

Advantage

Behavioral Health Systems

MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES SERVICE BOARD MEETING #96

June 24, 2003

BOARD MEMBERS PRESENT

Conoly Hester – Clarke
Nick Aguilar – Clarke
Gail Goldsmith– Morgan
Mary Jo Matthews – Madison
Pat Ellis - Jackson
R. Charles White - Walton

Anita Carson – Greene
Mae Davis – Elbert
Linda Vinson – Walton
John Davis – Clarke
Donald Hector - Walton
Jim Hudson – Oconee

BOARD MEMBERS ABSENT

Greene – Vacant
Ina Brown-Brothers – Barrow
Shirley Segars – Barrow

Clarke - Vacant
Kenneth Whitehead - Oglethorpe
Carter Smisson – Jackson

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Brenda Smith
Terry Frazier
Linda Hazinski
Cindy Darden
Tina Tarbox

Cecile Morgan
Larry Gabriel
Terry Tellefson
Helen Kabat
Betsy Stewart

GUESTS

M. Andrew McCollum
Evan Mills

Jack Gronewald

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. Moved (Mary Jo Matthews); Seconded (Anita Carson); Passed (Unanimously).
- 1.2 Motion to approve the minutes of the May 27th Community Service Board as amended. Moved (Gail Goldsmith); Seconded (John H. Davis); Passed (Unanimously).
- 1.3 Motion to authorize the Executive Director to endorse the Department of Human Resources (DHR) contract. Moved (John H. Davis); Seconded (Gail Goldsmith); Passed (Unanimously).
- 1.4 Motion to approve the FY2004 budget. Moved (John H. Davis); Seconded (Nick Aguilar); Passed (Unanimously).
- 1.5 Motion to adjourn. Moved (John H. Davis); Seconded (Gail Goldsmith); Passed (Unanimously).

2.0 BOARD MEMBER RECOGNITION

2.1 The Board presented a plaque to Anita Carson, Greene County CSB Representative. Ms. Carson's term expires June 30, 2003. She has been a faithful member of the Board for six (6) years. Effective in July, she will begin serving on the Advisory Board.

3.0 OLD BUSINESS

3.1 Mr. Tellefson reported on the DHR contract. Karl Schwarzkopf, Ph.D., Division Director met today with a group of Chief Executive Officers (CEO) to address the document. Dr. Schwarzkopf will further address the document with the Regional Coordinators. Mr. Tellefson requested the Board to authorize him to endorse the document, and the reason being, AHBS cannot afford **not** to have the funds. Adjustments to the contract may be worked out with the Division over the next few months.

4.0 NEW BUSINESS

4.1 Helen Kabat, Continuous Quality Improvement reported on the strategic plan. Surveys were distributed to consumers, staff and the community for input. This information was addressed with the Strategic Planning Committee, which consists of consumers, staff and the community. The Management Team addressed the priorities and drafted measurable objectives, responsibilities and time frames for implementation. Board members will be provided a copy of the document prior to the CSB Work Session, August 12, 2003. The agenda will include the budget, contract and strategic plan. The event will be held in the Educational Services Conference Room, Athens, Georgia.

4.2 Gail Goldsmith, Morgan County CSB Representative reported on the FY2004 preliminary budget. Ms. Goldsmith encouraged Board members to review the document; a copy was distributed. Adjustments will be made on a quarterly basis.

5.0 SERVICE REPORTS (Administrative Reports)

5.1 The Mentoring Program will be implemented October 1, 2003.

5.2 Ms. Goldsmith commended Tina Tarbox, Community Relations, Business Development and Community Outreach Prevention Education (COPE) for the development of a "praise" form for consumers to use in the event they would like to commend staff for any reason.

5.3 Mary Jo Matthews, Madison County CSB Representative commended Robert Stephens, MD, Medical Director for exceptional job performance.

6.0 BOARD REPORTS

6.1 Finance Committee – Ms. Goldsmith reported on the financial statements for the period ended May 31, 2003. In the future, ABHS will lease or purchase vehicles for the use in transporting consumers, rather than relying on old surplus vehicles from DHR. This issue will be addressed with Board members prior to any leasing or purchasing.

6.2 Membership & Nominations Committee – John Davis, Athens-Clarke County CSB Representative reported on the representation of the Board. The

Board's build-up consists of four (4) categories: advocate, community leader, consumer, and family member). Of the twelve (12) members present at the last meeting, the breakdown of members totals only ten (10) - two advocates, one community leader, one consumer, and six family members. The areas of service and/or concern are 2 addictive diseases, 5 mental health, and 5 developmental disabilities. We have submitted a nomination and two (2) renomination forms to the Athens-Clarke County Board of Health for Board's representation but have not been notified of any actions. An orientation for new board members will be scheduled in July.

6.3 Legislative Committee – no report requiring an action. Linda Vinson, Walton County CSB Representative commended Mr. Tellefson and Ms. Tarbox for updating legislators regarding various issues.

6.4 Bylaws and Policy Committee – Ms. Matthews scheduled a meeting for July 22, 2003 at 2:45 p.m. to address revised policies. Committee members will be notified of the meeting.

6.5 Rights of Persons Served Committee – the committee did not meet today.

6.6 Dashboard Ad Hoc Committee - Mr. Tellefson reported that the committee has been working diligently. They have met with the Management Team and some managers regarding the format and information that will be included in the report. The report will provide pertinent information to keep the Board abreast of activities including productivity and billing.

6.7 Annual Report Ad Hoc Committee - Dr. Davis reported that Rosalyn Carter has been contacted and will not be available to speak at the CSB Annual Meeting. The committee will meet on the third Wednesday at 1:00 p.m. in July, August, September, and October. Committee members are Dr. Davis, Gail Goldsmith, Shirley Segars, Terry Tellefson, and Tina Tarbox. The committee will schedule the date of the CSB annual meeting. Dr. Davis announced that the CSB Association Annual Meeting is scheduled for November 16 - 19, 2003.

7.0 REPORT FROM THE CSB EXECUTIVE DIRECTOR

7.1 Mr. Tellefson reported that the Productivity Committee met and reviewed ways to improve services by removing barriers and addressing other issues. Betsy Stewart, Ph.D., Coordinator for Adult Outpatient Services reported that the Productivity Committee visited various sites addressing productivity and obstacles with staff. The group categorized the identified problems, which included training, supervision, no-show rates, caseload distribution, how we should be organized, communication, management, computer and environmental problems. Dr. Stewart addressed the top three (3) issues identified:

a) Training - Staff members feel they need additional training to perform their duties more efficiently. This training would include treatment intervention, action plans and specific treatment modality. The requested training is now being provided, and it also includes how to conduct groups, documentation and ways to address various issues. The trainings are being videotaped and held on site for staff who cannot attend.

b) Supervision - Staff felt that there is not enough supervision on-site and that supervisors often are not accessible. ABHS has additional

resources wherein supervision groups will be provided. Dr. Stewart will be available via pager and will increase her presence at the Clinics.

c) No-show rate - has always been a problem. We have done several things to address this issue. Dr. Stewart conducted a seminar addressing no-show rate. We have received feedback from clinicians regarding problems with consumers who are not showing up on a continual basis and who fail to schedule future appointments. Clinicians need to talk with consumers who continue to miss appointments prior to scheduling. ABHS may need additional staff to perform intake duties for the purpose of scheduling.

- 7.2 Mr. Tellefson reported that his goal for July is to schedule a meeting with Commissioner Chairperson in each county served by ABHS. Dr. Davis and the CSB representative for that county will be invited to attend. Issues to be addressed are CSB nominations, services, and finances.
- 7.3 Mr. Tellefson requested email addresses of Board members.

8.0 REPORT FROM CSB CHAIRPERSON

- 8.1 Ms. Hester announced the CSB Work Session will be held August 12, 2003, 9:00 a.m. - 3:00 p.m., Educational Services Room, Athens, Georgia.
- 8.2 Ms. Hester reported on the board's need to be familiar with and knowledgeable about services. We will begin having 10-minutes presentations regarding services at Board meetings. Also, a field trip will be scheduled in September to tour various sites. Ms. Hester requested input regarding sites to tour.
- 8.3 Ms. Hester reported on the Board Training held June 3, 2003 - 'New Community Service Board Member Orientation', and 'Program Planning, Program Monitoring, and Financial Management for Community Service Boards'. Sabrina Cape presented on audits of CSBs. Ms. Hester suggested inviting Ms. Cape to one of the CSB Work Sessions to address ABHS audit. Dr. Davis suggested that Larry Gabriel, Business Manager, to present a brief summary of the audit of CSBs at the August CSB Work Session.
- 8.4 Ms. Matthews reported on the training session sponsored by the Governor's Council on People with Disabilities, which was held on June 10, 2003 at Rivers Crossing. Several board members attended and provided input and recommendations to the council.

9.0 REPORT FROM REGIONAL SERVICES ADMINISTRATOR

- 9.1 Jack Gronewald requested a copy of the audit report.
- 9.2 Mr. Gronewald commended the ABHS staff for what they have done in the past six (6) months to pull themselves out of a proposed deficit for the year. The contract was discussed. Mr. Gronewald commended Mr. Tellefson and Mr. Gabriel for their input. He said the Regional Staff tried to make the figures achievable, do-able, and he added that they would work things out on a cooperative basis so that everything possible can be done to avoid non-performance. Mr. Gronewald said arrangements would be made willingly.
- 9.3 Mr. Gronewald has scheduled a Regional Planning Retreat, September 20, 2003, at Clark Hill/Thurmond Lake. Guests will include hospitals, regional

planning board, and CSBs. He invited ABHS staff and CSB members to attend the meeting, and he said he hoped to have at least two (2) persons representing each disability group - mental health, addictive diseases and developmental disabilities.

9.4 As of July 1, 2003, Gracewood State Hospital and School and Georgia Regional Hospital at Augusta will merge. The new hospital facility name will be the East Central Georgia Regional Hospital. There will be a Gracewood and Regional campus. Mr. Gronewald is temporarily serving in the role of the CEO, because a permanent CEO has not been selected for the hospital. Dr. Gail Jackson has been appointed the Clinical Director and Dr. Ben Walker is the Administrative Director and Support Systems Services. Mr. Gronewald noted that, "he know of no plans to close the Gracewood facility."

9.5 Mr. Gronewald reported that the region is actively seeking respite providers for developmentally disabled consumers. Three (3) statewide respite beds are being opened at Gracewood, and families seeking respite services will be allowed seven (7) days per year. Families may contact the Regional Coordinators and Mr. Gronewald will provide the admission information. Also, Mr. Gronewald will provide a copy of the information to ABHS staff.

9.6 The State has proposed the removal of fifty (50) adult mentally disabled consumers from hospitals into the community next year; and each region has submitted a plan. Fifteen (15) mental health consumers who are presently institutionalized will also be placed in the community. Mr. Gronewald has requested that these individuals be placed in this region, because our regional hospital is overcrowded and there are consumers who desire to be placed in the community. "We are also actively looking for providers", Mr. Gronewald said, "and I am interested in communicating with people in the future who would like to do HUD housing for consumers who are being discharged from the hospitals". Mr. Gronewald has proposed that the Division target 15-bed housing units - placing nine (9) chronic mentally ill consumers in a home and or apartment (3 to 4 persons per unit), and transferring six (6) habitual user consumers from Georgia Regional into dedicated/supportive housing.

9.7 Mr. Gronewald reported on the regional office staff.

10.0 PUBLIC ACCESS

10.1 No one present to address the Board.

11.0 MEETING ADJOURNED

DATE

APPROVED BY: MARY JO MATTHEWS
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: CONOLY HESTER
CHAIR PERSON