

Advantage
Behavioral Health Systems
**MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE
DISEASES SERVICE BOARD MEETING #193**
June 26, 2012

BOARD MEMBERS PRESENT

Katie McDaniel - Oconee
Mary Jo Matthews - Madison
Mae Davis - Elbert
Judy Spurgeon - Oglethorpe
Valencia B. Riden - Barrow

R. Charles White - Walton
Doc Eldridge - Athens-Clarke
Linda Vinson - Walton
Melanie Villalta - Athens-Clarke

BOARD MEMBERS ABSENT

Mary Gannon Gunn - Athens-Clarke
Dr. Paul Roman - Morgan (EX)
Vacant - Jackson

Lorraine Henderson - Greene
Shirley Segars - Barrow (EX)
Pat Ellis - Jackson (EX)

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Cindy Darden
Rosalind Parks
Barbara Geter
Tarin Tripp
Janice Callaway
Tammy Dalton

Cheryl Fleming
Art Davis
O. J. Booker
Michelle Creech
Laurie W. Bailey

GUESTS

Camden Pace
Deborah Ansley

Chuck Hunt
Rhonda Schroeder

The meeting was opened by Melanie Villalta, Community Service Board (CSB) Chairperson.

1.0 ACTIONS

- 1.1** Motion to approve the agenda as revised. Moved (Kate McDaniel); Seconded (Mae Davis); Passed (Unanimously).
- 1.2** Motion to accept the minutes of the May 22, 2012 CSB Meeting as amended. Moved (Kate McDaniel); Seconded (Mae Davis); Passed (Unanimously).
- 1.3** Motion to accept and endorse the Participate Agreements for the Shelter Plus Care Program. Moved (Linda Vinson); Seconded (Doc Eldridge); Passed (Unanimously).
- 1.4** Motion to approve the Georgia Department of Transportation (DOT) Substance Abuse Policy. Moved (Mary Jo Matthews); Seconded (Kate McDaniel); Passed (Unanimously).
- 1.5** Motion to **not** contract as a Core Provider for Child & Adolescent (C&A) Services. Moved (Doc Eldridge); Seconded (Kate McDaniel); Passed (Unanimously).
- 1.6** Motion to approve the FY13 ABHS Strategic Plan. Moved (Kate McDaniel); Seconded (Doc Eldridge); Passed (Unanimously).
- 1.7** Motion to accept the Bylaws and Policy Committee reading of the Human Resources Policies. Moved (Linda Vinson); Seconded (Mae Davis); Passed (Unanimously).
- 1.8** Motion to adjourn. Moved (Mae Davis); Seconded (Linda Vinson); Passed (Unanimously).

2.0 OATH OF OFFICE

- 2.1** Mae Davis, Membership & Nominations Committee Chairperson swore in two (2) new CSB Members, Doc Eldridge, Athens-Clarke County and Valencia (Lynn) Berry Riden, Barrow County. Board members were provided copies and required to endorse the Code of Ethics and Confidentiality Statement documents.

3.0 AWARDS PRESENTATION

- 3.1** Linda Vinson, Awards Chairperson presented a plaque to Deborah E. Ansley. Ms. Ansley's experiences varied, having worked in the Behavioral Health, Residential Services and Developmental Disabilities (DD) Day Programs during her career. Her wisdom, commitment and work ethic will be solely missed in the DD Program. Ms. Ansley worked at Unlimited Services, Walton DD and retired on May 31, 2012 with thirty-three (33) years of dedicated services.

4.0 REPORT FROM CSB DIRECTOR

- 4.1** Dr. Darden reported on funding for the DD Program. The Department of Behavioral Health Developmental Disabilities (DBHDD) conducts a cost study periodically in order to be in compliance with the federal government. Therefore, a study was conducted to establish new Medicaid Waiver rates and by default State Contracted Services (SCS) rates. This study has been called into question by advocacy groups and providers statewide. The Department of Community Health (DCH) thought there was significant doubt about the proposed rates and has chosen to study the matter further. DBHDD decided to impose the rates for SCS clients. Dr. Darden noted that for the past month, staff has been trying to figure out ways to rebuild the DD Program due to the proposed rate changes and the lost of the transportation contract. Last week, DBHDD informed ABHS there will be no changes and that the rates would remain the same for this year.
- 4.2** Dr. Darden reported on the resignation of Dr. Frank Shelp, Commissioner, DBHDD effective August 2012. The CSB Association has contacted the Governor's Office and requested having a representative on the Search Committee for the Commissioner's position.
- 4.3** Dr. Darden introduced Tarin Tripp, Risk Manager. Ms. Tripp has been employed with ABHS for several years and has held the Child & Adolescent Operations Manager position.

5.0 NEW BUSINESS

5.1 ADMINISTRATIVE REPORTS (Received in Board packages for review.)

- 5.1.1** O.J. Booker, Chief Operating Officer (COO) reported on personnel issues. Sherrie Maxwell accepted the Human Resources (HR) position and her first day of employment was June 1st. Evan Mills has accepted the Grants Manager position starting July 15th. Mr. Booker is currently recruiting for the Director of the Management Information System (MIS) and the Systems Administrator positions.
- 5.1.2** Mr. Booker updated on the Transportation Department. ABHS was not awarded the FY2013 contract. Michael Ortiz, Transportation Manager has resigned due to the lost of the contract; Larry Gabriel, former CFO has resume the responsibilities through July 1st. T&T Transportation, Augusta Georgia was awarded the contract.
- 5.2** Dr. Darden reported that ABHS was awarded funding through the Georgia Housing and Finance Authority for the Shelter Plus Care Program in the amounts of \$126,518 and \$148,521. The resolutions are as follow:
WHEREAS, Advantage Behavioral Health Systems (ABHS) has been offered an award of funds (the Agreement) from the Georgia Department of Community Affairs for the Shelter Plus Care Program serving eligible clients (as applicable); and
WHEREAS, ABHS has reviewed the agreement and finds the terms to be acceptable; and

WHEREAS, ABHS acknowledges that payment under this program will be based on representations and certifications made by representatives of ABHS, as designated herein.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of ABHS that the terms of the Agreement be accepted by ABHS and that the President and Secretary, or others specifically named by ABHS, be authorized to accept the terms of the Agreement and to sign any and all pertinent documents pertaining thereto on behalf of ABHS.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the following persons be authorized Shane Donaldson, Team Leader, Kathy Bennett, Billing Clerk, Matthew Hurd, Clinical Systems Manager and Laurie W. Bailey, Clinical Director to draw funds from DCA on behalf of ABHS.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that this Resolution be executed in two parts, and together with a certified copy of the minutes of the meeting, returned as an exhibit to each Agreement as follows: State Housing Trust Fund, GA Department of Community Affairs, 60 Executive Park South NE, Atlanta, Georgia 30329.

Read and approved by ABHS on this 26th day of June 2012.

5.3 Dr. Darden read the Georgia DOT Substance Abuse Policy and requested approval of same:

ABHS is dedicated to providing safe, dependable, and economical transportation services to its patrons. ABHS employees are a valuable resource and it is also our goal to provide a safe, healthy and satisfying working environment for our employees. In meeting these goals, it our policy to:

- Assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner;
- Create a workplace environment free from the adverse effects of the drug abuse and/or alcohol misuse;
- Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances;
- Encourage employees to seek professional assistance when substance abuse adversely affects their ability to perform their assigned duties.

This Substance Abuse Policy implements a drug and alcohol program for all safety-sensitive employees. Each employee shall be provided a signed copy of the adopted policy. *Policy items implemented under the authority of ABHS are italicized throughout this policy.* All other policy items are implemented under the authority of the US DOT and/or the Federal Transit Administration.

Per ABHS authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

This policy is approved by ABHS Board of Directors and is effective on June 26, 2012.

5.4 Dr. Darden distributed and reported on the C&A Core Provider Information. ABHS is a core provider of these services with the State of Georgia. Several years ago, C&A Services were funded through fee for services meaning every time ABHS provides a service, the State of Georgia would reimburse for that specific service. As of today, ABHS income for fee for service is \$66,000 with a projected yearly income of \$75,000.

The vast majority of clients ABHS serve are on Medicaid or Peachcare. When a C&A client presents without insurance, ABHS helps them navigate the process to secure Medicaid or Peachcare. Over the past five (5) months, ABHS has had only three (3) clients who were Fee for Service the entire month. ABHS has averaged 35 clients/month who were Fee for Service. Most were because a parent had failed to pay the Peachcare premium for the month. ABHS will not deny services in an emergency, thus, any denial of service would be short term only.

5.5 Michelle Creech, Continuous Quality Improvement (CQI) reported on the Comparative Consumer Survey Report Scores for ABHS. Compared to Georgia, ABHS scored higher or equal to the mean and median for the following categories: overall value, participation, respect, informed choice and responsiveness. Compared nationally, ABHS scored higher than the mean for each category. Compared with the Georgia CSB Association,

ABHS scored higher than the mean for overall value and participation. ABHS scored around the mean for respect, informed choice and responsiveness. Ms. Creech also shared ABHS respondent demographics compared to other GACSB's.

- 5.6** Ms. Creech updated on the ABHS FY12 Strategic Plan Summary relating to the fiscal viability, access, programming, customer service and quality assurance. She reviewed the ABHS FY13 Strategic Plan which consists of four (4) goals: fiscal viability, access and programming, quality assurance and workforce development. She noted that with this document, staff is trying to incorporate more of a long term plan.

6.0 BOARD REPORTS

- 6.1** Finance Committee - Art Davis, Chief Financial Officer (CFO) presented the revenues and expenditures compared to the budget period ending May 31, 2012. Dr. Darden updated on the CSB budget, which is \$10,000 annually and only half of it has been expended. Board members were provided a copy of the GACSB 15th Annual Educational Exchange, October 21-23, 2012, St. Simon's Island, Georgia. She encouraged the Board to mark their calendars, plan to attend the event and the expenses will be paid from the CSB budget.
- 6.2** Membership & Nominations Committee - Mae Davis, Committee Chairperson reported that the two (2) vacancies have been filled including Athens-Clarke and Barrow counties. Mary Gannon Gunn has expressed an interest in continuing to serve on the Board and correspondence has been sent to Athens-Clarke County Unified Government requesting reappointment. Ms. Davis noted that she will send correspondence to Lorraine Henderson, Greene County CSB Representative requesting confirmation of service or resignation due to consecutive absences; she will begin recruitment for the position immediately. Pat Ellis, Jackson County CSB Representative has reconsidered serving on the Board.
- 6.3** Legislative Committee - no report requiring an action.
- 6.4** Bylaws and Policy Committee - Charles White, Committee Member noted that the committee held a teleconference to address the Human Resources (HR) policies. He requested the approval of the following policies as written:
1500.100 Human Resources: Position Action Processing
1500.150 Human Resources: Employee/Employer Relationships and Unclassified Positions
1500.151 Human Resources: Status of a Classified Employee Who Accepts a Position In the Unclassified Service
1500.200 Human Resources: Filling Vacancies
1500.201 Human Resources: Announcing Job Vacancies
1500.225 Human Resources: Appointments
1500.226 Human Resources: Part-Time Employment
1500.227 Human Resources: Employment Eligibility and Immigration Status
1500.228 Human Resources: Criminal Records/Background Investigations and Employment/Education Verifications
1500.229 Human Resources: Hiring Above Job Minimum
1500.230 Human Resources: Employee Orientation
1500.231 Human Resources: Working Test and Permanent Status
Ms. Villalta requested for the Bylaws and Policy Committee to meet and establish the structure of the new CSB committees and report on the discussion at the July CSB Meeting.
- 6.5** Rights of Persons Served Committee - Mary Jo Matthews, Committee Member reported the committee met today. They reviewed sixteen (16) incidents including two (2) critical, two (2) minor and twelve (12) serious.
- 6.6** Ad Hoc Public Relations Committee - no report requiring an action. Ms. Villalta requested biographies from Mr. Eldridge and Ms. Riden for use in a public service announcement.

- 6.7** Ad Hoc Friends of Advantage Committee - Tammy Dalton reported on the upcoming fundraising event. An Afternoon Tea and Luncheon with Friends will be held Saturday, August 11, 2012 at The Lyndon House Arts Center, Athens, Georgia.
- 6.8** CSB Association Update - Kate McDaniel, CSB Association Liaison encouraged Board members to attend the GACSB Educational Exchange.

7.0 REPORTS FROM THE CSB CHAIRPERSON

- 7.1** Ms. Villalta recommended scheduling a work day focusing on strategic planning; the Board agreed on Tuesday, July 17th, 10am - 2pm. She is looking at restructuring the CSB committees based on goals and this will be discussed at the scheduled Work Day.
- 7.2** Judy Spurgeon, Oglethorpe County CSB Representative compiled the results of the ABHS Self-Assessments for Board Members and the ABHS Board Assessments. Board members were provided copies for review and this information will be discussed at the next meeting.

8.0 PUBLIC ACCESS

- 8.1** Camden Pace and Rhonda Schroeder, National Alliance for Mental Illness (NAMI) were in attendance at today's meeting. Mr. Pace reported that NAMI meets weekly on Mondays at 7pm at the Central Presbyterian Church, Athens, Georgia. He requested that ABHS clients be provided information regarding NAMI; he will provide the brochures.

9.0 ADJOURNMENT

DATE

APPROVED BY: Judy Spurgeon
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: Melanie Villalta
CHAIR PERSON