

**Advantage**  
Behavioral Health Systems  
**MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE  
DISEASES SERVICE BOARD MEETING #94**  
**April 22, 2003**

**BOARD MEMBERS PRESENT**

Conoly Hester – Clarke	Jim Hudson – Oconee
Shirley Segars – Barrow	Mae Davis – Elbert
Carter Smisson – Jackson	Linda Vinson – Walton
Mary Jo Matthews – Madison	John Davis – Clarke
Ina Brown-Brothers – Barrow	Kenneth Whitehead - Oglethorpe
Pat Ellis - Jackson	Donald Hector - Walton
R. Charles White - Walton	Gail Goldsmith– Morgan

**BOARD MEMBERS ABSENT**

Nick Aguilar – Clarke	Anita Carson – Greene
Greene – Vacant	Clarke - Vacant

**ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT**

Brenda Smith	Cecile Morgan
Terry Frazier	Larry Gabriel
Titus Brown	Linda Hazinski
Cindy Darden	Helen Kabat
Terry Tellefson	Robert Stephens, MD
Beauford Harvey	Scott Clark
Mark Kane	Ed Salmon
Vida Farr	Diane Sears
Barbara Reid	Diana Brown
Jimmy Usher	John Renka
Barbara Reed	Rick Riley

**GUESTS**

Jack Gronewald

**The meeting was opened by Conoly Hester, Community Service Board (CSB) chairperson at 4:00 p.m.**

**1.0 ACTIONS**

- 1.1 Motion to accept the agenda as amended. Moved (Carter Smisson); Seconded (Kenneth Whitehead); Passed (Unanimously).
- 1.2 Motion to approve the minutes of the March 25th Community Service Board meeting as corrected. Moved (Carter Smisson); Seconded (Mary Jo Matthews); Passed (Unanimously).

1.3 Motion to adjourn the meeting. Moved (Gail Goldsmith); Seconded (Carter Smisson); Passed (Unanimously).

## **2.0 EMPLOYEE AWARDS**

2.1 Ina Brown-Brothers, Barrow County CSB Representative presented awards to the following staff:

- a) **Excellence in Management** - Terry Frazier, Director of Human Resources
- b) **Excellence in Administrative Support** - Rick Riley, Management Information System (MIS)
- c) **Excellence in Commitment to Services** - Vida Farr, Addictive Diseases Program
- d) **Group Commitment Service Award** - Solar Tech Team, Jackson County Developmental Disabilities Services. Team members are: Diana Brown, Annie Hughey, Shirley Edwards, Jimmy Usher, Joy Hamby, Diane Sears, Cindy Bond, Barbara Reed, Bethe Kellum, Sarita Shannon, and John Renka. Barbara Reid, Director of Solar Tech commended staff for performing excellent job responsibilities and their hard work is very much appreciated. (The Group Commitment Service Award is a new category, which was added by the Awards Committee at its meeting on April 15, 2003, with the approval of the Human Resources Director.)

## **3.0 OLD BUSINESS**

3.1 Mr. Tellefson reported on the procedures for acknowledging charitable contributions made on behalf of ABHS. He will send correspondence to person(s) making contributions. Ms. Hester requested notifying Tina Tarbox, Community Relations, Business Development and Community Outreach Prevention Education (COPE) of donations received.

## **4.0 NEW BUSINESS**

4.1 Mark Kane, MIS, distributed and reported on the new telephone system installed at ABHS sites. The purpose was to make the system cohesive and save money. Our goal is to centralize the system to make sure callers receive an operator at all times.

## **5.0 SERVICE REPORTS (Administrative Reports)**

5.1 Cindy Darden, Outpatient Services reported on program emphasis regarding outpatient services due to the hiring freeze, financial crisis, and need to configure more in line with DHR priorities for services. The program managers have addressed ways to refigure services and staffing patterns. A plan will be developed to address these issues.

## **6.0 BOARD REPORTS**

6.1 Finance Committee – Gail Goldsmith, Morgan County CSB Representative reported on finances. Within the next 30 to 60 days she

plans to spend a day at the Business Office to become more familiar with finances, billing and purchasing procedures. Larry Gabriel, Business Manager is developing benchmarks for billing (weekly by sites). The purpose is to track productivity. Ms. Hester questioned regarding the proposed 10% reduction in staff's salary. Mr. Tellefson commented that the issue is based on cash flow. If the billing continues to improve for this month, there is a possibility the reduction will not be implemented. Based on the benchmarks, we will observe funding very carefully so that we are not in this situation next year.

6.2 Membership & Nominations Committee – John H. Davis, Athens-Clarke County CSB Representative reported that two (2) new members have been appointed to represent Greene County. A name has been submitted to Athens-Clarke County for appointment to the Board. Ms. Hester mentioned that Anita Carson, Greene County CSB Representative would like to serve on the Advisory Board. Ms. Carson's term expires in June 2003.

6.3 Legislative Committee – Linda Vinson, Walton County CSB Representative reported on correspondence received from the legislators regarding the financial issues. Mae Davis, Elbert County CSB Representative noted that a consumer that is being served in Elbert County sent correspondence to Governor Sonny Purdue. The Governor responded and the letter is available for review.

6.4 Bylaws and Policy Committee – no report requiring an action.

6.5 Rights of Persons Served Committee – Shirley Segars, Barrow County CSB Representative reported the committee met today. Members reviewed Incidents Reports which included six (6) Critical, thirty-three (33) Serious, two (2) moderate, two (2) deaths, and two (2) issues which were resolved. Ms. Hester noted that the CSB has a box in ABHS mailroom. There are business cards for Board members which include both the generic and the Issue Resolution Line telephone numbers.

6.6 Dashboard Ad Hoc Committee - Kenneth Whitehead, Oglethorpe County CSB Representative reported the committee met today with managers on an individual basis. Suggestions were made to the managers regarding information to be included in the dashboard reports. Members of the committee are Mr. Whitehead, and Carter Smisson, Jackson County CSB Representative.

6.7 Annual Report Ad Hoc Committee - Dr. Davis reported that the committee met in March to address the annual meeting and report. Board members, county officials, and staff will be invited to the annual meeting, which will be held in November. Ms. Hester mentioned that Terry Frazier, Human Resources Director suggested announcing the recipient of the Distinguished Service Award at the annual meeting. Also, Dr. Davis spoke with some of the concerned citizens who attended the March CSB Meeting in support of the Addictive Diseases Program. They have agreed to spearhead a given campaign, and a plan will be developed.

## **7.0 REPORT FROM THE CSB EXECUTIVE DIRECTOR**

7.1 Mr. Tellefson reported on the 21st Century Middle Way Grant which has been awarded to the Athens-Clarke County public middle schools. These schools are contracting with ABHS to provide services to children at risk. Dr. David Anderson and Kelli Wanchick, Child and Adolescent Services are drafting curriculums for the program. We are improving our image into the community and are making strides in the school programs that can significantly improve our economic situation. Mr. Tellefson said that he also has received a preliminary request from the Department of Family and Children Services (DFACS) for ABHS to become involved with their Granny House.

7.2 Mr. Tellefson reported that the Advisory Board met April 14 and reviewed the Mission Statement. The Board agreed to focus on the aging population (mental health, dual diagnosis). The Board's task will be to conduct a year-long study to consider financial aspects and to identify providers. The next meeting is scheduled for May 11, 2003 at which time the Board address Section 501(c) of the Internal Revenue Code.

## **8.0 REPORT FROM CSB CHAIRPERSON**

8.1 Ms. Hester reported on the Executive Director's evaluation. Board members have received copies of the Evaluation Form, and Ms. Hester requested that they complete the document and submit it to her by May 1st.

8.2 Ms. Hester reported on the CSB Calendar. The Board will begin meeting at 5:00 p.m. in May 2003. The following information needs to be added to the calendar:

- a) Ad Hoc Annual Meeting and Report Committee is scheduled to meet in May, July, September, and October;
- b) Bylaws and Policy Committee will met at 2:15 on the 4th Tuesday, when deemed necessary; and
- c) Finance Committee will meet at 3:30 p.m. on the 4th Tuesday.

8.3 Ms. Hester reported on the Board's quarterly work session. The work session will be held May 13, 10 - 1:00 p.m. in the Educational Services Conference Room, Athens, Georgia. The agenda will include the board self-evaluation, financial issues, and the Executive Director's evaluation and contract. At the end of the meeting, the Board will tour the Child & Adolescent facility in Athens, Georgia.

8.4 Dr. Davis reported on the CSB Association. The Acting Executive Director has been appointed.

## **9.0 REPORT FROM REGIONAL SERVICES ADMINISTRATOR**

9.1 Jack Gronewald, Regional Services Administrator reported on the following:

- a) The region is providing technical expertise to both ABHS and East Central CSB.
- b) Project 65 is a project that affects State hospitals. We have identified seventy-four (74) children who are under the age of 21, mentally retarded or dually diagnosed whom we are trying to transition into the community. There are

seventeen (17) hospitalized in Gracewood, but only thirteen (13) will be transitioned into the community by July 1st. The goal is to place these clients in their original community.

c) Gracewood and Augusta Regional Hospitals are being consolidated and both facilities will be moving toward patient-centered treatment and patient-centered planning for all aspects of treatment.

d) A proposal has been initiated statewide for a 4-bed respite facility. Regional Coordinators will contact Mr. Gronewald and he will make a checklist for approval. Once approved, an information package will be sent to the caregiver and/or parents. A proposal will be developed for establishing a similar 3-bed respite facility for autistic clients. A proposal will be made for the establishment of a Secure Transitional Housing facility for women.

e) Next year, we will strive to put in place mental health and drug treatment courts. These services will be provided in separate regional counties, both large and small communities.

f) Mr. Gronewald would like to see a Crisis Stabilization Unit in every service area including Athens, Augusta and Swainsboro, and he would like for the Community Service Boards to operate these units.

g) Mr. Gronewald announced that a Saturday Work Day will be scheduled at Clark Hill/Thurmond Lake sometime in July or August.

**10.0 PUBLIC ACCESS**

**10.1** No one present to address the Board.

**11.0 MEETING ADJOURNED**

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DATE

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APPROVED BY: MARY JO MATTHEWS  
SECRETARY

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SUBMITTED BY: BRENDA SMITH

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APPROVED BY: CONOLY HESTER  
CHAIR PERSON