

Advantage

Behavioral Health Systems

MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES SERVICE BOARD MEETING #105

April 27, 2004

BOARD MEMBERS PRESENT

Conoly Hester – Clarke
Mae Davis – Elbert
Jim Hudson – Oconee
Pat Ellis - Jackson
Mary Gannon Gunn - Clarke
Donald Hector - Walton
Gail Goldsmith– Morgan

Mary Jo Matthews – Madison
Kenneth Whitehead - Oglethorpe
John Davis – Clarke
Carter Smisson – Jackson
Emma Evans - Barrow
Ralph Danson - Greene

BOARD MEMBERS ABSENT

Shirley Segars – Barrow
Linda Vinson – Walton
Greene - Vacant

Nick Aguilar – Clarke
R. Charles White - Walton

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Terry Tellefson
Tina Tarbox
Linda Hazinski
Helen Kabat
Katie Stroud
Paula Andrews
Ferris Gober
Eudell Abney
Alice Tiner
Deborah Ruark
Daphne Durham

Larry Gabriel
Cindy Darden
Scott Clark
Brenda Smith
Keila Stephens
Coretta Pitts
Pat Bankston
Glinda Still
Eutoria Kelley
Deborah Ansley
Lynn Herndon

GUESTS

Boyd McLocklin
Mary Anna Fyock

Rick Fyock

The meeting was opened by Kenneth Whitehead, Community Service Board (CSB) Vice Chairman at 4:00 p.m.

1.0 ACTIONS

- 1.1 Motion to accept the agenda as amended. Moved (Conoly Hester); Seconded (Mary Jo Matthews); Passed (Unanimously).

- 1.2. Motion to approve the minutes as amended of the March 23rd Community Service Board meeting. Moved (Gail Goldsmith); Seconded (John H. Davis); Passed (Unanimously).
- 1.3. Motion to adjourn the meeting. Moved (Conoly Hester); Seconded (Mary Jo Matthews); Passed (Unanimously).

2.0 **OATH OF OFFICE**

- 2.1 John Davis, Athens-Clarke County CSB Representative introduced and swore in Emma Evans. Ms. Evans will represent Barrow County. New Board member orientation was held April 22nd. Dr. Davis noted that Greene County Commissioners have not made an appointment to the Board.

3.0 **OLD BUSINESS**

- 3.1 Mr. Tellefson reported on penalties. The CSB Association's attorney drafted and submitted a letter to the Division regarding the penalties. The letter stated that these are penalties and are illegal in the State of Georgia. The Division has responded. Mr. Tellefson has not received a copy of the letter, but will send this information to Board members when available.
- 3.2 Mr. Tellefson reported that an offer has been made for the Medical Director's position. The individual is Board certified in adults and has experience in supervision.
- 3.3 Mr. Tellefson noted that there is no information to address regarding the Youth Detention Center's building.
- 3.4 Mr. Tellefson reported on the meeting with the Governor's staff. He met with Jim Lientz, Chief Operating Officer and Celeste Osborne, Chief Financial Officer. They addressed Phase I of the audit, responsibilities and roles of the CSBs, various issues and changes. Mr. Tellefson strongly encouraged for partnership between the Division and the CSB Association. They will contact Bruce Cook, Chairperson of the Board for Department of Human Resources (DHR) and request that he contact Mr. Tellefson. Mr. Tellefson noted that Beverly Walker has been appointed the Commissioner of DHR.
- 3.5 Mr. Tellefson reported that the Cultural Diversity training is scheduled for May 13, 2004, 9:00 a.m. - 4:00 p.m. in the Educational Services Conference Room, Athens, Georgia. Dr. Cheryl Dozier, School of Social Work, University of Georgia, will present the training. If interested in attending, contact the Administrative Office.

4.0 **NEW BUSINESS**

- 4.1 Mary Jo Matthews, Madison County CSB Representative announced the death of Shirley Segars' husband Jack. Ms. Segars represents Barrow County. Ms. Matthews distributed memorial information. The Board paused for a moment of silence.
- 4.2 Dr. Whitehead reported on Board member's resumes. Mr. Tellefson had requested a copy of Board members resumes to have on file for the

auditors. Having this information would significantly affect how the CSB is viewed. Dr. Whitehead requested Mr. Tellefson to draft a sample format of a resume and distribute to Board members.

- 4.3 Mr. Tellefson reported on the Board self-evaluation. Board members received a copy of the evaluation and were requested to complete and submit it to the Administrative Office.

5.0 SERVICE REPORTS (Administrative Reports)

5.1 Conoly Hester, Athens-Clarke County CSB Representative and Dr. Davis commended Cindy Darden, Clinical Director for an outstanding report. The information included in the report was very positive, innovative and wonderful. Dr. Darden noted that staff is wonderful and she will share this information with them. As a part of quality improvement, the University of Georgia's Food Science Department was asked to provide a student to conduct a program analysis of the nutritional programs for the Day and Residential programs and Detox. This report will be given on May 15. Dr. Davis requested a copy of the report. Ms. Hester requested having staff from the Detox Unit present to the Board. Mr. Tellefson will follow up.

5.2 Ms. Hester requested staff to discontinue the use of abbreviations due to new Board members.

5.3 Linda Hazinski, Developmental Disabilities Service Centers and Community Employment announced that the Residential Services Picnic has been changed from May 6th to May 20th, 2:00 p.m. until 5:00 p.m. at Sandy Creek Park. She encouraged Board members to attend.

5.4 Ms. Hester congratulated Sylvia Crowe, Continuous Quality Improvement (CQI) for cleaning up the North Avenue basement. Ms. Crowe will be coordinating the campaign in identifying old records and having them inventoried and shredded.

5.5 Cecile Morgan, Residential Services stated in her report, "We are continuing our efforts to cut expenses and will be closing one of our licensed homes by the end of this month." Ms. Hester questioned where will the consumers be placed? Mr. Tellefson noted that placement has been established for the four (4) consumers. Staff has toured the sites and is satisfied with the location and surroundings.

6.0 BOARD REPORTS

6.1 Finance Committee – Gail Goldsmith, Morgan County CSB Representative reported the committee met today. They reviewed the revenues and expenditures for the period ended March 31, 2004.

6.2 Membership & Nominations Committee – Dr. Davis is awaiting the appointment of an individual for Greene County. Ralph Danson, Greene County CSB Representative has agreed to contact the Commissioner's Office regarding this issue.

6.3 Legislative Committee – no report requiring an action. Mr. Tellefson noted that the delegation will be contacted once the session is closed.

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

- 6.5** Rights of Persons Served Committee – Pat Ellis, Jackson County CSB Representative reported the committee met today. They reviewed twenty-five (25) incidents, ten (10) complaints, two (2) deaths, and one (1) alleged corporate compliance violation. The violation is being investigated and an action plan is being developed. The committee suggested hiring a Behavior Specialist. The Behavior Specialist would be responsible for developing behavior plans, because there are consumers having difficult problems, and staff needs new ways to handle the situations. The committee suggested that House-parents be required to take the Targeted Aggression Control Training (TACT) II. The committee feels there is a definite need for the training. The committee requested a report on the status of these two (2) issues at the next meeting.
- 6.6** Awards Committee - Ms. Hester reported the committee polled votes via telephone due to shortage of time. They received and reviewed nominations for the Commitment to Services Awards. The following staff was chosen: Individual - Katie Stroud, Community Employment Program; and Team - Unlimited Services, Walton County Developmental Disabilities Service Center (Eudell Adney, Katherine Armour, Pat Bankston, Linda Brown, Crystal Dorsey, Jo Franks, Gene Gober, Connie Heard, Cyndi Holcombe, Anne Kelly, Shela Nolan, Regina Peters, Kim Robinson, Glinda Still, Alice Tiner, Mildred Williams, and Daphne Durham).
- 6.6** Ad Hoc Annual Report Committee - the committee meeting was cancelled due to State auditors being here. The meeting will be rescheduled in May. The committee agreed to contact Michael Thurmond, Labor Commissioner to speak at the annual meeting regarding movement into the community, and employment for the handicap. One of ABHS success stories will be highlighted. Tina Tarbox, Human Resources/Public Relations has received quotes on catering the event.

7.0 REPORT FROM THE CSB EXECUTIVE DIRECTOR

- 7.1** Helen Kabat, Continuous Quality Improvement (CQI) reported on the strategic plan. The document and surveys were distributed to community stakeholders, staff, Board members, and consumers. The surveys request feedback regarding priorities, improvements, and changes. The document is updated on a quarterly basis.
- 7.2** Mr. Tellefson reported on his goals and objectives for 2004. Board members received a copy of the document. Most of the goals and objectives dealt with financial and productivity issues rather than quality of services. He suggested that when the goals and objectives are reviewed for next year, specify services regarding productivity.
- 7.3** Mr. Tellefson briefly addressed the Board's work session. It is scheduled for Thursday, May 6, 2004, 10:00 a.m. - 4:00 p.m., Educational Services Conference Room, Athens, Georgia. The contract may be available, and budgetary issues will need to be addressed. Mr. Tellefson suggested having a work session with an agenda including the CEO goals and objectives, CEO evaluation, Board evaluation, and the contract (if available). Mr. Tellefson suggested that if the contract is not available,

cancel the Finance and Rights of Persons Served Committees meeting on May 25th and extend the Board meeting to begin at 3:30 p.m. and address the contract. The Board agreed. The Myers-Briggs test will be addressed at a later work session. He encouraged Board members to complete and submit the test to the Administrative Office.

- 7.4 Mr. Tellefson reported on the Governor's audit. ABHS, Gwinnett-Rockdale-Newton (GRN) and Pathways CSBs were the three (3) facilities Phase I of the audit was conducted. The audit consisted of three (3) individuals, two (2) performance/process type and one (1) financial type individuals. The audit focused on accountability of the CSBs. Management Team met with the auditors and addressed decision-making, utilization of the Management Information System (MIS) to include staff in the decision-making process, and strategic planning. CSB members (Carter Smisson, John Davis, and Kenneth Whitehead) met with the auditors and addressed issues regarding several audits of ABHS.
- 7.5 Mr. Tellefson noted that he has requested M. Andrew McCollum, Regional Administrator to appoint a representative to attend the CSB meetings.

8.0 REPORT FROM CSB CHAIRMAN

8.1 Ms. Hester reported that she, John Davis, Carter Smisson, and Mary Gannon Gunn, Athens-Clarke County CSB Representative met and developed the goals for the Board. This document was distributed to Board members for review and input. This issue will be addressed at the work session.

9.0 PUBLIC ACCESS

9.1 No one present to address the Board.

10.0 ADJOURNMENT

DATE

APPROVED BY: LINDA VINSON
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: CARTER SMISSON
CHAIRMAN