

Advantage
Behavioral Health Systems
**MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE
DISEASES SERVICE BOARD MEETING #108**
July 27, 2004

BOARD MEMBERS PRESENT

Conoly Hester – Clarke	Mary Jo Matthews – Madison
Carter Smisson – Jackson	Shirley Segars – Barrow
Jim Hudson – Oconee	John Davis – Clarke
Pat Ellis - Jackson	Gail Goldsmith– Morgan
Mary Gannon Gunn - Clarke	Emma Evans - Barrow
Donald Hector - Walton	Ralph Danson - Greene
Linda Vinson – Walton	R. Charles White - Walton

BOARD MEMBERS ABSENT

Kenneth Whitehead - Oglethorpe	Clarke - Vacant
Greene - Vacant	Mae Davis – Elbert

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Terry Tellefson	Larry Gabriel
Tina Tarbox	Cindy Darden
Scott Clark	Brenda Smith
Helen Kabat	Terry Frazier
Fred Eckhardt	Sandra Conton
Cecile Morgan	Mike Robinson
Sylvia Crowe	Janice Calloway
Linda Hazinski	Michael Dock

GUESTS

Boyd McLocklin	Mary O'Toole
Rick Fyock	Mary Anna Fyock

The meeting was opened by Carter Smisson, Community Service Board (CSB) Chairman at 5:02 p.m.

1.0 ACTIONS

- 1.1 Motion to accept the agenda as amended. Moved (Shirley Segars); Seconded (Conoly Hester); Passed (Unanimously).
- 1.2 Motion to approve the minutes as amended of the June 22nd CSB meeting. Moved (Mary Jo Matthews); Seconded (Gail Goldsmith); Passed (Unanimously).
- 1.3 Motion to commend M. Andrew McCollum, Regional Services Administrator, for thirty-four (34) years of service, request that he attend the next Board meeting, and ABHS present a plaque of appreciation.

Moved (Mary Gannon Gunn); Seconded (Gail Goldsmith); Passed (Unanimously).

- 1.4 Motion to adjourn the meeting. Moved (Ralph Danson); Seconded (John H. Davis); Passed (Unanimously).

2.0 OLD BUSINESS

- 2.1 Mr. Tellefson reported that Attorney Michael Daniel has submitted correspondence to Beverly J. Walker, Commissioner, Department of Human Resources (DHR) regarding the penalties. He requested a response within 30 days and that the issue be submitted to a mediator for mediation rather than litigation.

- 2.2 Mr. Tellefson reported on the Youth Detention Center. He, Cindy Darden, Clinical Director, Andrew Neighbors, Safety Coordinator, and Jeff Frehse, St. Mary's Hospital toured the facility. Mr. Tellefson plans to meet with Tom Fitz, Chief Executive Officer (CEO), St. Mary's Hospital to address setting up a joint committee to start exploring the possibility of an Emergency Receiving Facility (ERF). If St. Mary's does not want to be involved, Advantage may use the facility as a Crisis Stabilization Unit.

3.0 NEW BUSINESS

- 3.1 Mr. Tellefson reported on the contract. The document was endorsed on July 26th. ABHS has been informed that since the document was not endorsed by July 9th, we will not be eligible for advance funds. Mr. Tellefson contacted Larry Howell, Regional Office regarding this issue. Mr. Howell noted that he received an email from the Division regarding it, and will forward it to ABHS. Mr. Tellefson will follow up on this issue.

4.0 SERVICE REPORTS (Administrative Reports)

- 4.1 Terry Frazier, Human Resources introduced Michael Robinson, Training Coordinator. Mr. Frazier distributed and reported on the Staff Turnover Report for July 2003 – June 2004. The report indicated the actual numbers of resignations and dismissals. The total number of separations was 168, and the average number of employees separated per month was fourteen (14). The turnover rate from July 2003 through June 2004 is calculated to be at 32%. The Board requested that additional demographical data be included in the report. Mr. Frazier will report on the turnover rates on a quarterly basis.

- 4.2 Dr. Darden reported on adult mental health services. Outpatient services is a program that must undergo serious reconfiguration in the coming year. This is due to the large number of consumers, and the reduction of funding levels.

5.0 BOARD REPORTS

- 5.1 Finance Committee – Gail Goldsmith, Morgan County CSB Representative reported the committee met today. They reviewed revenue and expenditures for the period ending June 2004. Ms.

Goldsmith encouraged and invited Board members to attend the committee meetings. Larry Gabriel, Chief Financial Officer (CFO), distributed the minutes of the June 2004 CSB Finance Committee meeting. This document will be included in the Board mail out on a monthly basis.

- 5.2** Membership & Nominations Committee – John Davis, Athens-Clarke County CSB Representative reported on the Board's membership. Nick Aguilar, Athens-Clarke County Representative has resigned due to job responsibilities. Shirley Segars, Barrow County CSB Representative term expired in June 2004. Ms. Segars agreed to be reappointed to the Board. Barrow County Commissioner has approved and confirmed the reappointment. Greene County Commissioners have appointed Cornelia Lowery to serve on the Board. An orientation session will be scheduled prior to the August CSB meeting. Also, there are several Board members whose term has expired. They are: John Davis, Conoly Hester, Athens-Clarke County Representatives; Mae Davis, Elbert County Representative; Mary Jo Matthews, Madison County Representative; and Gail Goldsmith, Morgan County Representative. Correspondence will be forwarded to County Commissioners regarding reappointment of these individuals.
- 5.3** Legislative Committee – no report requiring an action. Mr. Tellefson suggested that he and Board members meet with the legislators on a county by county basis. He wants to schedule events (i.e., breakfast, lunch, dinner) starting the end of August through October 2004. He will follow up on this issue.
- 5.4** Bylaws and Policy Committee – no report requiring an action.
- 5.5** Rights of Persons Served Committee – Ms. Segars reported the committee met today. They reviewed incident reports to include fifteen (15) critical and nine (9) serious, one (1) death, and twenty-five (25) issues had been resolved. Ms. Segars invited Board members to attend the committee meetings.
- 5.6** Ad Hoc Annual Meeting/Report Committee – Dr. Davis reported the committee did not meet this month. They have been assigned to check on locations and catering for the meeting. Tina Tarbox, Public Relations – Human Resources has mailed 'Hold the Date Cards' and will be mailing the invitations six (6) weeks prior to the meeting. Dr. Davis requested input/feedback from Board members for assisting in making this event a success.
- 5.7** Ad Hoc Board Goals Committee – Mary Gannon Gunn, Athens-Clarke County CSB Representative distributed and reported on the draft mission statement and objectives of the CSB. This issue will be tabled until the next meeting. Dr. Davis suggested that this document be included on the ABHS web site for staff to review.
- 5.8** Awards Committee – Ms. Hester reported the committee met last week and reviewed nominations for Excellence in Administrative Support,

Excellence in Management and Commitment to Service. The winners were:

- Excellence in Administrative Support – Sylvia Crowe, CQI
- Excellence in Management – Fred Eckhardt, Director of Operations
- Excellence in Management – Dr. Janice Calloway, CQI
- Commitment to Service Award – Sandra Fricks, Women’s Services

5.9 CSB Association Report – Dr. Davis reported the Association met July 9th. They addressed issues regarding the penalties.

6.0 REPORT FROM THE CSB EXECUTIVE DIRECTOR

6.1 Mr. Tellefson reported that Gwendolyn Skinner has been appointed the Division Director.

6.2 Mr. Tellefson reported that Mr. McCollum’s has retired effective July 26, 2004. Mr. McCollum was the Regional Director for East Central MHDDAD Regional Office, and formerly the Director of Northeast Georgia Center. Mr. Tellefson suggested commending Mr. McCollum for his dedication and inviting him to attend the next Board meeting and present a plaque of appreciation.

6.3 Mr. Tellefson reported on the draft strategic plan. He suggested scheduling a WorkDay for the Board to address the following issues: strategic plan, contract, and budget. The WorkDay is scheduled for Thursday, September 2, 2004, 10:00 a.m. – 2:00 p.m. in the Educational Services Conference Room, Athens, Georgia.

7.0 REPORT FROM CSB CHAIRMAN

7.1 Dr. Davis reported on the CEO’s evaluation. He received feedback from thirteen (13) board members regarding the evaluation. The overall score was 3.33. These are the attributes strengths identified by the board members from the ratings:

- a)** exceptionally knowledgeable about budget and fiscality;
- b)** strong contract negotiator;
- c)** diplomatic in building relationships with other agencies;
- d)** obvious involvement at State and other extra agency issues;
- e)** availability is admirable;
- f)** good information to Board;
- g)** innovative financial manager;
- h)** effectively develops contacts;
- i)** proactive in managing communication;
- j)** alert to opportunities for involvement with other agencies and around the State;
- k)** strong creative manager, i.e., Greene County Transportation;
- l)** builds staff morale;
- m)** effective use of facilities;
- n)** extra-agency involvement is strong;
- o)** excellent use of Human Resources Director and staff;
- p)** effective involvement of staff in managing budget;

- q) excellence coordination and grasp of total agency; and
- r) manages policies effectively.

These are the areas of improvement identified by the board members for the CEO:

- a) more attention to studying staff turnover;
- b) additional effort needed in developing alternative revenue streams;
and
- c) more effort needed on interagency coordination.

9.0 PUBLIC ACCESS

9.1 No one present to address the Board.

10.0 ADJOURNMENT

DATE

APPROVED BY: LINDA VINSON
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: CARTER SMISSON
CHAIRMAN