

Advantage
Behavioral Health Systems
MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE
DISEASES SERVICE BOARD MEETING #121
October 25, 2005

BOARD MEMBERS PRESENT

Mary Jo Matthews – Madison
Pat Ellis - Jackson
Carter Smisson – Jackson
Ralph Danson - Greene
Emma Evans – Barrow

Linda Vinson – Walton
Conoly Hester – Athens-Clarke
John Davis – Athens-Clarke
R. Charles White – Walton
Mary Gannon Gunn – Athens-Clarke

BOARD MEMBERS ABSENT

Cornelia Lowery – Greene
Margarita Tejeda – Athens-Clarke
Mae Davis – Elbert
Donald Hector – Walton

Shirley Segars – Barrow
Oconee - Vacant
Kenneth Whitehead – Oglethorpe
Gail Goldsmith– Morgan

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Brenda Smith
Helen Kabat
Larry Gabriel
Terry Frazier
Betsy Stewart
Kathleen Brady
Daisy Bloome

Barbara Reid
Cindy Darden
Scott Clark
Cassandra Conton
Iain Halstead
Marshall Marrotte

The meeting was opened by Carter Smisson, Community Service Board (CSB) Chairman at 5:00 p.m.

1.0 ACTIONS

- 1.1 Motion to accept the revised agenda. Moved (Ralph Danson); Seconded (John H. Davis); Passed (Unanimously).
- 1.2 Motion to accept the minutes as amended of the September 27, 2005 CSB Meeting. Moved (Mary Gannon Gunn); Seconded (John H. Davis); Passed (Unanimously).
- 1.3 Motion to authorize the Finance Committee to make zero balance adjustments in the budget. Moved (Ralph Danson); Seconded (John H. Davis); Passed (Unanimously).
- 1.4 Motion to approve the financial report. Moved (Ralph Danson); Passed (Unanimously).
- 1.5 Motion to approve the 2006 CSB Officers (see Board Reports 6.2). Moved (Mary Jo Matthews); Seconded (John H. Davis); Passed (Unanimously).
- 1.6 Motion to tentatively postpone the annual dinner until the spring. Moved (Mary Gannon Gunn); Seconded (Ralph Danson); Passed (Unanimously).
- 1.7 Motion to adjourn the meeting. Moved (Ralph Danson); Passed (Unanimously).

2.0 AWARDS

- 2.1** Linda Vinson, Awards Committee Member, and Conoly Hester, Awards Committee Chairperson presented awards to the following staff:
- a)** Commitment to Service Awards – Iain Halstead, Athens, Clarke County Clinic; Kathleen Brady and Marshall Marrottee, Homeless Day Service Center;
 - b)** Excellence in Management - Andy Martin; Athens Center; and
 - c)** Excellence in Administrative Support – Daisy Bloome, Continuous Quality Improvement (CQI).

3.0 OLD BUSINESS

- 3.1** Mr. Tellefson reported on the Crisis Stabilization Program (CSP). Andrew Neighbors, Safety Coordinator is working closely with the county officials and construction workers regarding this project. He plans to meet with the Fire Marshall and request a 90-day temporary permit due to construction problems. Mary Lou Rahn, Division of Mental Health, Developmental Disabilities and Addictive Diseases is scheduled to conduct an inspection of the facility November 2, 2005. ABHS anticipates operation of the CSP in November.

4.0 NEW BUSINESS

- 4.1** Betsy Stewart, Ph.D., Assistant Coordinator of Adult Mental Health Services reported on the Volunteers/Interns Program. The program was formalized earlier this year. Dr. Stewart coordinates this program and is responsible for clinical placement. She works closely with the University of Georgia Doctoral Program, community counseling, social work, and public health administration, and the Argosy School of Professional Psychology, Atlanta, Georgia. ABHS also works with students who are not volunteering for class purposes, but interested in obtaining experience, and people in the community who are interested in working with ABHS. Dr. Stewart works closely with the Human Resources Department to include confidentiality, finger printing, identification badges, and orientation. Dr. Stewart noted that, “this is a great program and is very beneficial”. She read a “Thank you letter” received from a volunteer which was very inspirational.

5.0 SERVICE REPORTS (Administrative Reports)

- 5.1** Cindy Darden, Clinical Director reported on the Right Track Program. This program provides services for youths who are sexually inappropriate and youths who have been sexually abused.
- 5.2** Ms. Hester noted, “It’s great that everyone is meeting productivity”.
- 5.3** Terry Frazier, Human Resources informed the Board that the Staff Turnover Report will be mailed to them for review. The report will be addressed at the next meeting.
- 5.4** Scott Clark, Management Information Systems (MIS) reported on the PMTools which is a software package used for completing Performance Management Forms (PMFs). PMFs are used for evaluating staff. Management Team has requested the MIS Department to find a replacement for the PMTools prior to the next evaluation period.
- 5.5** Mr. Clark noted that he is attending the CSB Association Meetings for MIS. The PMTools have not been addressed at the meetings. Mr. Clark

will request that this topic be included on the agenda for the November meeting.

- 5.6 Barbara Reid, Jackson Creative reported on the Medicaid Waiver Forum hosted by Dr. Steven Hall, Director of Developmental Disabilities. Dr. Hall is lobbying for equalization, and the rates will be determined by the level of support.

6.0 **BOARD REPORTS**

- 6.1 Finance Committee – Larry Gabriel, Business Manager reported on revenues and expenditures for the period ending September 30, 2005. The committee met today and discussed the contract and adjustments of budgets. All adjustments will be reported to the Finance Committee on a monthly basis. In the event of a major budget change, the Finance Committee would recommend the Board’s approval.

- 6.2 Membership & Nominations Committee – Dr. Davis, Committee Chairman encourages Board’s support, “We need to push hard to attend Board functions”. Dr. Davis requested the Administrative Office to send a get well reminder to Cornelia Lowery, Greene County CSB Representative. Ms. Lowery has not been available to attend Board functions due to an accident. ABHS received a resignation letter from Jim Hudson, Oconee County CSB Representative. Dr. Davis will begin immediately recruiting for a replacement. Mr. Tellefson will schedule a meeting with Melvin Davis, Oconee County Commissioner regarding an appointment.

Dr. Davis distributed a ballot and reported on the 2006 CSB Officers. The purpose of the ballot is for nominating additional board members. The 2006 CSB Officers are: Linda Vinson, Walton County CSB Representative – Chair-person; Pat Ellis, Jackson County CSB Representative – Vice Chair-person; and Ralph Danson, Greene County CSB Representative – Secretary.

- 6.3 Legislative Committee – no report requiring an action. Mr. Smisson reported that Representative Tommy Benton has scheduled an open house for October 26, 2005 at the Civic Center, Commerce, Georgia and October 27, 2005 in Jefferson, Georgia.

- 6.4 Bylaws and Policy Committee – no report requiring an action.

- 6.5 Rights of Persons Served Committee – Mary Jo Matthews, Madison County CSB Representative reported the committee met today. They reviewed seven (7) issue resolutions of which five (5) were resolved and two (2) are pending. They also reviewed critical incidents to include seventeen (17) critical and eleven (11) serious.

- 6.6 Ad Hoc Annual Meeting/Report Committee – Mary Gannon Gunn, Athens-Clarke County CSB Representative reported on the ABHS Annual Dinner. The attendance count for the event is very low. Mr. Tellefson recommended postponing the event due to a conflict. The Mental Health Association has a scheduled event in November. The Board agreed and suggested having a joint event with the Mental Health Association in the spring 2006.

- 6.7 Ad Hoc Awards Committee – see Awards 2.0.

- 6.8 Ad Hoc Public Relations Committee - Ms. Ellis reported the committee is scheduled to meet November 16, 2005. Dr. Davis requested changing

the meeting date due to a scheduled seminar for Board members. Ms. Ellis will follow up.

7.0 REPORT FROM THE CSB EXECUTIVE DIRECTOR

7.1 Mr. Tellefson reported on the Limited Liability Corporation (LLC) Select Systems – Managed Care. Managed Care has been delayed for three (3) months and will be implemented in April 2006 to include Barrow and Walton Counties. ABHS has been meeting on a weekly basis with the CSBs and the consultant addressing details. An internal committee has been appointed for preparation of managed care.

7.2 Mr. Tellefson reported that ABHS is the fiscal agent for Family Connection. The reason for being their fiscal agent is community integration. ABHS receives their funding and is responsible for all accounts. Effective January 1, 2006, ABHS will be funded with 12% of their income. Family Connection is sponsoring the Athens Holiday Light Festival, November 24 – December 4, 2005, at Sandy Creek Park.

7.3 Mr. Tellefson reported that the Commission on Accreditation for Rehabilitative Facilities (CARF) survey begins October 26 – 28, 2005. The CARF orientation is scheduled for October 26th at 8:30 a.m. in Athens, Georgia. The CARF Administrative Surveyor will meet with Board members immediately after the orientation session. The CARF Exit Interview is scheduled for October 28, 2005, at 1:00 p.m. at the Department of Family Children Services, Athens, Georgia.

8.0 REPORT FROM THE CSB CHAIRMAN

8.1 Mr. Smisson reported the CSB Association Conference was held October 16 – 19, 2005 in Augusta, Georgia.

8.2 Mr. Smisson reported that the Non Profit Workshop/Seminar is scheduled for November 16, 2005, Athens, Georgia. Board members were provided the registration form.

8.3 Mr. Smisson reported the CSB held a workday on October 13, 2005. The highlight of the event was the tour of the CSP.

9.0 PUBLIC ACCESS

8.1 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