

# Advantage

Behavioral Health Systems

## MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES SERVICE BOARD MEETING #134

January 23, 2007

### BOARD MEMBERS PRESENT

Mary Jo Matthews – Madison  
Shirley Segars – Barrow  
Carter Smisson – Jackson  
Ralph Danson - Greene  
Donald Hector – Walton  
John Davis – Athens-Clarke  
Emma Evans – Barrow

Linda Vinson – Walton  
Mae Davis – Elbert  
Pat Ellis - Jackson  
R. Charles White – Walton  
Katie McDaniel - Oconee  
Mary Gannon Gunn – Athens-Clarke

### BOARD MEMBERS ABSENT

Vacant – Morgan  
Vacant – Athens-Clarke

Douglas Bower – Oglethorpe

### ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Brenda Smith  
Linda Hazinski  
Larry Gabriel  
Barbara K. Reid  
Linda Babylon  
Jo Dowdy

Terry Tellefson  
Terry Frazier  
Tammy Dalton  
Diana Brown  
Rhonda McKinnon  
Rachel Lee

### GUESTS

Anna Martin

The meeting was opened by Linda Vinson, Community Service Board (CSB) Chairperson at 4:05 p.m.

### 1.0 ACTIONS

- 1.1 Motion to accept the agenda as amended. Moved (John H. Davis); Seconded (Mae Davis); Passed (Unanimously).
- 1.2 Motion to accept the minutes of the November 28, 2006 CSB Meeting. Moved (Carter Smisson); Seconded (John H. Davis); Passed (Unanimously).
- 1.3 Motion to approve the revised policy 900.190 Deaths of Persons Served. Moved (Mary Jo Matthews); Seconded (Shirley Segars); Passed (Unanimously).
- 1.4 Motion to approve an executive session of the Board. Moved (John H. Davis); Seconded (Kate McDaniel); Passed (Unanimously).

- 1.5 Motion to return to the open session of the Board. Moved (Mary Jo Matthews); Seconded (Carter Smisson); Passed (Unanimously).
- 1.6 Motion to adjourn the meeting. Moved (Ralph Danson).

## **2.0 AWARDS**

- 2.1 Ms. Vinson presented a plaque to Anna D. Martin. Ms Martin retired from Advantage after twelve (12) years of services. She began employment at the Addictive Diseases Services as a Secretary I. In 1991 she was transferred to Outpatient Services at the North Avenue facility.
- 2.2 Ms. Vinson and Mr. Tellefson presented the Employee Recognition Awards to the following staff:
  - a) Excellence in Administrative Support – Linda Babylon, Secretary, Jackson Creative and Residential Services;
  - b) Commitment to Service Award – Rhonda McKinnon, Nurse, Residential Services; and
  - c) Excellence in Management Award – Larry Gabriel, Chief Financial Officer.

## **3.0 NEW BUSINESS**

- 3.1 Mr. Tellefson reported that he and Management met with the Department of Human Resources (DHR) staff regarding ABHS cash flow. In attendance was James Sanregret, Chief Financial Officer, Robert Dorr, Chief of Audits, Grey Hoyt, Head of the Region Directors and Audrey Sumner, Region II Director. ABHS requested to be provided \$500,000 advance in Grant In Aid. DHR requested information to justify the advancement. Mr. Tellefson noted that he felt the meeting was very helpful.

### **3.2 ADMINISTRATIVE REPORTS**

- 3.2.1 Mr. Tellefson reported on the Crisis Stabilization Program (CSP). The CSP has been put on a corrective action plan to bring the budget in line. The CSP staff has been assisting Management to get these financial issues resolved. They anticipate the budget will be within lines by the next month.
- 3.2.2 Mr. Tellefson reported on the Medical staff. Cindy Darden, Clinical Director and Fred Eckhardt, Director of Operations, are administratively working with the Medical staff regarding the hiring of physicians. They are examining our needs based on the population being served and the number of physicians it will take, location to maximize utilization and set up the full time equivalent based on that data. Mr. Tellefson noted that **all** hiring's are screened through the Critical Needs Committee. The committee meets weekly to review the budgets and needs for positions and no one is hired prior to their approval. The committee members are Larry Gabriel, Cindy Darden, Terry Frazier and Linda Hazinski.
- 3.3 Terry Frazier, Human Resources reported on the forums held by the Retention Committee. The forums were designed to solicit feedback from

all levels of staff. Once all the data is collected, the committee plans to meet with the supervisors and address these issues.

- 3.4 Dr. Hazinski reported that she requested an increase in the Medicaid rate and/or number of units for twelve (12) consumers whose funding was not sufficient to fund services. ABHS received approval from the Regional Board for the increases. Dr. Hazinski will submit a list of GIA conversion to waiver to Mr. Tellefson.
- 3.5 Dr. Hazinski reported on Fine Finish. The current facility is getting worse, it's demeaning to have consumers there, and the place is not safe. The Williams Company has offered their Club House for staff to use for day to day operation. ABHS requested Karen Lowery, Operations Analysis for the Regional Board to come view the Fine Finish building and the proposed temporary site at the Williams Company Club House. Ms. Lowery recommended vacating the Fine Finish building as soon as possible due to safety issues. She also expressed concerns of safety and image for the program to move to the Williams Club House. She drafted a letter regarding these concerns. ABHS will schedule a meeting with the Madison County officials and address these issues.
- 3.6 Dr. Hazinski reported that a hearing date of February 16<sup>th</sup> has been set for the appeal of the Department of Community Health (DCH) audit. Michael Daniel, Attorney and ABHS staff will be in attendance (Dr. Hazinski, Terry Tellefson, Rachel Lee and Rhonda McKinnon).

#### **4.0 OLD BUSINESS**

- 4.1 Mr. Tellefson reported on the Athens Holiday Lights (AHL). AHL is a drive-through lighting spectacular. ABHS and Family Connection and Communities In Schools worked in conjunction with this project. Tammy Dalton, Operations Manager was hired to assist with getting sponsorships. Ms. Dalton informed that many of the sponsors requested to be contacted in January due to budget issues. She will begin contacting sponsors this month. Sponsors for 2006 were: Athena Business System, Thornton Brothers, Village Drug, Jackson EMC, Georgia Power, St. Mary's Healthcare System, Chasteen and Associates, Athens Regional Medical Center, Overhead Door, Power Partners and Lindsey Transferring and Storage along with Walmart. This project is an excellent fund raising effort and public relations for ABHS. Mr. Tellefson plans to meet with the Family Connection Board regarding their involvement in the project for the upcoming year.

#### **5.0 BOARD REPORTS**

- 5.1 Finance Committee – Larry Gabriel, Business Financial Officer presented the financial report. The committee met today and addressed the report prior to the presentation. Mr. Gabriel presented on the revenues and expenditures compared to the budget period ending December 31, 2006. ABHS current cash balance is that of seven (7) days of operating.

- 5.2 Membership & Nominations Committee – Mr. Tellefson reported that a copy of the Board’s bylaws and governance policies have been sent to Derril Gay for review. He will meet with John Davis, Committee Chairman and Mr. Tellefson regarding this issue.
- 5.3 Legislative Committee – Mary Gannon Gunn, Committee Chairperson plans to attend the Mental Health Day at the Capitol on February 15<sup>th</sup>. The morning session of the program is being sponsored by Mental Health America. The Developmental Disability Day at the Capitol is February 22, 2007.
- 5.4 Bylaws and Policy Committee – Mary Jo Matthews, Committee Chair Person reported the committee met today. They reviewed a revised policy – **900.190 Deaths of Persons Served**. It is the policy of ABHS to review all reports of deaths of persons served and to access the relationship of the cause of death to psychiatric illness or treatment. The committee recommended the Board’s approval.
- 5.5 Rights of Persons Served Committee – Shirley Segars, Committee Chair Person reported the committee met today. They reviewed complaints and incidents which occurred in November and December 2006. In November there were thirty (30) incidents to include fifteen (15) serious, eleven (11) critical and four (4) minor. The complaints included one (1) responsiveness of staff, four (4) regarding courtesy, three (3) on quality of services and two (2) on access to services. In December there were twenty-one (21) incidents to include ten (10) serious, ten (10) critical and one (1) minor. The complaints included one (1) each on operations, quality of services, responsiveness to staff, access to services and two (2) on courtesy to staff. All complaints have been successfully resolved.
- 5.6 Ad Hoc Awards Committee – see Awards 2.0.

**6.0 REPORTS FROM THE CSB EXECUTIVE DIRECTOR**

- 6.1 Mr. Tellefson briefly noted that ABHS is scheduled for mediation with DCH on February 16<sup>th</sup> to address the \$360,000 they owe us.
- 6.2 Ralph Danson, Greene County CSB Representative reported that he attended the CSB Association Meeting and it was interesting. Mike Schribner was the guest speaker. The fall conference will be held September 23 – 25, 2007 in Chattanooga, Tennessee.

**7.0 REPORTS FROM THE CSB CHAIRPERSON**

- 7.1 Ms. Vinson reported on the CSB Work Day on January 4<sup>th</sup>. Steve Anthony, Professional Lobbyist was the speaker. Mr. Tellefson reported that Mr. Anthony complimented the Board. He was very impressed by the attendance and levels of sophistication and questioning of the Board members in attendance.

**8.0 PUBLIC ACCESS**

- 8.1 No one present to address the Board.

**9.0 EXECUTIVE SESSION**

**9.1** The Board addressed a personnel issue. No actions were taken. In attendance were Board members and Mr. Tellefson.

**10.0 ADJOURNMENT**

---

DATE

---

APPROVED BY: RALPH DANSON  
SECRETARY

---

SUBMITTED BY: BRENDA SMITH

---

APPROVED BY: LINDA VINSON  
CHAIR PERSON