

Advantage

Behavioral Health Systems

MENTAL HEALTH, DEVELOPMENT DISABILITIES, AND ADDICTIVE DISEASES SERVICE BOARD MEETING # 149

June 24, 2008

BOARD MEMBERS PRESENT

Ralph Danson –Greene

Kate McDaniel – Oconee

Pat Ellis – Jackson

Mary Jo Matthews – Madison

Carter Smisson - Jackson

Emma Evans - Barrow

Shirley Segars - Barrow

Dr. John Davis – Athens-Clarke

Donald Hector - Walton

BOARD MEMBER ABSENT

Mary Gannon Gunn – Athens-Clarke

Mae Davis – Elbert

Dr. Paul Roman – Morgan

Linda Vinson - Walton

R. Charles White - Walton

Dr. Douglas Bower - Oglethorpe

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Cheryl Fleming

Cindy Darden

Linda Hazinski

Fred Eckhardt

Art Davis

Laurie Wilburn

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

1.0 ACTIONS

- 1.1 Motion to accept the meeting without an agenda. Moved (Mary Jo Matthews);
Seconded (Pat Ellis); Passed (Unanimously)
- 1.2 Motion to accept the minutes of the May 27, 2008 CSB Meeting. Moved (Kate
McDaniel); Seconded (Carter Smisson); Passed (Unanimously)
- 1.3 Motion to accept the financial report. Moved (Carter Smisson); Seconded (Kate
McDaniel); Passed (Unanimously)

- 1.4 Motion to accept the resolution for the Shelter Plus Care Grant. Moved (Kate McDaniel); Seconded (John Davis); Passed (Unanimously)
- 1.5 Motion to adjourn the meeting. Moved (Carter Smisson); Seconded (Kate McDaniel); Passed (Unanimously)

2.0 EXECUTIVE SESSION

2.1

3.0 NEW BUSINESS

3.1 Mr. Danson reported that CARF is coming August 25th, 26th and 27th. He stated the Board is a major role in CARF and suggested a work session. There will not be an Executive Meeting in July and he proposed having a work day before the August CSB meeting to go over CARF issues. Janice Callaway will guide them through the session. Tuesday, August 5th from 12:00 – 5:00 p.m. was set as a tentative date to be confirmed at the next Board meeting. Dr. Davis emphasized that all Board members need to be involved in the work session. Dr. Darden stated that one CARF person will be from governance and leadership and they will ask questions such as is the Board governing or just for consultation, does the Board get information needed, do staff have contact with Board members, what is our mission/philosophy, etc. Pat Ellis asked if Dr. Darden could word a letter to the Board stating why this meeting will be important and why they should attend.

3.2 Dr. Darden reported on a resolution regarding the Shelter Plus Care grant with the Georgia Housing and Finance Authority. The resolution reads “NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of Sponsor that the terms of the Agreement be accepted by Sponsor and that the President or Secretary, or others specifically named by Sponsor, be authorized to accept the terms of the Agreement and to sign any and all pertinent documents pertaining thereto on behalf of Sponsor.

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 Sponsor. The Board approved for four (4) staff members to be authorized to draw funds from DCA. They are Michael Dock, Residential Services Coordinator, Matt Hurd, Program Manager, Betsy Stewart, Adult Mental Health Director, and Cindy Darden, CEO.

3.3 Pat Ellis distributed copies of a revised list of Board membership for review and corrections.

3.4 ADMINISTRATIVE REPORTS

- 3.4.1 Laurie Wilburn reported that the final amount raised from the Belk Fundraiser was over \$2,900.00.
- 3.4.2 Ms. Wilburn reported that HUD is auditing the Homeless Day Service Center today and tomorrow.
- 3.4.3 Fred Eckhardt reported that electronic records is still in process. The timeline has slowed somewhat and they are not installing as quickly as we had hoped. He stated the start up date will most likely be February.
- 3.4.4 Mr. Eckhardt stated the pharmacy is doing much better and one major factor is we have gotten more people on the MAP program.
- 3.4.5 Mr. Eckhardt stated the APS Audit will be June 30th and we have made changes to ensure increasing our score.
- 3.4.6 Linda Hazinski reported that Good to Great has ended. We will be on our own for two (2) months and will start back next year. Dr. Darden stated that next year, there will be less involvement from the Leadership Team.

4.0 OLD BUSINESS

- 4.1 Mr. Danson went over the agenda for the Awards Banquet to be held this evening, hosted by Mental Health America and ABHS.

5.0 BOARD REPORTS

- 5.1 Finance Committee - Art Davis presented the Financial Statement that included the days of operating cash and operating funds as well as the revenues and expenditures compared to the budget for period ending May 31, 2008. He reported the Pharmacy budget looks great.
- 5.2 Bylaws and Policy Committee – Pat Ellis, Committee Chairperson reported the committee met today. They reviewed nine (9) policies and minor revisions were made. The policies are:
 - 400.185 Clinical Services – Psychiatric Emergency Coverage
 - 500.150 Clinical Records – Emergency Services
 - 1200.110 Transportation – Fleet Operations
 - 1200.120 Transportation – Minimum Requirements for Vehicle Operators
 - 1200.130 Transportation – Driver’s Maintenance Request
 - 1200.150 Transportation – Clients in Wheelchairs
 - 1200.160 Transportation – Driver Responsibilities
 - 1400.050 Utilization Management/Utilization Review – Overview

6.0 REPORTS FROM THE EXECUTIVE DIRECTOR

- 6.1 Dr. Darden stated that while Larry Gabriel is recuperating from surgery, his responsibilities will be divided between Art Davis of the Business Office, Vicky Rodrigues of MIS and Andrew Neighbors of Transportation/Facilities. Dr. Darden and Fred Eckhardt will provide supervisory support to them.
- 6.2 Dr. Darden reported she received an email that DHR intends to extend the contract for one month through July. Mary Jo Matthews asked about the reorganization of MHDDAD and Dr. Darden stated this probably will not be finalized until the beginning of August. She will include the series of articles that were in the Athens Banner Herald in the next packet to Board members. Dr. Davis inquired about Board members making statements to the media. It was suggested to ask the publicity committee to prepare something for the work session. All statements, comments, etc. that go out to the media should be approved by Dr. Darden. It was suggested to have our attorney attend the work session to discuss legality and legal obligations. The Board members agreed this would be beneficial.
- 6.3 Dr. Darden reported that she, Mary Jo Matthews and John Davis met with a potential new Board Committee member. An application was sent to her, but she has not responded.

7.0 REPORTS FROM THE CSB CHAIRPERSON

8.0 PUBLIC ACCESS

- No one present to address the Board.

9.0 ADJOURNMENT

DATE

APPROVED BY: PAT ELLIS
SECRETARY

SUBMITTED BY: CHERYL FLEMING

APPROVED BY: RALPH DANSON
CHAIRPERSON