

# Advantage

## Behavioral Health Systems

### MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES SERVICE BOARD MEETING #142

October 23, 2007

#### **BOARD MEMBERS PRESENT**

Mary Jo Matthews – Madison  
Ralph Danson - Greene  
R. Charles White – Walton  
Shirley Segars – Barrow  
Carter Smisson – Jackson

Linda Vinson – Walton  
Douglas Bower – Oglethorpe  
Donald Hector – Walton  
Emma Evans – Barrow  
Pat Ellis – Jackson

#### **BOARD MEMBERS ABSENT**

Vacant – Morgan  
Vacant – Athens-Clarke  
Katie McDaniel – Oconee

Mae Davis – Elbert  
Mary Gannon Gunn – Athens-Clarke  
John Davis – Athens-Clarke

#### **ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT**

Brenda Smith  
Linda Hazinski  
Cindy Darden  
Laurie Wilburn  
Lee Smith  
Tammy Dalton

Terry Frazier  
Larry Gabriel  
Janice Callaway, Ph.D.  
Fred Eckhardt  
April Coombs

#### **GUESTS**

Frances Farley  
Michael Farley, Jr.

Michael Farley, Sr.

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

#### **1.0 ACTIONS**

- 1.1 Motion to accept the agenda. Moved (Pat Ellis); Seconded (Ralph Danson); Passed (Unanimously).
- 1.2 Motion to accept the minutes of the August 28, 2007 CSB Meeting. Moved (Ralph Danson); Seconded (Douglas Bower); Passed (Unanimously).
- 1.3 Motion to approve the resolution empowering Cindy A. Darden, Ph.D., Chief Executive Officer (CEO) to endorse the 2008 Department of Human Resources (DHR) contract. Moved (Ralph Danson); Seconded (Douglas Bower); Passed (Unanimously).
- 1.4 Motion to accept the contract with State Housing Trust Fund for the Homeless, Department of Community Affairs (DCA). Moved (Douglas Bower); Seconded (Shirley Segars); Passed (Unanimously).

- 1.5 Motion to approve four (4) staff members to draw funds from the DCA (see 3.0 New Business). Moved (Ralph Danson); Seconded (Douglas Bower); Passed (Unanimously).
- 1.6 Motion to approve the proposed modification of the budget. Moved (Ralph Danson); Seconded (Carter Smisson); Passed (Unanimously).
- 1.7 Motion to approve that ABHS does not allow the pharmacy budget to exceed 110% of the amount DHR has allocated in the budget. Moved (Ralph Danson); Seconded (Pat Ellis); Passed (Unanimously).
- 1.8 Motion to adjourn the meeting. Moved (Mary Jo Matthews); Seconded (Carter Smisson); Passed (Unanimously).

## **2.0 AWARDS**

- 2.1 Ms. Vinson presented a plaque to Frances Farley. Ms. Farley retired on July 31, 2007 with thirty (30) years of dedicated services. She was employed with Gro Industries, Greene County Developmental Disabilities Service Center.

## **3.0 NEW BUSINESS**

- 3.1 Dr. Darden reported on two (2) resolutions. "Be it resolved that the CSB for Advantage Behavioral Health Systems does hereby authorize Cindy A. Darden, Ph.D., Chief Executive Officer to endorse the 2008 DHR contract. Passed this 23<sup>rd</sup> day of October, 2007".

Dr. Darden reported on a resolution regarding the Homeless Day Services Center. The resolution reads, "NOW, THEREFORE, BE IT RESOLVED, by the governing authority of Organization that the terms of the Agreement be accepted by Organization and that the officers or members specifically named by Organization, be authorized to accept the terms of the Agreement and to sign any and all pertinent documents pertaining thereto on behalf of Organization.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the following persons be authorized to draw funds from the Department of Community Affairs (DCA) on behalf of Organization". The Board approved for four (4) staff members to be authorized to draw funds from the DCA; they are Laurie Wilburn, Manager, Matt Hurd, Program Manager, Carrie Jedlicka, Lead Case Manager, and Cheryl Fleming, Secretary.

- 3.2 Dr. Darden introduced the Management Team Members: Larry Gabriel, Chief Financial Officer, Terry Frazier, Human Resources Director, Linda Hazinski, Ph.D., Developmental Disabilities Service Center, Community Employment, and Residential Services, Laurie Wilburn, Clinical Director, Fred Eckhard, Chief Operating Officer, Janice Callaway, Ph.D., Continuous Quality Improvement, Cassandra Conton, Addictive Diseases, Betsy Stewart, Ph. D., Mental Health Coordinator, and Dr. Shahzad Hashmi, Medical Director.

### **3.3 ADMINISTRATIVE REPORTS**

3.3.1 Ms. Wilburn reported on Community Support Individual Services (CSI). The CQI department created a survey tool and distributed to all

CSI staff to assist in understanding the difficulties and provide input on how to strengthen this program. The main issue resolved around safety. Ms. Wilburn noted that police training is provided for staff and that the police inform ABHS of high risk areas.

**3.3.2** Mr. Eckhardt reported on efforts to contain expenditures within the pharmacy budget over the past month have been focused with the Medication Assistance Program (MAP).

**3.3.3** Dr. Hazinski reported that over 82% of persons served received 20 or more hours of services in the community.

**3.3.4** Mr. Frazier noted that the administrative fees for Flexible Benefit option will change from 30¢ for options \$5 and over to 30¢ for all options.

#### **4.0 OLD BUSINESS**

**4.1** Tammy Dalton, Operations Manager distributed and reported on the Athens Holiday Lights. A press release will be posted in the Athens Parent Magazine and Jackson Electric Membership Corporation (EMC) newsletter. She requested Board members to assist in advertising this event by providing contact names and/or email addresses for local newspapers and churches. The event will begin November 22<sup>nd</sup> through January 1<sup>st</sup> at Sandy Creek Park, Athens, Georgia.

**4.2** Dr. Callaway updated on the FY2008 Strategic Plan. She highlighted on issues regarding funding sources, income maximization, transportation, community awareness, family treatment, customer services, technology and Council on Accreditation for Rehabilitation Facilities (CARF) preparation.

#### **5.0 BOARD REPORTS**

**5.1** Finance Committee – Larry Gabriel, Chief Financial Officer, presented the financial report to include revenue and expenditures compared to the budget period ending September 30, 2007. The most outstanding item in the report is the 60% usage of the budget for pharmacy costs. Dr. Callaway, Dr. Hashmi, Fred Eckhardt, and other staff have been working diligently to develop a plan to get the pharmacy budget under control. Mr. Gabriel distributed and reported on a proposed budget amendment which is a quarterly type budget adjustment based on one quarter of operations. Ralph Danson, Committee Chairman reported that the committee requested approval for a modified budget and that ABHS does not allow the pharmacy budget to exceed 110% of the amount DHR has allocated in the contract. Mr. Eckhardt recommended developing resources to assist with medication issues.

**5.2** Membership & Nominations Committee – Carter Smisson, Committee Member nominated the FY2008 Slate of Officers. They are Ralph Danson, Chairman, Kate McDaniel, Vice Chair Person, and Pat Ellis, Secretary. The election will be held at the next meeting.

**5.3** Legislative Committee – no report requiring an action.

**5.4** Bylaws and Policy Committee – no report requiring an action.

**5.5** Rights of Persons Served Committee – Shirley Segars, Committee Chair Person reported they met today. They reviewed incidents and complaints for August and September. In August, there were thirty-eight (38)

incidents including one (1) minor, twenty-four (24) serious and thirteen (13) critical. There were four (4) access to service complaints. In September, there were seventeen (17) incidents including one (1) minor, eleven (11) serious and five (5) critical. There were five (5) complaints including two (2) access to service, one (1) customer service, one (1) critical issue and one (1) quality of service issue. All complaints were resolved.

5.6 Ad Hoc Public Relations Committee – no report requiring an action.

**6.0 REPORTS FROM THE EXECUTIVE DIRECTOR**

6.1 Dr. Darden reported on the Board Member Training Project 2007 Edition. The CSB Association is requesting data regarding this training. The Administrative Office has CDs and a workbook for the Board to review. The Board agreed for the CDs and workbook be brought to the next meeting and Board members will check them out for review.

6.2 Dr. Darden reported on the Region Planning Board Forums. They will be held November 7<sup>th</sup> at the Department of Family & Children Services, Athens, Georgia. The Consumer Forum will be held at 3 – 5:00 p.m.; and the Provider Forum will be held 6 – 8:00 p.m. The purpose of the forums is to provide information regarding needs. The feedback will be submitted to DHR. Dr. Darden encouraged Board members to attend.

6.3 Dr. Darden noted that it has been recommended to purchase a system with microphones due to the inability to hear at Board meetings. Bids have been received and the system will be installed by January 2008.

**7.0 REPORTS FROM THE CSB CHAIRPERSON**

7.1 Ms. Vinson reported that daylight saving time will end November 4<sup>th</sup>. The CSB Meeting times will be changed to 4:00 p.m.

7.2 Ms. Segars commented on the CSB Association Conference. All CSBs are in the same shape needing additional funding for services. Mr. Danson reported, “The conference was excellent”.

7.3 Ms. Matthews reported on the Good to Great Person Centered Training. She felt it was great and very informative. Dr. Hazinski thanked the Board for their participation and support.

**8.0 PUBLIC ACCESS**

8.1 No one present to address the Board.

**9.0 ADJOURNMENT**

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DATE

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APPROVED BY: RALPH DANSON  
SECRETARY

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SUBMITTED BY: BRENDA SMITH

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APPROVED BY: LINDA VINSON  
CHAIR PERSON