

Advantage
Behavioral Health Systems
**MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE
DISEASES SERVICE BOARD MEETING #97**
July 22, 2003

BOARD MEMBERS PRESENT

Conoly Hester – Clarke	Ina Brown-Brothers – Barrow
Nick Aguilar – Clarke	Mae Davis – Elbert
Kenneth Whitehead - Oglethorpe	Carter Smisson – Jackson
Mary Jo Matthews – Madison	John Davis – Clarke
Pat Ellis - Jackson	Donald Hector - Walton
R. Charles White - Walton	Jim Hudson – Oconee

BOARD MEMBERS ABSENT

Greene – Vacant	Clarke - Vacant
Gail Goldsmith– Morgan	Linda Vinson – Walton
Shirley Segars – Barrow	Greene - Vacant

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Brenda Smith	Cecile Morgan
Shelia Cain	Larry Gabriel
Linda Hazinski	Terry Tellefson
Cindy Darden	Nancy Kitchens-Clark
Tina Tarbox	Nora Mitchell
Robert Stephens, MD	Circe L. Wadley
Paula Andrews	Sandra Torres-Seaton
Michael Dock	Nichelle Darden
Venna Johnson-Clark	Tammy Muckle
Tabatha Bailey	Connie Abrams

GUESTS

Evan Mills	Mary O'Toole
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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 (Kenneth Whitehead); Seconded (John H. Davis); Passed (Unanimously).
- 1.2 Motion to approve the minutes of the June 24th Community Service Board. Moved (Pat Ellis); Seconded (John H. Davis); Passed (Unanimously).

- 1.3 Motion to send a copy of the July CSB meeting minutes to John E. Gronewald. Moved (John H. Davis); Seconded (Kenneth Whitehead); Passed (Unanimously).
- 1.4 Motion to approve the strategic plan. Moved (Kenneth Whitehead); Seconded (Ina Brown-Brothers); Passed (Unanimously).
- 1.5 Motion to authorize the Executive Director to set up and use credit (debt) in an amount not to exceed \$800,000 in FY2004 to facilitate the operation of the agency. Moved (Kenneth Whitehead); Seconded (John H. Davis); Passed (Unanimously).
- 1.6 Motion to adjourn. Moved (Kenneth Whitehead); Seconded (Nick Aguilar); Passed (Unanimously).

2.0 EMPLOYEE RECOGNITION

2.1 Ina Brown-Brothers, Barrow County CSB Representative, reported that the Awards Committee met on July 15. They reviewed nomination forms and selected staff for recognition. The Commitment to Service Award has been divided into three (3) areas that are clinical, residential and team. Staff received the following:

- a) **Commitment to Service Award - Clinical** - Elbert County Clinic (Teresa Dye, Dr. Phyllis Eason, Patricia Thomas, and Millie Eifler)
- b) **Commitment to Service Award - Residential** - Connie Abrams
- c) **Commitment to Service Award - Team** - Athens Center (Nora Mitchell, Nancy Clark, Shelia Cain, Circe Wadley, and Sandra Torres-Seaton)
- d) **Commitment to Service Award - Team** - Shelter Plus Care (Nichelle Darden and Venna Johnson)
- e) **Excellence in Administrative Support** - Annette Dye
- f) **Excellence in Management Award** - Cecile Morgan

Ms. Brothers noted that, "We know that staff are dedicated, eager, and provide our consumers with the best of care." Elbert County staff was unavailable due to late clinic night. Mae Davis, Elbert County CSB Representative will present awards to staff.

3.0 OLD BUSINESS

3.1 Mr. Tellefson reported that ABHS is in receipt of the Department of Human Resources (DHR) contract. The document has been endorsed but not submitted due to revisions. DHR is willing to review the document and try to develop a partnership contract for FY2005. Mr. Tellefson announced the resignation of John E. Gronewald, Regional Coordinator, effective July 15th. Andy McCollum will serve as the Acting Regional Coordinator. Mr. Tellefson feels that ABHS and the Regional Office staff has a good working relationship. John Davis, Athens-Clarke County CSB Representative noted, "he regrets seeing Mr. Gronewald leave the position, and feels that he has done some things to help us and we are appreciative". Dr. Davis wants this statement of appreciation to be recorded in the minutes.

4.0 NEW BUSINESS

4.1 Ms. Hester reported on the strategic plan. This document will be addressed intensively at the CSB Work Session. The plan will be updated on a quarterly basis.

5.0 SERVICE REPORTS (Administrative Reports)

5.1 Tina Tarbox, Community Relations Director reported that the Management Team is producing a document called "Team Talk" which will include information discussed in the Management Team meetings and any other relevant information that should be shared on an agency-wide basis.

5.2 Board members are invited to attend ABHS training sessions. Mr. Tellefson strongly recommended Board members to attend the Defensive Driving course. The purpose is to allow Board members to operate the agency's vehicles, and receive a 10% discount on their personal automobile insurance. Ms. Hester requested that a copy of the ABHS training and event calendar be provided to Board members on a monthly basis.

6.0 BOARD REPORTS

6.1 Finance Committee – Kenneth Whitehead, Oglethorpe County CSB Representative reported on finances for the period ended June 30, 2003. Board members were distributed a resolution for review; the Finance Committee recommended adoption of the document. The resolution states, "Be it resolved that the Community Service Board for Advantage Behavioral Health Systems does hereby authorize the Executive Director to set up and use credit (debt) in an amount not to exceed \$800,000 in FY2004 to facilitate the operation of the agency as established by House Bill 498 in 2002. The Director is to observe the limitations and specifications as established in HB498. For FY2004 the use of debt would be to purchase vehicles and MIS equipment. Any other uses of debt service would be brought back to the Board for their review."

6.2 Membership & Nominations Committee – Dr. Davis reported that Athens-Clarke County has not advised regarding nomination to the Board. An orientation session will be scheduled for the two (2) new Board members for Greene County. Mr. Tellefson suggested having the orientation in Greene County. The purpose is to tour ABHS facilities located in the county.

6.3 Legislative Committee – no report requiring an action.

6.4 Bylaws and Policy Committee – Mary Jo Matthews, Madison County CSB Representative reported that she and Ms. Hester met today to review five (5) revised policies. They will submit changes/revisions to Helen Kabat, Continuous Quality Improvement (CQI) for review. These policies will be tabled until the next meeting.

6.5 Rights of Persons Served Committee – Ms. Matthews reported the committee met today. They reviewed forty (40) incidents and twenty-two (22) Issue Resolutions that were submitted in June. Pat Ellis, Jackson

County CSB Representative has been appointed to serve on this committee.

6.6 Dashboard Ad Hoc Committee - Dr. Whitehead reported on the dashboard reports. Information is being disseminated to Board members. He and Carter Smisson, Jackson County CSB Representative will meet to address the format of the report and designate a staff member for compiling and distributing the information. This report will allow Board members to review trends.

6.7 Annual Report Ad Hoc Committee - Ms. Tarbox updated on the annual CSB meeting. The committee met and prioritized the list of potential speakers. They chose Don Schanche, reporter for the Macon Telegraph. Mr. Schanche has won several awards for writing about mental health topics. Unfortunately, he will not be available to attend the meeting due to a previous engagement. Ms. Tarbox proposed having co-speakers to include a local person. The event will be scheduled on a Tuesday or Wednesday, during the early part of November.

7.0 REPORT FROM THE CSB EXECUTIVE DIRECTOR

7.1 Paula Andrews reported on community employment. Staff assists consumers who have been diagnosed with mental health and alcohol and drug recovery obtain and maintain employment in the 10-county area. Staff provides job coaching on site with consumers who need assistance maintaining employment. We work closely with Vocational Rehabilitation and the Department of Labor and we have a caseload of thirty-eight (38) consumers.

7.2 Mr. Tellefson reported on Athens Regional Medical Center (ARMC). Robert Stephens, Medical Director and Mr. Tellefson met with John Drew, Chief Executive Officer at ARMC and staff to address partnership. Our goal was to reopen the issue of having an Emergency Receiving Facility (ERF) and Dr. Drew's goal is how to make up a \$1.2 million in lost revenue from the 2nd Floor and the Commencement Center. Mr. Tellefson would like to have a management contract with ARMC wherein ABHS would manage behavioral health. Dr. Drew suggested contacting smaller hospitals in the community regarding ERF; Mr. Tellefson will follow up. Timothy Gibson, Medical Director for Addictive Diseases, Dr. Stephens and Mr. Tellefson are scheduled to meet July 28th to address similar issues.

8.0 REPORT FROM CSB CHAIRPERSON

8.1 Ms. Hester reported that a CSB Work Session is scheduled for August 12, 2003, 10:00 a.m. - 3:00 p.m. in the Educational Services Conference Room, Athens, Georgia. Topics will include the budget, contract, and strategic plan.

8.2 Dr. Whitehead reported on the CSB Association. The members and CSB Executive Directors are providing the DHR input for the FY2005 contract. Brad Borum, Executive Director of the CSB Association, has been

meeting with DHR and Advocate Groups. CSB Association is scheduled to meet with Advocate Groups on July 30, 2003, in Macon, Georgia. The CSB Association annual meeting is November 16 - 18, 2003 in Savannah, Georgia. Dr. Whitehead encouraged Board members to attend. Dr. Davis requested that ten (10) members of Board members and/or staff attend the conference.

9.0 PUBLIC ACCESS

- 9.1** Regional staff was introduced:
- a)** John Warner, Performance Improvement Planning Specialist - he will assist the regional board in planning; and
 - b)** Mark McDonald, Child and Adolescent Specialist - he will assist staff throughout the region on child and adolescent issues.

10.0 MEETING ADJOURNED

DATE

APPROVED BY: MARY JO MATTHEWS
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: CONOLY HESTER
CHAIR PERSON