

Advantage

Behavioral Health Systems

MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES SERVICE BOARD MEETING #158

April 28, 2009

BOARD MEMBERS PRESENT

Mary Jo Matthews – Madison

Ralph Danson - Greene

Dr. John Davis – Athens-Clarke

Pat Ellis – Jackson

Mae Davis – Elbert

R. Charles White – Walton

Emma Evans – Barrow

Katie McDaniel – Oconee

Carter Smisson – Jackson

Melanie Russell - Athens-Clarke

BOARD MEMBERS ABSENT

Mary Gannon Gunn – Athens-Clarke

Linda Vinson – Walton

Shirley Segars – Barrow

Donald Hector – Walton

Dr. Paul Roman – Morgan

Vacant – Oglethorpe

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Brenda Smith

Fred Eckhardt

Cindy Darden

Janice Callaway

Alice Britt

Amanda Goucher

Cassandra Conton

Terry Frazier

Linda Hazinski

Larry Gabriel

Laurie Wilburn

Betsy Stewart

Iain Halstead

David Hayes

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 agenda as modified. Moved (John H. Davis); Seconded (Kate McDaniel); Passed (Unanimously).

1.2 Motion to accept the minutes of the March 24, 2009 CSB Meeting. Moved (Mary Jo Matthews); Seconded (John H. Davis); Passed (Unanimously).

- 1.3 Motion to accept the Transportation Resolution (see New Business 3.2). Moved (Kate McDaniel); Seconded (John H. Davis); Passed (Unanimously).
- 1.4 Motion to approve rescheduling the regular June 23rd CSB Meeting to June 30th at 4:30 p.m. (see Old Business 4.2). Moved (Kate McDaniel); Seconded (Melanie Russell); Passed (Unanimously).
- 1.5 Motion to void the \$100 check; return it to Friends of Advantage as a gift from the Board. Moved (Kate McDaniel); Seconded (John H. Davis); Passed (Unanimously).
- 1.6 Motion to adjourn the meeting.

2.0 AWARDS

- 2.1 Emma Evans, Awards Committee Chair Person, presented the Commitment to Service Award to Amanda Goucher, Lead Therapist for the Athens-Clarke County Adult Mental Health (AMH) Clinic. Ms. Goucher received a framed certificate and a small monetary reward.
- 2.2 Pat Ellis, Jackson County CSB Representative on behalf of the Board, presented Brenda Smith, Administrative Assistant with a token of appreciation for Administrative Professional Day.
- 2.3 Cassandra Conton, Coordinator, Addictive Diseases Program introduced George David Hayes. Mr. Hayes is a Substance Abuse Counselor for the Walton County Clinic and will retire April 30, 2009. Charles White, Walton County CSB Representative presented a plaque to Mr. Hayes for eleven (11) years of dedicated services.

3.0 NEW BUSINESS

3.1 ADMINISTRATIVE REPORTS

3.1.1 Laurie Wilburn, Clinical Director reported on the SAMSHA grants. Staff applied for four (4) grants but only had time to complete and submit three (3) applications. Ms. Wilburn is hoping to be rewarded the grant for the Assertive Community Team (ACT). She will keep the Board updated.

3.1.2 Ms. Wilburn reported that in February, ABHS staff participated in Athens-Clarke County's Annual Point-in-Time Homeless Count – a day where all who serve homeless individuals and families count how many people are homeless in Athens. On that day, there were 454 homeless

individuals in Athens, 72% of these claim Athens as their origin of homelessness.

3.1.3 Janice Callaway, Continuous Quality Improvement (CQI) reported that the uSpeq Customer Satisfaction Questionnaire has been sent to ABHS for duplication and distribution. ABHS has joined several CSBs in the Georgia CSB Association for use of this instrument. It will take the place of other evaluations needed to assess our services, since it is customized to our particular needs, preferences, and interests. The questionnaire will be distributed in May and sent to the uSpeq office for compilation of results.

3.1.4 Mr. Danson reported that the Finance Committee reviewed the pharmacy expenses. Fred Eckhardt, Chief Operating Officer (COO) reported that the agency's goal was to enroll 75% of eligible clients in the Medical Assistance Program (MAP) and that goal has been met.

3.1.5 Dr. Darden noted that the CSB Association is addressing issues regarding services being rendered. Effective July 1st, the new Medicaid rate for group counseling will be grossly reduced. The CEO Section and Select Systems, LLC are drafting correspondence to submit and request an increase in the rates for group therapy.

3.1.6 Terry Frazier, Human Resources Director reported that ABHS staff is experimenting with a Time and Attendance Program. The purpose for having a system is accountability.

3.1.7 Mr. Frazier noted that the State has eliminated over 3000 old job titles and descriptions. New job titles and descriptions have been distributed to Management to begin using May 1st.

3.1.8 Mr. Frazier reported on the Performance Management Process (PMP). A meeting and training was held in Atlanta on March 30th. The plan is to have two (2) units utilize the program and evaluate the new process.

3.1.9 Linda Hazinski, Developmental Disabilities Residential & Day Services reported that staff is in the process of preparing for the Delmarva Quality Enhancement Provider Review scheduled for the week of May 4th. The Delmarva Foundation is contracted by the State of Georgia in collaboration with the Office of Developmental Disabilities to conduct Quality Assurance and Quality Improvement activities as part of the

State's Quality Management System. Components of this system are Person Centered Reviews (PCR) and provider performance reviews.

- 3.2** Dr. Darden reported on the Transportation Resolution which states that ABHS will abide by the policies and laws of the State of Georgia. Dr. Darden read the resolution, "WHEREAS, THE ABHS hereinafter referred to as the "Applicant" has requested assistance from the Georgia Department of Human Resources for the purpose of capital assistance; and WHEREAS, this project is considered to be important and necessary to public transportation in Athens-Clarke County; and THAT the Applicant while making application to or receiving grants from the Federal Transit Administration will comply with the Federal statutes, regulations, executive orders and administrative requirements as listed in Appendix A of the FTA Circular FTA C 9070.1C and as also included in Appendix B of the Georgia Department of Human Resources State Management Plan and Application Package for Elderly and Disabled Transportation inclusive; THAT the Applicant has or will make available in the required amounts non-federal funds to meet local share requirements; THAT Cindy A. Darden, CEO is empowered to sign contract on behalf of the Applicant; and THAT the above named official may sign on behalf of the Applicant any assurance, certification, or other documentation that may be required as a part of the application submitted. Passed this 28th day of April, 2009. The Board accepted the resolution and Mr. Danson, CSB Chairman endorsed it.

4.0 OLD BUSINESS

- 4.1** Larry Gabriel, Chief Financial Officer (CFO) reported that the contract amendment has been received, endorsed and submitted to the Department of Human Resources (DHR).
- 4.2** Dr. Darden reported that the Annual Meeting and Dinner will be held June 30th at 6:00 p.m. at the Milledge Avenue Baptist Church. Melanie Russell, CSB Public Relations Chair Person will serve on the planning committee along with Eddie Whitlock, Mental Health America. The Board agreed to reschedule the June 23rd CSB Meeting to June 30th at 4:30 p.m. at the same location. The meeting will be brief with a limited agenda including the administrative, board and committee reports. Board members were encouraged to attend the event.

- 4.3** Mr. Danson reported on the CSB Work Day, April 14th. Ms. Ellis distributed minutes for the Board to review. The Work Day gave Board members an opportunity to see firsthand some of the services provided by ABHS. The following programs were visited: Project Grow, Fine Finish, Homeless Day Center, AMH Peer Supports, Athens-Clarke County AMH Clinic, Miles Street, Intensive Substance Abuse Day Program, Emergency Services/Access Unit, and Community Stabilization Program (CSP).

5.0 BOARD REPORTS

- 5.1** Finance Committee – Mr. Gabriel presented the financial report. He addressed the revenues and expenditures compared to the budget period ending March 31, 2009.
- 5.2** Membership & Nominations Committee – no report requiring an action.
- 5.3** Legislative Committee – no report requiring an action. Kate McDaniel, CSB Association Representative reported that the CSB Retreat will be May 6-8, 2009, Dublin, Georgia. She and Dr. Darden will attend the event.
- 5.4** Bylaws and Policy Committee – no report requiring an action. Ms. Ellis and Dr. Callaway will follow up on the Strategic Plan. The plan will be mailed to the CSB, reviewed at the next meeting, and approved at the June CSB meeting.
- 5.5** Rights of Persons Served Committee – Ms. Russell reported the committee met today. They reviewed forty-three (43) incidents including four (4) critical, four (minor) and thirty-five (35) serious. They reviewed five (5) complaints including four (4) accesses to services and one (1) courtesy of staff. A corrective action plan is being drafted for the CSP regarding medication errors.
- 5.6** Ad Hoc Public Relations Committee – no report requiring an action.
- 5.7** Ad Hoc Friends of Advantage Committee – Dr. Davis reported that he, Dr. Darden and Tammy Dalton met today to address fundraising issues for FOA. Dr. Darden noted that the Executive Management Team approved for Ms. Dalton to perform fund raising duties one (1) day per week. FOA is planning an event to focus on publicizing ABHS and FOA and ways to attract people to assist in funding. The regular meetings are held on the fourth Thursdays at 1:00 p.m. in Athens, Georgia. He distributed

information regarding the Belk Charity Sale, May 2nd, 7 – 10:00 a.m. The tickets are \$5 each.

- 5.8 Board Committee Updates & Board Self Assessment – Dr. Davis noted that Dr. Callaway has collected several assessment instruments for review. The committee will review the instruments and select the one that will be most beneficial. The assessment will be distributed to the Board for completion and submit at the next meeting.

6.0 **REPORTS FROM THE CHIEF EXECUTIVE OFFICER**

- 6.1 Dr. Darden reported on House Bill 228: Reorganization of DHR. The legislation has been voted on and passed. It has not been endorsed by the Governor. Effective July 1st, the new department will be Behavioral Health and Developmental Disabilities.
- 6.2 Dr. Darden reported on the Executive Management Retreat, April 24, 2009. Executive Management members are Fred Eckhardt, Terry Frazier, Janice Callaway, Linda Hazinski, Laurie Wilburn and Larry Gabriel. The purpose for the retreat was to determine who we (Business Office, Human Resources, Developmental Disabilities, Mental Health and Addictive Diseases) are, including the most and least essential functions being provided, reviewed the past and focused on the future. Dr. Darden presented a slide show on the information reviewed. Ms. McDaniel requested a copy of the slide show.

7.0 **REPORTS FROM THE CSB CHAIRPERSON**

- 7.1 Mr. Danson reported that effective January 2010; the Board will have new committees, committee members and officers. He encouraged Board members to communicate with him or Ms. Matthews interests and concerns.
- 7.2 Mr. Danson reported that the Annual CSB Educational Exchange is scheduled for October 18-21, 2009 at Lake Lanier. He encouraged Board members to mark their calendars. Dr. Darden is the Chair Person for the CSB Educational Training Committee.
- 7.3 Mr. Danson reported on the FOA Drawing held in 2008. Board members purchased tickets for the Belk Charity Sale, were included in the drawing and were awarded \$100. Mr. Danson recommended returning the check to FOA as a donation from the Board. The Board agreed.

8.0 PUBLIC ACCESS

8.1 No one present to address the Board.

9.0 ADJOURNMENT

DATE

APPROVED BY: PAT ELLIS
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: RALPH DANSON
CHAIR PERSON