

Advantage

Behavioral Health Systems

MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES SERVICE BOARD MEETING #111 November 23, 2004

BOARD MEMBERS PRESENT

Kenneth Whitehead - Oglethorpe
Carter Smisson – Jackson
Conoly Hester – Clarke
Pat Ellis - Jackson
Linda Vinson – Walton
Cornelia Lowery - Greene

Mary Jo Matthews – Madison
John Davis – Clarke
Mary Gannon Gunn - Clarke
Ralph Danson - Greene
Shirley Segars – Barrow

BOARD MEMBERS ABSENT

R. Charles White - Walton
Donald Hector - Walton
Clarke - Vacant
Emma Evans – Barrow

Mae Davis – Elbert
Gail Goldsmith– Morgan
Jim Hudson – Oconee

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Terry Tellefson
Tina Tarbox
Scott Clark
Helen Kabat
Cecile Morgan
Linda Hazinski
Angela Bray
Judy Salmon
Ryan Halsey
Virginia Justice
Sandra Conton
Tammy Dalton

Andy Martin
Cindy Darden
Brenda Smith
Terry Frazier
Laurie Wilburn
Art Davis
Brian Hale
Phyllis Willingham
Cathy Murrell
Bailey Grimes
Fred Eckhardt

GUESTS

Margie Fitzpatrick

Clyde Fitzpatrick

The meeting was opened by Carter Smisson, Community Service Board (CSB) Chairman at 4:00 p.m.

1.0 ACTIONS

- 1.1 Motion to accept the agenda as amended. Moved (Ralph Danson); Seconded (Kenneth Whitehead); Passed (Unanimously).
- 1.2 Motion to approve the minutes of the September 28th CSB meeting. Moved (Conoly Hester); Seconded (Kenneth Whitehead); Passed (Unanimously).
- 1.3 Motion to adjourn the meeting. Moved (Mary Jo Matthews); Seconded (Ralph Danson); Passed (Unanimously).

2.0 PRESENTATIONS

2.1 Retirees for November 2004 were recognized. Mr. Smisson presented a plaque to Margie Nell Fitzpatrick. Ms. Fitzpatrick was employed at Fine Finish (Madison County Service Center) working with consumers who have developmental disabilities. She had twenty-nine (29) years of dedicated service. Lola B. Moon was employed with Community Support Individuals (CSI) and had twenty-nine (29) years of service. Cornelia "Miss Connie" Abrams was employed with Residential Services and had seven (7) years of service. Ms. Moon and Ms. Connie were unavailable to attend the meeting.

3.0 OLD BUSINESS

3.1 Mr. Tellefson reported on the Youth Development Center (YDC). Representative Keith Heard scheduled a meeting with Commissioner Murray, Department of Juvenile Justice to address this issue. Mr. Tellefson presented a detailed proposal and Commissioner Murray will submit this information to the Office of Planning and Budget. Mr. Tellefson noted that he has met with Tom Fitz, St. Mary's Hospital regarding a joint venture with ABHS. St. Mary's staff is not familiar with behavioral health. Mr. Fitz has contacted a consultant who works with Catholic organizations for assistance in advice and recommendations of this joint venture.

4.0 NEW BUSINESS

4.1 Andy Martin, Coordinator of Athens Center, composed a song regarding Advantage, "The Ballad of ABHS". Mr. Martin sang the ballad at the meeting.

4.2 Terry Frazier, Human Resources Director distributed and reported on Staff Turnover, October 2003 – September 2004. The report detailed the actual position titles of resignations and dismissals, number of separations by reason, and the total separations per month, race, and gender. The total number of separations was 178 employees. The average number of employees separated per month was fifteen (15) employees. The turnover rate for the period was 34%. Mr. Frazier reported that Management is developing a career ladder for the demonstration of career goals. This tool will be instituted in the revised supervisor's training. Ralph Danson, Greene County CSB Representative recommended differentiating full time and part time employees in the report. This report will be presented to the Board on a quarterly basis.

4.3 Mr. Tellefson noted that ABHS has been approached by Athens-Clarke City and the Department of Community Affairs (DCA) to assume the responsibilities of the Homeless Day Program Center effective January 1, 2005. The Homeless Day Program is funded through a HUD grant. Laurie Wilburn, Coordinator of Adult Mental Health Services reported the Center is connected to the Soup Kitchen located in the Oconee Street Methodist Church, Athens, Georgia. It is in operation Monday through Friday, 9 - 5:30 p.m. This place provides an address, phones, and facility for use for the homeless. There are two (2) Case Managers on staff to assist with finding shelter, funding, Medicaid, food stamps, and job appointments.

4.4 Linda Hazinski, Director of Developmental Disability Service Centers, Community Employment and Residential reported on the United Way. Dr.

Hazinski is ABHS Chairperson for the State Charitable Contribution Campaign. Four of the DD Service Centers are assisted with funding through United Way to include Custom Industries, Fine Finish, Jackson Creative Community Resources, and Unlimited Services. To this date, we have raised over \$7000. Bailey Grimes, Manager of Fine Finish (Madison Service Center) reported on the procedures for applying for funds through the United Way. An application is submitted to United Way in the county in which the program is located. A presentation is required to include the program's goals, demographics, the number of consumer being served, and a detailed budget.

5.0 SERVICE REPORTS (Administrative Reports)

- 5.1 Cindy Darden, Director of Clinical Services reported on the police training. The purpose of this training is to help sensitize police officers to individuals with mental illness, addictive diseases, and/or developmental disabilities. The training was developed by Emergency Services and the Training Department. Mr. Tellefson noted that Chip Morris, Access Unit is scheduled to meet with Barrow County to assist in the development of a Crisis Intervention Team (CIT). This training will be separate, but the police-training curriculum will be utilized.
- 5.2 Helen Kabat, Director of Continuous Quality Improvement reported on the Commission of Accreditation for Rehabilitative Facilities (CARF). ABHS received a three (3) year certification in 2002. Our certification expires in October 2005. She has begun preparation for the survey.
- 5.3 Mr. Frazier and the Management Team sponsored a trip for a group of children from Women's Services and Child & Adolescent Programs. The children were taken to the Clark Atlanta University Homecoming game on October 30, 2004.
- 5.4 Mr. Smisson commended Tina Tarbox, Director of Community Relations/Issue Resolution and the CSB Annual Meeting/Report Committee for their hard work in making the annual meeting and report a success. Dr. Davis suggested adding information regarding client satisfaction to the annual report.
- 5.5 Dr. Hazinski reported that to date we have received 95% reimbursement for Medicaid Waiver services billed since July. Conoly Hester, Athens-Clarke County Representative commended Dr. Hazinski on the People First Conference. 50 consumers and staff attended the conference in Jekyll Island, September 25-26, 2004. Much of the cost to send the consumers and staff to the conference was provided through donations. People First meetings are held on a monthly basis, second Tuesday at 11:00 a.m. at the Campus View Church, Athens, Georgia. Ms. Hester encouraged Board members to attend these meetings.

6.0 BOARD REPORTS

- 6.1 Finance Committee – Kenneth Whitehead, Oglethorpe County CSB Representative reported the committee met today. They reviewed the notes for the financial statements, revenues, expenditures, and balance sheet for the period ending October 31, 2004.
- 6.2 Membership & Nominations Committee - Dr. Davis reported on the 2005 Slate of Officers. Board members received a ballot for voting on the continuation of the 2004 officers. They are Carter Smisson, Chairman,

Kenneth Whitehead, Vice Chairman, and Linda Vinson, Secretary. The ballot needs to be submitted to Dr. Davis as soon as possible. Board membership was addressed. We currently have one (1) vacant slot - Athens-Clarke County. We are working diligently to appoint an individual. Also, Dr. Davis, and Conoly Hester, Athens-Clarke County representatives have been reappointed.

- 6.2.1** Ms. Hester reported on "How to Be a Better Board Member". Myra Blackmon presented the seminar on November 23, 2004.
- 6.2.2** Dr. Davis reported that he, the immediate past President, and Charles Knight, former president of the Georgia Association of CSB presented on specific orientation activities for Board members at the October meeting in Savannah, Georgia.
- 6.3** Legislative Committee – Mr. Tellefson reported that he would contact and schedule meetings with the legislators in the 10-county area. He will notify Board members of these meetings, and they are encouraged to attend. Board members requested a current list of the legislators in the 10-county area. Mr. Tellefson will follow up.
- 6.4** Bylaws and Policy Committee – no report requiring an action.
- 6.5** Rights of Persons Served Committee – Shirley Segars, Barrow County CSB Representative reported the committee met today. They reviewed incidents that occurred in September and October. In September there were fifteen (15) critical and eleven (11) serious incidents reported. In October, there were eight (8) critical and thirteen (13) serious incidents, and two (2) deaths. Also, forty-one (41) complaints had been successfully resolved.
- 6.6** Ad Hoc Annual Meeting/Report Committee – Dr. Davis commended staff and the Board for their hard work in making the annual dinner/meeting a success. He recommended organizing a new committee as soon as possible, to contact Don Schanche, Reporter, Macon Telegraph to be the guest speaker, and began planning for the 2005 meeting.
- 6.7** Ad Hoc Board Goals Committee – no report requiring an action.
- 6.8** Ad Hoc Awards Committee – Ms. Hester presented the following awards: Excellence in Administrative Support - Tammy Dalton, Operations Manager for Athens Center, Women's Services, and Women's Recovery Program; and Commitment to Service Award - Phyllis Willingham, RN, Assertive Community Treatment (ACT) Team.

The committee will meet the second Tuesday in January.

- 6.9** Al and Conoly Hester are hosting a Christmas Party, December 5, at 3 - 6:00 p.m. Board members, Management Team, spouses and/or significant other are cordially invited.

7.0 REPORT FROM THE CSB EXECUTIVE DIRECTOR

- 7.1** Mr. Tellefson briefly mentioned the following issues:
 - a)** there have been several news articles regarding issues with the State revenues and taxes;
 - b)** Phase II of the Governor's audit of CSBs - a copy of the document will be provided to Board members;
 - c)** Privatization seems to be a key word at the Governor's office; and

- d) Department of Community Health will be distributing Request for Proposals (RFP) for managed care services within the next couple of weeks.

8.0 REPORT FROM CSB CHAIRMAN

8.1 Mr. Smisson reported that several Board members and staff attended the CSB Association annual conference October 24 - 27, 2004 in Savannah, Georgia. Linda Vinson, Walton County CSB Representative encouraged new board members to attend this event in the future because it is very informative.

8.2 Mr. Smisson announced that the CSB would not meet in December.

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