3 Motion to return to the open session of the meeting. Moved (Gail Goldsmith); Seconded (Conoly Hester); Passed (Unanimously).
- 1.4 Motion to retain the attorney to submit correspondence as discussed in the executive session. Moved (Ralph Danson); Seconded (Mary Jo Matthews); Passed (Unanimously).
- 1.5 Motion to approve the minutes as amended of the May 25th CSB meeting. Moved (Conoly Hester); Seconded (John H. Davis); Passed (Unanimously).

- 1.6 Motion to approve Policy 400.156, Clinical Services – Denial of Routine Services for Refusal to Pay. Moved (Gail Goldsmith); Seconded (Conoly Hester); Passed (Unanimously).
- 1.7 Motion to approve the revised fiscal policies (see Board Reports 6.4). Moved (Ralph Danson); Seconded (Donald Hector); Passed (Unanimously).
- 1.8 Motion to approve the revised medical policies (see Board Reports 6.4). Moved (Ralph Danson); Seconded (Mary Gannon Gunn); Passed (Unanimously).
- 1.9 Motion to accept the proposed FY2005 budget. Moved (Gail Goldsmith); Seconded (John H. Davis); Passed (Unanimously).
- 1.10 Motion to adjourn the meeting. Moved (Ralph Danson); Seconded (Shirley Segars); Passed (Unanimously).

2.0 EXECUTIVE SESSION

- 2.1 The purpose of the executive session was to address contractual issues regarding litigation. In attendance were Board members, the Chief Executive Officer (CEO) and Michael Daniel, Attorney.

3.0 OLD BUSINESS

- 3.1 Mr. Tellefson reported on the Youth Detention Center. The facility has been closed due to State budget cuts. Mr. Tellefson has sent correspondence to Commissioner Albert Murray, Department of Juvenile Justice informing him that ABHS and St. Mary's Hospital are interested in utilizing the facility for an Emergency Receiving Facility (ERF). The issue is to get St. Mary's in agreement with this venture. If this venture does not progress, ABHS would explore other possibilities. Mr. Tellefson will keep the Board updated regarding this issue.

4.0 NEW BUSINESS

- 4.1 Mr. Tellefson received an email from M. Andrew McCollum, Regional Services Administrator regarding the FY2005 budget and contract. This correspondence was submitted to Board members for review. Mr. McCollum reported that as soon as correspondence is received from the Region's attorney, the current contract would be extended through the end of July, 2004. The purpose is to allow time for the development of the FY2005 contract.

5.0 SERVICE REPORTS (Administrative Reports)

- 5.1 Timothy Gibson, Medical Director reported on the Detoxification Unit. We have detoxed approximately 7,800 consumers. We process 50-60 cases on a monthly basis and the length of stay is 3-5 days. The facility has a 10-bed capacity. Most of the users are addicted to the following: stimulants (cocaine, methamphetamine); hypnotic sedatives (alcohol, Valium, etc); and opiates (heroin, methadone, lortabs). The consumers we serve the most are poly-pharmacy users. The average age is 30 and they use a little bit of everything. Very seldom does a pure alcoholic come to the unit for treatment. Approximately 30% of our consumers are repeaters. We also provide mandated service programs and volunteer outpatient programs at the facility. Dr. Gibson invited Board members to visit the facility.

- 5.2 Cindy Darden, Clinical Director introduced Dr. Robin Johnson, Medical Director. One of Dr. Johnson's specialties is dual diagnosis, which includes mental health and substance abuse.
- 5.3 Mary Gannon Gunn, Athens-Clarke County CSB Representative raised a question regarding the estate of Dean Rawson. Mr. Tellefson sent correspondence to the Board addressing this issue. It has been determined by review of the will that the proceeds should be designated to the Mental Health Association (MHA), not ABHS.
- 5.4 Gail Goldsmith, Morgan County CSB Representative raised a question regarding the prior authorization forms for billing. Mr. McCollum reported that the region has requested all providers to submit the expected rate per consumer due to billing purposes. The State has purchased a Waiver Information System (operated computer software) that will provide this information. This information will be submitted to providers.
- 5.5 Mae Davis, Elbert County CSB Representative had concerns regarding the status of a lift van for Qualitech, Elbert County Developmental Disabilities Day Services Program. Larry Gabriel, Chief Financial Officer (CFO) reported that these vehicles were ordered approximately three (3) months ago. The problem is the vehicles have not been customized to fit our needs. He will contact the vendor regarding this issue. Ms. Davis also has concerns regarding the current vehicle that is being used to transport consumers. Mr. Gabriel noted that the Transportation Staff assists other department with mechanical problems upon request, and he will have them contact Qualitech regarding this issue.

6.0 BOARD REPORTS

- 6.1 Finance Committee – Gail Goldsmith, Morgan County CSB Representative reported the committee met today. ABHS has net revenue in the amount of \$297,938 for the month. Ms. Goldsmith reported on the proposed FY2005 budget; the Board received a copy of this document. This budget is based on last fiscal year's expenditures. ABHS has not received the negotiable contract, therefore this proposed FY2005 budget would be subject to changes. Ms. Goldsmith requested the Board to review and approve the proposed budget.
- 6.2 Membership & Nominations Committee – Dr. Davis reported that he and the Administrative Office have tried on several occasions to contact the Greene County Board of Commissioners Office regarding an appointment to the Board. He requested that Mr. Tellefson follow up on this issue. Dr. Davis has sent correspondence to the Barrow County Board of Commissioners requesting the reappointment of Shirley Segars. He has received confirmation of the reappointment. Ms. Davis asked the status of Nick Aguilar, Athens-Clarke County CSB Representative tenure on the Board. Dr. Davis will follow up on this issue.
- 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 reviewed several policies including fiscal, management information, and medical. In the past, the Board authorized the committee to approve polices submitted by the Business Office, Management Information Systems, and Medical Department. Ralph Danson, Greene County CSB Representative questioned regarding the sliding fee scale, "What happens if a person

does not want to disclose his/her income?" Mr. Tellefson noted that the person would be charged the rate at 100%. The committee requested approval of the following policies:

- 300.120** Health & Safety – Disruptive Incidents
 - 300.145** Disaster Response Plan
 - 300.210** Infection Control – Service Sites
 - 300.218** Anthrax
 - 300.235** Infection Control – Prevention of Transmission of Airborne/
Droplet Infections
 - 300.250** Infection Control – Prevention of Transmission of
Bloodborne Pathogens
 - 300.255** Infection Control – Hepatitis B
 - 300.260** Infection Control – Sexually Transmitted Diseases
 - 300.275** Infection Control – Biohazard Waste
 - 300.280** Infection Control – Post Exposure Response to Potential
Bloodborne Infection
 - 400.156** Clinical Services – Denial of Routine Services for Refusal to
Pay
 - 600.005** Medical Services – Personnel Defined (**Delete**)
 - 600.120** Medical Services – Clinical Staffing (**Delete**)
 - 600.130** Medical Services – Hospitalization of Persons Served
 - 600.135** Medical Services – Medication Management: Overview and
Prescribing
 - 600.141** Medical Services – Medication Management: Medication
Administration
 - 600.150** Medical Services – Medication Management Medication
Sources Storage and Security
 - 600.155** Medical Services – Medication Management: Drug
Destruction Therapeutic and Illicit
 - 600.156** Medical Services Medication Education
 - 1100.180** Fiscal – General
 - 1100.190** Fiscal – Fee for Services
- 6.5** Rights of Persons Served Committee – Ms. Segars reported the committee met today. They reviewed six (6) critical, sixteen (16) serious, and two (2) moderate incident reports. There were three (3) deaths due to unknown causes.
- 6.6** Ad Hoc Annual Meeting/Report Committee – Dr. Davis reported the committee met today. The CSB annual meeting will be held October 19, 2004 at 7:30 p.m. The location and catering for the event has not been finalized. Committee members will follow up on these issues. Tina Tarbox, Community Relations, Issue Resolution distributed correspondence to Board members regarding the maillist. She is requesting Board members to provide names of friends, neighbors, colleagues, and any MH/MR/SA advocates they wish to be included on the maillist. "Hold The Date" cards will be mailed in a couple of weeks. Invitations will be mailed 6 – 8 weeks prior to the meeting. The cost is \$25 and the proceeds will be used to support consumer services.
- 6.7** Ad Hoc Board Goals Committee – no report requiring an action. Ms. Gunn wants to meet prior to the July CSB Meeting.

7.0 REPORT FROM THE CSB EXECUTIVE DIRECTOR

7.1 Mr. Tellefson reported that two (2) individuals closely associated with ABHS received awards from the Mental Health Association at their annual meeting. They were: Shirley Segars awarded “The Claire Clements and Hans-Peter Dietrich Award for outstanding volunteer; and Judy Salmon, Assertive Community Treatment Coordinator named the Outstanding Mental Health Professional. These awards are truly high praise for two (2) deserving individuals.

8.0 REPORT FROM CSB CHAIRMAN

8.1 Dr. Davis reported on the CEO’s evaluation. He urged Board members to complete the evaluation and return to him as soon as possible.

9.0 REPORT FROM REGIONAL SERVICES ADMINISTRATOR

9.1 Mr. McCollum reported on the FY2005 contract and budget. The budget has not been submitted because it is wrapped up in the contract. “I have looked at your budget with the changes made by the legislators, I do not think ABHS will be in bad shape at all. The current contract will be extended through July, 2004, to allow the region time to work through these contracts”. Mr. McCollum quoted Gwen Skinner, new Division Directors as saying, “she was not taking on this job to come in and change every thing right away, she wants to listen to us, and when she said us, she means the collective us”.

10.0 PUBLIC ACCESS

10.1 No one present to address the Board.

11.0 ADJOURNMENT

DATE

APPROVED BY: LINDA VINSON
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: CARTER SMISSON
CHAIRMAN