

Advantage
Behavioral Health Systems
COMMUNITY SERVICE BOARD MEETING #82
March 26, 2002

BOARD MEMBERS PRESENT

John Davis – Clarke	Evelyn Bush – Walton
Mary Jo Matthews – Madison	Carter Smisson – Jackson
Paul Christensen – Jackson	Ina Brown-Brothers - Barrow
David Levine – Clarke	Anita Carson – Greene
Conoly Hester – Clarke	Shirley Segars – Barrow
Tyrone Eaves - Greene	Jim Hudson – Oconee

BOARD MEMBERS ABSENT

Gail Goldsmith– Morgan	Ed Glauser - Oglethorpe
Mae Davis – Elbert	

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Terry Tellefson	Larry Gabriel
Brenda Smith	Cecile Morgan
Helen Kabat	Terry Frazier
Tina Tarbox	Linda Hazinski
Cindy Darden	Scott Clark

GUESTS

Suellen Simmons

The meeting was opened by Conoly Hester, Community Service Board (CSB) ChairPerson at 5:00 p.m.

1.0 ACTIONS

- 1.1** Motion to accept the agenda with modifications. Moved (David Levine); Seconded (John Davis); Passed (Unanimously).
- 1.2** Motion to accept the minutes of the February 26, 2002 CSB Meeting. Moved (John Davis); Seconded (David Levine); Passed (Unanimously).
- 1.3** Motion to schedule the Board Orientation Field Trips on May 14, 2002 beginning at 10:00 a.m. Moved (Carter Smisson); Seconded (Mary Jo Matthews); Passed (Unanimously).
- 1.4** Motion to instruct Advantage Behavioral Health Systems (ABHS) to apply for bridge funding. Moved (Mary Jo Matthews); Seconded (Shirley Segars); Passed (Unanimously).
- 1.5** Motion to authorize Terry Tellefson to endorse a lease agreement to purchase a new phone system (see Board Reports 5.1). Moved (Mary Jo Matthews); Seconded (John Davis); Passed (Unanimously).
- 1.6** Motion to authorize the Ad Hoc Committee on the Annual Report to continue its functions. Moved (David Levine); Seconded (Anita Carson); Passed (Unanimously).

- 1.7 Motion to adopt the Board Resolution on corporate compliance (see Report from CSB Chair Person 7.2). Moved (John Davis); Seconded (Carter Smisson); Passed (Unanimously).
- 1.8 Motion to adjourn meeting. Moved (David Levine); Seconded (Tyrone Eaves); Passed (Unanimously).

2.0 **OLD BUSINESS**

- 2.1 Carter Smisson, Jackson County CSB Representative reported on the Board orientation field trips. He proposed that the first of these field trips be scheduled for the following sites: Athens-Clarke Clinic, Alcohol & Other Drug Services, Emergency Services, Athens Center, and Jackson County Service Center (Solar Tech). The Board agreed to schedule the visits on May 14, 2002 at 10:00 a.m. The Administrative Office will follow up with Board members regarding participation.
- 2.2 Conoly Hester, CSB Chairperson, reported on the communication of progress on the benchmarks/action plans. Board members were requested to contact their assigned Regional Board member to address this issue. Mr. Tellefson reported that he would distribute to Board members an updated progress of the benchmarks/action plans, benchmarks including the financial penalties, and an executive summary. If there are questions or concerns, contact Mr. Tellefson, Ms. Hester, or the staff representative.

3.0 **NEW BUSINESS**

- 3.1 Mr. Tellefson reported on bridge funding. The Department of Human Resources (DHR) advised CSB that these funding were available due to the implementation of revenue maximization. ABHS may apply for the funding and must meet the following criteria:
- a) insufficient funds;
 - b) accept of DHR technical assistance;
 - c) ongoing efforts toward improving Medicaid billing;
 - d) submission of all Treatment Request and Integrated Georgia Reporting Survey (TRIGRS);
 - e) score at least 50% on the American Psyche System (APS) programming;
 - f) implementation of the Intensive Family Intervention (IFI) Program and the Community Support Team (CST);
 - g) addition of both levels of Residential; and
 - h) submission of a copy of the CSB minutes with the application.
- Larry Gabriel, Business Manager reported that a DHR auditor would conduct a financial analysis to determine the amount of funds to be awarded. Paul Christensen, Jackson County CSB Representative requested Mr. Gabriel to follow up with Georgia Mountains CSB regarding their application for bridge funding.

4.0 **SERVICE REPORTS** (Reports were mailed in the Board Package)

- 4.1 Cecile Morgan, Residential Services questioned whether Board members had good relationships with the Sheriff's Department of their counties. We are experiencing some problems when seeking assistance. Mr. Tellefson reported that deputies and most Sheriffs have had training in dealing with our consumers. Ms. Hester suggested that Ms. Morgan identify the county and the county CSB representative will follow up.
- 4.2 David Levine, Athens-Clarke County CSB Representative asked about Medicaid billing for some consumers. Linda Hazinski, Developmental Disabilities Service Centers reported that we have approximately ten (10) consumers for whom we have been able to provide sufficient services for reimbursement. We are looking

at alternative ways to provide services, as well as looking at other consumers to place on these waiver slots.

- 4.3 Ms. Morgan reported on the Natural Support Enhancement Waiver. This waiver is designed for consumers who live with their families. The region received nineteen (19) slots and ABHS was awarded 10 – 12 slots.
- 4.4 CSB members received the Group Therapy brochure. This document is distributed to consumers for review.
- 4.5 Scott Clark, Management Information Systems (MIS), reported the North Avenue Building (Administrative side) experienced computer problems. The equipment has been replaced. Mr. Christensen questioned the accountability of purchased and replaced equipment. Mr. Clark reported that workable pieces are scavenged from old equipment and there is an inventory process for purchased equipment.

5.0 BOARD REPORTS

- 5.1 Finance Committee – Mr. Christensen reported that the Finance Committee met today and discussed the revenues and expenditures for the period ended February 28, 2002. Mr. Christensen reported that Mark Kane, Telecommunication Administrator proposed the purchase of a new phone system for Athens Center, Business Office, MIS, and Barrow, Oglethorpe, and Walton Counties Clinic's. The cost will be \$1400 per month for four (4) years. ABHS will save approximately \$11,000 on an annual basis.
- 5.2 Membership & Nominations Committee – Dr. Davis reported on the March 22nd meeting of the Committee. The committee has developed a new system for appointments to the Board. Correspondence will be distributed to the Board of Health (BOH), BOH will forward it to the County Commissioners, and the County Commissioner(s) will forward the same to the CSB. He submitted a form to Board members to sign indicating their willingness to continue serving on the Board or termination. He will follow up with absent Board members.
- 5.3 Legislative Committee - Dr. Levine reported on the correspondence sent to Representative Louise McBee regarding HB498. Dr. Davis stated that Steve Anthony, Legislator Educator has recommended that the CSB sit back and wait on a response regarding HB498.

Ina Brown-Brothers, Barrow County Representative reported on the Developmental Disability Day at the Capitol, which she and Dr. Levine attended. She said that the event was very informative. Mr. Tellefson reported on the Substance Abuse Day at the Capitol. Staff from A&D Services, and Women Services were in attendance. ABHS provided lunch for staff members and for Representative Louise McBee, and Charles Walker.

- 5.4 Bylaws & Policy Committee – Mary Jo Matthews, Madison County CSB Representative reported the committee met today. They reviewed and approved the following policies:
 - a) 100.127 Code of Ethics
 - b) 100.260 Organizational Leadership – Information Dissemination
 - c) 400.100 Clinical Services – Mission, Values, Philosophy Statements, Program Description & Eligibility
 - d) 400.110 Clinical Services – Goals and Objectives
 - e) 400.115 Clinical Services – Quality of Services
 - f) 400.120 Clinical Services – Accessibility
 - g) 400.130 Clinical Services – Hours of Operation
 - h) 400.150 Clinical Services – Enrollment Documentation

- i) 400.155 Clinical Services – Orientation for Persons Served
- j) 400.160 Clinical Services – Multilingual Documents
- k) 400.180 Clinical Services – Team Interaction
- l) 400.200 Protection and Promotion of Rights of Persons Served – Local/Regional Advocacy Groups
- m) 400.215 Clinical Service – Discharge Planning
- n) 400.225 Variance Reporting
- o) 500.125 Service Records – Progress Notes
- p) 900.100 Continuous Quality Improvement – Organizational Chart
- q) 900.160 Oversight Committee Structure

The committee proposed that the Board delegate the authority to the following committees:

- a) The Finance Committee to review and approve the financial/fiscal policies;
 - b) Robert Stephens, Medical Director to review and approve the medical and infection control policies and procedures; and
 - c) Scott Clark to review and approve the management information system policies.
- The Board approved this request.

5.5 Rights of Persons Served Committee – Dr. Levine reported the committee met today and reviewed thirty-three (33) incidents (10 serious) and the Issue Resolution Form. The committee feels that staff is doing an excellent job in responding to these crisis situations. Ms. Brown-Brothers asked about security at ABHS sites. Mr. Tellefson responded that it is mandatory for staff to attend the Targeted Aggressive Control Training (TACT). ABHS has conducted training to deputies and Sheriffs on how to respond to various situations. He commended Mark Kane, MIS, for contacting the Athens-Clarke County Police Captain and offering to put a substation at Women Services on Herring Street.

Ms. Hester reported that she and Mr. Tellefson toured the Men Facility located at 195 Miles Street, Athens, Georgia. The facility has twelve (12) beds. Currently, there are eleven (11) consumers housed there.

5.6 Ad Hoc Committee – Dr. Davis reported on the committee meeting held March 22. The committee suggested completing a simple, in-house report for January 1, 2000 through June 30, 2001 and publishing a more elaborate report for the time period of July 1, 2001 through June 30, 2002. The initial report will be made available upon request and for CARF purposes. Dr. Davis suggested that the Board to allow the committee to function for a few more months to review cost and recommend the development of an annual report based on funding sources and he requested input from the Board.

5.7 Dr. Davis reported on the CSB Association update. The next meeting is May 16 – 17, 2002, in Dublin, Georgia. The meeting will focus on plans for the upcoming year, election of officers, and the development of the evaluation for the CSB Association Executive Director. Dr. Davis asked Ms. Hester to move the CSB Association Update on the agenda from ‘Board Reports’ to ‘Report from CSB ChairPerson’ and to appoint a designee at the next CSB meeting.

6.0 REPORT FROM EXECUTIVE DIRECTOR

6.1 Mr. Tellefson briefed on HB498.

6.2 Mr. Tellefson reported on the management assessment. Two Action Teams have been established:

- a) Image of the Agency and Management Team – Tina Tarbox, Marketing and Public Relations, Chair Person; and

- b) Training Needs – Donna Kane, Training Specialist, ChairPerson. Staff’s recognition was an issue. Terry Frazier, Human Resources has assigned staff to establish a recognition program.
- 6.3 Mr. Tellefson reported on the CARF update. Cindy Darden, Outpatient Services, and Helen Kabat attended the CARF training March 15 – 19, 2002. Ms. Kabat informed that the new standard is corporate compliance.
- 6.4 Mr. Tellefson reported that the Employee’s Picnic is scheduled for Saturday, May 18, 2002, Sandy Creek Park, Athens, Georgia.

7.0 REPORT FROM CSB CHAIRPERSON

- 7.1 Ms. Hester reported on the Customer Service Evaluation through phone calls. This is one of the established benchmarks of the Regional Board. CSB members need to contact a site this week, complete the evaluation and return to the Administrative Office. Board members were distributed the Evaluation Form, scenarios, and a telephone directory of ABHS sites
- 7.2 Ms. Hester reported on the Board Resolution, which states that ABHS is committed to conducting its business in compliance with federal and state laws. This information will be distributed to staff on March 30th for endorsement and to make sure that they understand the ABHS commitment to corporate compliance and that they know how they can report any compliance violations. Ms. Kabat has been appointed the Corporate Compliance Officer (CCO).
- 7.3 Mr. Tellefson reported that Margaret Bradford, Regional Board Executive Director attended and presented at the Supervisor’s Training, March 21st. She highlighted changes and the myths of agencies. Mr. Tellefson commended her for an excellent presentation.

8.0 PUBLIC ACCESS

8.1 Dr. Levine raised concerns regarding the public’s lack of attendance at CSB meetings. He suggested moving the Public Access Section to the beginning of the agenda. Ms. Hester advised that if a citizen and/or community leader attends the CSB meeting and wants to speak during the Public Access but can not stay for the entire Board meeting, that person will be allowed to speak.

9.0 MEETING ADJOURNED

DATE	APPROVED BY: MARY JO MATTHEWS SECRETARY
SUBMITTED BY: BRENDA SMITH	APPROVED BY: CONOLY HESTER CHAIR PERSON

