

**Advantage**  
**Behavioral Health Systems**  
**MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE**  
**DISEASES SERVICE BOARD MEETING #197**  
**October 16, 2012**

**BOARD MEMBERS PRESENT**

R. Charles White - Walton  
Mary Jo Matthews - Madison  
Linda Vinson - Walton  
Pat Ellis - Jackson

Shirley Segars - Barrow  
Judy Spurgeon - Oglethorpe  
Melanie Villalta - Athens-Clarke  
Doc Eldridge - Athens-Clarke

**BOARD MEMBERS ABSENT**

Katie McDaniel - Oconee (EX)  
Dr. Paul Roman - Morgan (EX)  
Vacant - Athens-Clarke  
Vacant - Jackson

Valencia B. Riden - Barrow (EX)  
Mae Davis - Elbert (EX)  
Vacant - Greene

**ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT**

Cindy Darden  
Art Davis  
Barbara Geter  
Laurie W. Bailey  
Tarin Tripp  
Tony Sanchez  
Terri Weimorts

Brenda Smith  
Michelle Creech  
Nan Cooley  
Janice Callaway  
Janice Eberhart  
Sherry Williams  
Katie Miller

**GUESTS**

Eric Loggins, Department of Behavioral Health Developmental Disabilities Region 2 Office

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

**1.0 ACTIONS**

- 1.1** Motion to approve the agenda as amended. Moved (Linda Vinson); Seconded (Shirley Segars); Passed (Unanimously).
- 1.2** Motion to accept the minutes of the September 25, 2012 CSB Meeting. Moved (Charles White); Seconded (Pat Ellis); Passed (Unanimously).
- 1.3** Motion to accept the financial report. Moved (Doc Eldridge); Seconded (Judy Spurgeon); Passed (Unanimously).
- 1.4** Motion to accept the amended budget. Moved (Mary Jo Matthews); Seconded (Doc Eldridge); Passed (Unanimously).
- 1.5** Motion to accept the ABHS policies as reviewed the Bylaws & Policy Committee. Moved (Doc Eldridge); Seconded (Judy Spurgeon); Passed (Unanimously).
- 1.6** Motion to extend the 2012 CSB Officers terms to July 1, 2013. Moved (Doc Eldridge); Seconded (Shirley Segars); Passed (Unanimously).
- 1.7** Motion to adjourn. Moved (Pat Ellis); Passed (Unanimously).

**2.0 AWARDS PRESENTATION**

- 2.1** Linda Vinson, Chairperson, Staff Support Work Group presented quarterly awards to the following staff: Going Above and Beyond Award - Tony Sanchez, Sherry Williams and Catherine Clayton, Peer Recovery Team; Made It Happen Award - Janice Eberhart, Child & Adolescent Services; and Gone the Extra Mile Award - Katie Miller, Clinic

Manager, Jackson and Walton Counties. Each award came with a framed certificate and a small monetary gift.

### **3.0 REPORT FROM CSB DIRECTOR**

- 3.1 Dr. Darden distributed and updated on the agency's budget and additional aspects of the fiscal plan initiative. She discussed the proposed budget amendment compared to the current budget including the revenues and expenses and requested the Board's approval to the changes of the proposed budget. Dr. Darden updated on the aspects of the fiscal plan initiative including the revenue cycle review, computerization of time consuming tasks, client service rate/payment rates, increased units of service and the Child & Adolescent Work Group.
- 3.2 Dr. Darden updated on the visit with Commissioner Frank Berry and staff, Department of Behavioral Health, Developmental Disabilities (DBHDD) and Representative Terry England. Commissioner Berry educated Representative England regarding the success of ABHS and he commended the ABHS Management Team and staff. Laurie Bailey, Clinical Director updated on the Ride Along Project in which Athens-Clarke County Police Department is contracting with ABHS to assist with domestic dispute situations when alcohol and drugs or mental health issues are involved. They visited the Women's Recovery Program, toured the apartments and interacted with the staff and women served in the program.

### **4.0 NEW BUSINESS**

#### **4.1 ADMINISTRATIVE REPORTS (Received in Board packages for review.)**

- 4.1.1 Barbara Geter, Developmental Disabilities (DD) reported that five (5) vacancies that existed in the State funding have been filled including two (2) Community Living Supports (CLS), two (2) pre vocational clients and one (1) Supported Employment client.
- 4.1.2 Janice Callaway, Ph.D., Medical Department reported on the HIV Early Intervention Program. Effective February 2011, Alana Munday became the HIV Nurse/Early Intervention Service Counselor. To date she has tested 1,061 clients both internally and through community outreach.
- 4.2 Art Davis, Chief Financial Officer (CFO) presented on "How to Read Financials". He noted that financial statements are an important managerial tool. When prepared correctly and properly interpreted, they contribute to an understanding of the current financial condition of a company. Advantage uses three (3) major financial statements which are the Balance Sheet, Income Statement and Notes to the Income Statement to convey its financial position to the CSB each month. Financial statements can be used to look at trends, make industry comparisons/benchmarking and project and prepare for upcoming challenges. The presentation focused on the balance sheet, income statement and notes to the financial statements. Ms. Villalta requested that a copy of the presentation be sent to Board members who are absent.

### **5.0 OLD BUSINESS**

- 5.1 Ms. Villalta mentioned that the CEO evaluation was distributed last month to the Board for completion. She requested that they complete and submit the document the Administrative Office. The results will be addressed at the next meeting.

### **6.0 BOARD REPORTS**

- 6.1 Finance Work Group - Mr. Davis, CFO presented the revenues and expenditures compared to the budget period ending September 30, 2012.
- 6.2 Recruitment & Retention Work Group - Ms. Villalta reported on the CSB vacancies noting that potential candidates have been identified for Greene and Jackson counties. Mae Davis will follow up with the candidates and is working on filling the positions for public relations and Athens-Clarke County.

- 6.3 Advocacy & Awareness Work Group - Ms. Villalta reported that the 2012 Annual Awards Dinner will be held December 11, 2012, 6:00 pm, Foundry Park Inn, Athens, Georgia; the event will be co-hosted by Friends of Advantage (FOA). She requested for the Work Group to contact his/her local newspapers for publicizing the event.
- 6.4 Bylaws and Policy Work Group - Ms. Ellis reported the committee met today and reviewed the following policies:
  - 1500.501 Human Resources: Political Activity
  - 1500.502 Human Resources: Other Employment
  - 1500.503 Human Resources: Employment of Relatives
  - 1500.504 Human Resources: Dress Code
  - 1500.530 Human Resources: Federal Drug-Free Work Place
  - 1500.531 Human Resources: Employee Drug/Alcohol Screening Due to Reasonable Suspicion
  - 1500.532 Human Resources: Substance Abuse Testing
  - 1500.533 Human Resources: Georgia Drug-Free Work Force
  - 1500.560 Human Resources: Progressive Discipline
  - 1500.561 Human Resources: Disqualification for Re-Employment
- 6.5 Rights of Persons Served Work Group - no report requiring an action.
- 6.6 Board Education & Planning Work Group - no report requiring an action.
- 6.7 Ad Hoc Friends of Advantage Committee - Ms. Villalta reported that the 4<sup>th</sup> Annual FOA Cruise In & Children's Carnival is scheduled for October 27<sup>th</sup>, 5-8pm, The Varsity, Athens, Georgia.
- 6.8 Staff Support Work Group - Ms. Vinson noted that the group met via teleconference to select the candidates for the quarterly awards. Ms. Villalta noted that she attended the Employee Appreciation Festival, October 5<sup>th</sup>; she encouraged the Board to attend and participate in events sponsored by ABHS.
- 6.9 CSB Association Update - Ms. Villalta noted that the CSB Association Education Exchange is scheduled for October 21-23, 2012, St. Simon's Island, Georgia.

**7.0 REPORTS FROM THE CSB CHAIRPERSON**

- 7.1 Ms. Villalta reported on the 2013 CSB Officers. She noted that at present, the Board Officers are appointed on a calendar year, however, the CSB Strategic Plan begins at the start of the fiscal year. She requested changing the start date for the upcoming officers to coincide with the strategic plan beginning the fiscal year. Ms. Ellis will follow up with changing the CSB Bylaws.

**8.0 PUBLIC ACCESS**

- 8.1 Eric Loggins, Financial Manager for DBHDD introduced himself and noted that he will be working with ABHS pertaining to billing and financial issues.

**8.0 ADJOURNMENT**

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DATE

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APPROVED BY: Judy Spurgeon  
SECRETARY

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SUBMITTED BY: BRENDA SMITH

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APPROVED BY: Melanie Villalta  
CHAIR PERSON