

Advantage

Behavioral Health Systems

MENTAL HEALTH, DEVELOPMENT DISABILITIES, AND ADDICTIVE DISEASES SERVICE BOARD MEETING # 150

July 22, 2008

BOARD MEMBERS PRESENT

Linda Vinson – Walton

Kate McDaniel – Oconee

Pat Ellis – Jackson

Carter Smisson – Jackson

Dr. Paul Roman – Morgan

Dr. Douglas Bower - Oglethorpe

Shirley Segars - Barrow

Dr. John Davis – Athens-Clarke

R. Charles White - Walton

BOARD MEMBERS ABSENT

Mary Gannon Gunn – Athens-Clarke

Mae Davis – Elbert

Ralph Danson –Greene

Vacant – Athens-Clarke

Donald Hector - Walton

Emma Evans - Barrow

Mary Jo Matthews – Madison

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Brenda Smith

Cindy Darden

Linda Hazinski

Terry Frazier

Fred Eckhardt

Art Davis

Laurie Wilburn

Janice Callaway

GUESTS

Eddie Whitlock

The meeting was opened by Kate McDaniel, Community Service Board (CSB) Vice Chairperson at 4:00 p.m.

1.0 ACTIONS

- 1.1 Motion to accept the agenda. Moved (Carter Smisson); Seconded (John H. Davis); Passed (Unanimously)
- 1.2 Motion to accept the minutes of the June 24, 2008 CSB Meeting as amended. Moved (John H. Davis); Seconded (Douglas Bower); Passed (Unanimously)
- 1.3 Motion to review the current board self assessment document and revise the document to include individual self assessment. Moved (John H. Davis); Seconded (Douglas Bower); Passed (Unanimously)

- 1.4 Motion to accept the Bylaws and Policy Committee recommendations to ABHS policies. (see Board Reports 4.4). Moved (Pat Ellis); Seconded (John H. Davis); Passed (Unanimously).
- 1.5 Motion to formally accept the recommended amendments to the CSB Bylaws (see Board Reports 4.4). Moved (Pat Ellis); Seconded (John H. Davis); Passed (Unanimously).
- 1.6 Motion to accept the minor changes made to the CSB Governance Policies. Moved (Pat Ellis); Seconded (John H. Davis); Passed (Unanimously).
- 1.7 Motion to **not** include CSB representatives' personal information on the ABHS website. Moved (Paul Roman); Seconded (John H. Davis); Passed (Unanimously).
- 1.8 Motion to proceed with executing the CEO contract as discussed. Moved (John H. Davis); Seconded (Shirley Segars); Passed (Unanimously).
- 1.9 Motion to adjourn the meeting. Moved (John H. Davis); Seconded (Douglas Bower); Passed (Unanimously)

2.0 NEW BUSINESS

2.1 ADMINISTRATIVE REPORTS

2.1.1 Laurie Wilburn, Clinical Director reported on the transition plan. Effective May 1st, the Shelter Plus Care Program was moved from the Developmental Disabilities Program to the Adult Mental Health due to the nature of the clients served. Effective July 1st, Mental Health Residential was moved to Adult Mental Health. Matt Hurd will be the immediate supervisor to the Program Managers. In addition, Mr. Hurd supervises the Day Programs where many of the Shelter Care Plus and Mental Health Residential clients receive services, and the Homeless Day Service Center which is operated by grants from the same local and federal grantors that fund the Shelter Plus Care Program.

2.1.2 Fred Eckhardt, Chief Operating Officer (COO) reported on the APS audit. ABHS passed the audit on June 30th with a composite score of 72%, up 10% points from April 2008. APS was impressed with the internal audit protocol which identifies charts and progress notes that need improvement.

2.2.3 The Board congratulated the following staff for being recipients of awards presented at the Annual Meeting: **Linda Hazinski, Ph.D., Residential, Developmental Disabilities Services Centers & Community Employment** – Distinguished Service Award; **Fred Eckhardt, COO** – CSB Chairman Award; **Jo Dowdy, Coordinator of Mental Health Residential Services** – Mental Health Association's Award for Outstanding Service to the Community; and **Tammy Dalton, Operations Manager** – Chief Executive Officer (CEO) Award.

- 2.2 Ms. McDaniel reported that she has been appointed to draft a performance rating document for the CEO. She has been provided several samples and requested volunteers to assist; Pat Ellis, Jackson County CSB Representative and Linda Vinson, Walton County CSB Representative volunteered. They will meet August 5th at 11:00 a.m.

3.0 OLD BUSINESS

- 3.1 Janice Callaway, Ph.D., Director of Continuous Quality Improvement (CQI) reported that the Commission of Accreditation for Rehabilitative Facilities (CARF) will review ABHS on August 25-27, 2008. The surveyors will review the agency's business functions and service delivery. The Board has scheduled a work day on August 5th to address issues regarding CARF. Dr. Callaway will present on the governance policies and practices of the agency. She encouraged Board member's participation.

Dr. Callaway distributed a board demographic form and requested the Board to complete and submit to Ms. Ellis. The form will be mailed to the Board members who are not in attendance.

- 3.2 Dr. Darden reported on the Board Member Self Assessment. CARF guidelines require a board self assessment and an individual self assessment. Drs. Darden and Davis will derive an individual self assessment for this year from those items on the board self assessment that reflect individual evaluations. Dr. Davis recommended for Ms. McDaniel, Ms. Wilburn, and Douglas Bower, Oglethorpe County CSB Representative to review the Board Member Self Assessment document and revise it to include an individual self assessment. The document will be addressed at the work day.

4.0 BOARD REPORTS

- 4.1 Finance Committee - Art Davis presented the financial report that included the days of operating cash and operating funds as well as the revenues and expenditures compared to the budget for period ending June 30, 2008.
- 4.2 Membership & Nominations Committee – Dr. Davis reported that he, Dr. Darden and Mary Jo Matthews, Committee Chairperson met with Melody Russell, a potential candidate to represent Athens-Clarke County. The application has been submitted to the Athens-Clarke County Board of Commissioners.
- 4.3 Legislative Committee – Ms. McDaniel reported that she and Mr. Eckhardt attended a CSB Association meeting at the Riveredge Behavioral Health in Macon, Georgia. They reported on the Spring Fling held in Lawrenceville, Georgia and the upcoming event scheduled for September 13, 2008 in Savannah, Georgia; the events are fund raisers; Steve Anthony updated on the Task Force; and the CSB Association plan to present a proposal to the CSB's "You Speak" a satisfaction survey regarding clients and employees. Dr. Darden reported that the

State contract mandates the agency to perform a consumer satisfaction survey annually. Within the CEO group, a Benchmarking Committee has been appointed. The committee will attempt to get data for reviewing CSB's results. The committee proposed for CSB's to utilize the Consumer Satisfaction Survey because it will be useful for CSB's to review their peers standing; it will give a larger sample size and accurate data. Dr. Paul Roman, Morgan County CSB Representative volunteered to research the survey prior to ABHS investment; he will report at the next meeting.

- 4.4 Bylaws and Policy Committee – Ms. Ellis, Committee Chairperson reported the committee met and reviewed some new and revised policies. The policies were:
- 600.135 Pharmacotherapy: Overview
 - 600.136 Pharmacotherapy: Prescribing Process
 - 600.138 Pharmacotherapy: Medication Therapy Monitoring
 - 600.139 Pharmacotherapy: Laboratory Procedures
 - 600.140 Pharmacotherapy: Medication Administration
 - 600.142 Medication Management: Medication Error Reporting
 - 600.144 Pharmacotherapy: Allergy and Adverse Drug Reactions
 - 600.150 Pharmacotherapy: Access to Medications: Sources, Storage, Security, and Release: Non-Community and Community-Based Programs
 - 600.151 Pharmacotherapy: Access to Medications: Sources, Storage, Security: Drug Samples
 - 600.152 Pharmacotherapy: Access to Medications: Sources, Storage, Security: Medication Assistance Program
 - 600.153 Pharmacotherapy: Access to Medications: Sources, Storage, Security: ABHS Formulary Medication at Contracted Pharmacies
 - 600.154 Pharmacotherapy: Access to Medications: Sources, Storage, Security: Medications through Medicaid, Medicare and Insurance
 - 600.155 Pharmacotherapy: Access to Medications: Sources, Storage, Security: Medications Dedicated to Employee Health and Clients of High Risk Status
 - 600.159 Pharmacotherapy: Destruction and Disposal of Therapeutic Medication and Illicit Drugs
 - 600.160 Pharmacotherapy: Medication Education
 - 600.170 Pharmacotherapy: Pharmacy and Therapeutics Committee
 - 600.171 Pharmacotherapy: Formulary System
 - 600.172 Pharmacotherapy: Pharmaceutical Representative Privileges Access
 - 600.173 Pharmacotherapy: Medication Usage Evaluation
 - 900.100 Organizational Flow Chart
 - 900.150 Best Practices
 - 900.160 Oversight Committee Structure
 - 900.165 Documentation of the Quality Improvement Process at the Program Level
 - 1000.100 Accessibility

- 1000.110 Security & Data Integrity
- 1000.120 Electronic Service Records
- 1000.130 Information Interchange
- 1000.140 Training and Education
- 1000.150 Information Systems Disaster Recover Preparation
- 1100.100 Fiscal – Budget
- 1300.100 Maintenance of Policy Manual

She requested the Board to accept the committee’s recommendations. Ms. Ellis noted that at the June 2007 meeting, the Board discussed the amendments to the CSB Bylaws due to the new law for the formation of the Board required by the State. The Board recommended for the attorney to review the document prior to approval. Ms. Ellis encouraged Board members to attend the Work Day, August 5th, CARF issues will be addressed.

Ms. Ellis noted that she and Dr. Callaway reviewed the CSB Governance Policies and made minor changes; Ms. Ellis requested the Board’s approval.

Ms. Ellis distributed a copy of the Code of Ethics and Conflict of Interest Policy for each Board member’s signature.

Ms. Ellis reported on the CSB personal information for the ABHS website. Currently, the CSB representative names and county he/she represents is listed. The community may send correspondence for the CSB to 250 North Avenue, Athens, Georgia. The Board recommended not to include personal information on the website and agreed for to correspondence to be mailed to the physical location.

- 4.5 Rights of Persons Served Committee – Ms. Segars, Committee Chair Person reported the committee met today. They reviewed several incidents and complaints and will meet August 5, 2008 at 10:00 a.m.
- 4.6 Public Relations Committee – Dr. Bower, Committee Chairman reported that an article was in the Morgan County newspaper regarding the appointment of Dr. Paul Roman to the CSB. Dr. Bower noted on an article in the Athens Banner Herald (ABH) regarding ABHS which he felt was negative. Dr. Darden noted that ABH published several articles regarding ABHS and will provide copies for the Board to review. Joe Johnson, Editor ABH met with various members of the Assertive Community Team (ACT) to assist with the articles. Dr. Bower requested positive information for publishing in the newspapers; staff will follow up.
- 4.7 Friends of Advantage Committee – Dr. Davis will schedule a committee meeting.

5.0 REPORTS FROM THE EXECUTIVE DIRECTOR

5.1 Dr. Darden reported on the Department of Human Resources (DHR) contract. Amendments will likely take place in October. The Developmental Disabilities waivers are changing and training will be conducted in late August. She thanked Mr. Eckhardt, Art Davis, Benjie Wood, Business Office and Program Managers for getting the document endorsed and delivered.

6.0 REPORTS FROM THE CSB CHAIRMAN

6.1 Dr. Darden reported on the CEO contract. The contract with the current salary may be endorsed including the cost of living increase which occurs in January 2009. The Board has reviewed the document.

7.0 PUBLIC ACCESS

7.1 Eddie Whitlock, Director of Mental Health America of Northeast Georgia, thanked the CSB for their hard work with the Board, and ABHS staff for presenting during the Mental Health Awareness Month in May 2008. Staff includes Dr. Darden, Laurie Wilburn, Dr. Elizabeth Stewart, Coordinator of Mental Health Services, Frances Torres, Coordinator of Child and Adolescent Services, Katie McFarland, Keisha Buynitzky, Child and Adolescent Services, and Carolyn Campbell, Peer Support Specialist. Mr. Whitlock reported that Mental Illness Week will be October 5 – 11, 2008; October 8 – Bi-Polar Awareness Day.

8.0 ADJOURNMENT

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DATE

APPROVED BY: PAT ELLIS

SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: RALPH DANSON
CHAIRPERSON