

Advantage
Behavioral Health Systems
MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND
ADDICTIVE DISEASES SERVICE BOARD MEETING #90
November 26, 2002

BOARD MEMBERS PRESENT

Kenneth Whitehead - Oglethorpe
Shirley Segars – Barrow
Nick Aguilar – Clarke
David Levine – Clarke
Mary Jo Matthews – Madison
Gail Goldsmith– Morgan
John Davis – Clarke

Anita Carson – Greene
Conoly Hester – Clarke
Ina Brown-Brothers - Barrow
Carter Smisson – Jackson
Ed Glauser – Clarke
Linda Vinson – Walton

BOARD MEMBERS ABSENT

Jim Hudson – Oconee
Mae Davis – Elbert

Jackson - Vacant
Tyrone Eaves – Greene

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Brenda Smith
Terry Frazier
Tina Tarbox
Cindy Darden
Scott Clark

Cecile Morgan
Larry Gabriel
Linda Hazinski
Helen Kabat
Andrew Neighbors

GUESTS

Tommy Tyson
Melissa Upham

June Armour

The meeting was opened by Conoly Hester, Community Service Board (CBS) ChairPerson at 5:05p.m.

1.0 ACTIONS

- 1.1 Motion to accept the modified agenda. Moved (Ed Glauser); Seconded (Linda Vinson); Passed (Unanimously).
- 1.2 Motion to approve the minutes of the October 22nd CSB Meeting. Moved (Mary Jo Matthews); Seconded (Anita Carson); Passed (Unanimously).
- 1.3 Motion to approve the Exhibit B Resolution of the Advantage Behavioral Health System's Shelter Plus Care File. Moved (Gail Goldsmith); Seconded (John H. Davis); Passed (Unanimously).
- 1.4 Motion to approve the 2003 CSB slate of officers. Moved (Gail Goldsmith); Seconded (Ina Brown-Brothers); Passed (Unanimously).

- 1.5 Motion to empower the Executive Committee to handle business that needs attention prior to the January CSB Meeting. Moved (Carter Smisson); Seconded (John H. Davis); Passed (Unanimously).
- 1.6 Motion to change the CSB Meeting time to 4:00 p.m. until daylight saving time begins. Moved (John H. Davis); Seconded (Ed Glauser); Passed (Unanimously).
- 1.7 Motion to accept closed session for personnel discussion. Moved (John H. Davis); Seconded (Carter Smisson); Passed (Unanimously).
- 1.8 Motion to adjourn. Moved (Mary Jo Matthews); Seconded (John H. Davis); Passed (Unanimously).

2.0 BOARD RECOGNITION

2.1 Evelyn Bush was an original member of the Board. She was appointed in 1994 and served faithfully for eight (8) years representing Walton County. She will be appointed to the Advisory Board. Ms. Bush stated she enjoyed being a member of the Board. She recommended Nathaniel Rackstraw to serve as a representative on the Board.

3.0 OLD BUSINESS

3.1 Ms. Hester reported on the telephone survey that is being conducted by the Board members. Please forward completed forms to Brenda Smith, Administrative Office.

3.0 NEW BUSINESS

3.1 Andrew Neighbors reported on the status of the venture with St. Mary's Hospital to open a psychiatric facility in the vacant Charter Hospital. The preliminary indication is the hospital would have two (2) adult twenty (20) bed units, one (1) Child and Adolescent fifteen (15) bed unit, and one (1) Short Stay Child and Adolescent twelve (12) bed unit. We are in the very preliminary stages of evaluating the concept, cost, and other matters relative to the proposition.

Mr. Neighbors is a contract employee who began work on October 1, 2002. His duties are to assist management and staff of Advantage in obtaining grant funds, analyzing new business ventures and working on special projects related to those issues.

3.2 Cecile Morgan, Residential/Intake & Referral reported on the Shelter Plus Grant that was awarded by HUD. The grant is for fifteen (15) consumers during a five (5) year period. The basic two (2) criteria for placement are major disability diagnosis and homelessness. HUD requires that a resolution be endorsed by the Board authorizing signatures by approved individuals (Terry Tellefson, Cindy Darden, and Cecile Morgan) on any and all pertinent documents pertaining thereto on behalf of the organization.

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

4.1 Larry Gabriel, Business Manager reported that the Procurement Warehouse has been closed. Sandra Johnson, Business Office is now performing the purchase functions. Dr. Davis raised concerns regarding the streamlining of employees for purchasing. Mr. Gabriel informed that the courier position might be filled. He has been trying to

delay increasing the number of staff in the Business Office until receipt of the report from the external consultant.

- 4.2 Tommy Tyson, President of Region 3 Chapter People First reported on the organization. People First is a self-advocacy and self-help organization of people who are developmentally disabled. Self-advocacy means that the members are learning how to speak for themselves and make decisions about what they want to do with their lives. Self-help means that the members are helping each other with their problems, making friends, and reaching out to people with severe disabilities. The members plan social events such as dances, picnics, and doing fun things together. The purpose of People First is to help the members feel good about themselves and learn how to become self-advocates. The meetings are held on the second Thursdays at 11:00 a.m. at the Campus View Church of Christ Athens, Georgia.
- 4.3 Linda Hazinski, Developmental Disability Service Centers and Supported Employment reported on community employment. Effective November 25th, community employment moved into new office space located on Jefferson Road, Athens, Georgia.
- 4.4 Board members received a copy of the 'LEO, The King of Cuisine's Guide to Athens Area Restaurants'. Terry Daly, Prevention Specialist, brought this book to the Board. The purpose of the book is to indicate smoke free, handicap accessible and nutritional restaurants. John Davis, Athens-Clarke County CSB Representative requested fifteen (15) copies of the book.
- 4.5 Carter Smisson, Jackson County CSB Representative had questions regarding the monthly staff turnover rate report. Terry Frazier, Human Resources informed that the report is being reconstructed to include specific categories, and will be provided on a monthly basis. Mr. Frazier reported that the Mentoring Program would begin January 2003. The mentor/protégé is done by the hiring supervisor and is based on proximity to each other, similar job function and job responsibilities.
- 4.6 As part of our Diversity Program, Mr. Frazier chaperoned a group of young people from our Child and Adolescent Program to a football game at Morris Brown College in Atlanta, Georgia on October 26th. The purpose was to boost morale in the community regarding Advantage Behavioral Health Systems (ABHS).
- 4.7 Dr. Davis questioned whether exit interviews are being conducted. Mr. Frazier has conduct four (4) exit interviews in the past month. The main reason for departing from ABHS was the lack of guidance.
- 4.8 Cindy Darden, Outpatient Services reported that the wall hangings in the Conference Room were done by Global Arts class, Community Outreach Prevention Education (COPE). These items are for sale.

5.0 BOARD REPORTS

- 5.1 Finance Committee – Gail Goldsmith, Morgan County CSB Representative reported the committee met today. Ms. Goldsmith highlighted on revenues and expenses. Mr. Gabriel will provide a list of the counties that we need to contact regarding county non-participating revenues.
- 5.2 Membership & Nominations Committee – Dr. Davis reported on the Board's membership. We currently have fourteen (14) duly approved members. The law states that we are entitled to eighteen (18) members. Any actions taken need a

majority vote, which is ten (10). We have four (4) vacancies – two (2) Walton County, one (1) Jackson County, and one (1) Greene County. He encouraged Board member's attendance and solicitation of new members.

Election of CSB officers for 2003 – Conoly Hester, ChairPerson, Carter Smisson, Vice Chair, and Mary Jo Matthews, Secretary.

- 5.3 Legislative Committee – Linda Vinson, Walton County CSB Representative reported the committee met November 17th to discuss a legislative breakfast. The event is scheduled for December 12, 2002 at 9:00 a.m. in the Educational Services Conference Room, Athens, Georgia. Invitations to the breakfast will be sent to incumbent and newly elected state officials, senator, representative, and governor – and also to CBS members, the Management Team and the congressional delegate for this area.
- 5.4 Bylaws & Policy Committee – Mary Jo Matthews, Madison County CSB Representative reported the committee met today and discussed the CSB Bylaws and Governance Policy. The attorney has reviewed these documents and recommended some changes for compliance with HB498. Some changes in wording also were made by the committee, and it was agreed that major changes need to be made in the section of the Governance Policies entitled 'Rights, Health and Safety.' Copies of the amended documents will be mailed to CBS members in January 2003.

The polygraph policy was addressed. The policy states, "It is the policy of ABHS that polygraph (lie detector) tests may be administered at the discretion of the Executive Director (after first informing the board of his/her intent). The board has a responsibility to persons-served, to their families and to Georgia taxpayers, to keep them and their funds from harm. However, the board also values agency employees. The test is to be used to affirm the integrity of employees in circumstances of doubt. The policy will be addressed at the January CSB Meeting. Copies of the policy will be forward to Board members for review and a vote will be taken at the January CBS meeting.

- 5.5 Rights of Persons Served Committee – Ed Glauser, Athens-Clarke County CSB Representative reported the committee met today. They reviewed seven (7) issues, thirty-two (32) incidents, and two (2) deaths. The committee addressed three (3) issues of concern – lateness of reports, medication, and security. They recommended that these issues be addressed at the Management Team Meetings.
- 5.6 Ms. Matthews mentioned the resignation of Terri Weimorts, Transitional Services Director effective November 27th. The Board wants to acknowledge her for services rendered.

6.0 REPORT FROM CSB CHAIRPERSON

- 6.1 Ms. Hester read a resignation letter received from Tyrone Eaves. Mr. Eaves represented Greene County. Ms. Hester will provide a standardized resignation letter. The purpose for the letter is to notify county officials for reappointment.
- 6.2 Ms. Hester reported on the Advisory Committee. Board members received a draft of the mission statement. The law states the Advisory Board will be responsible

for coordinating services in the community with ABHS and provide expert guidance. Board members may direct input to Ms. Hester, Terry Tellefson, and/or Dr. David Levine, who will serve as chairman for the Advisory Committee.

- 6.3 Ms. Hester reported that the Board does not meet in December due to the holidays. The Board empowers the Executive Committee to handle any business that needs attention prior to the January CSB meeting.
- 6.4 Ms. Hester reported on the CSB Association Meeting. Dr. Kenneth Whitehead, Oglethorpe County CSB Representative has agreed to serve as the voting representative for ABHS at the meetings. The next meeting is December 13, 2002 at the River Edge CSB, Macon, Georgia. Interested Board members may contact ABHS Administrative Office regarding transportation arrangements.
- 6.5 Ms. Hester announced that Mr. & Mrs. John Davis are hosting an After Christmas Brunch on January 4^h. Board members and Management Team are cordially invited. Directions will be mailed.
- 6.6 Board members agreed to change the time of the monthly CBS meetings from 5:00 p.m. to 4:00 p.m. until Daylight Saving Time begins.

7.0 **CLOSED SESSION FOR PERSONNEL DISCUSSION**

- 7.1 Board members discussed a personnel matter.

8.0 **MEETING ADJOURNED**

DATE

APPROVED BY: MARY JO MATTHEWS
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: CONOLY HESTER
CHAIR PERSON