

# Advantage

Behavioral Health Systems

## MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES SERVICE BOARD MEETING #110

September 28, 2004

### BOARD MEMBERS PRESENT

Kenneth Whitehead - Oglethorpe  
Carter Smisson – Jackson  
Jim Hudson – Oconee  
Pat Ellis - Jackson  
Linda Vinson – Walton  
Donald Hector - Walton  
Cornelia Lowery - Greene

Mary Jo Matthews – Madison  
John Davis – Clarke  
Conoly Hester – Clarke  
R. Charles White - Walton  
Mae Davis – Elbert  
Emma Evans – Barrow

### BOARD MEMBERS ABSENT

Mary Gannon Gunn - Clarke  
Shirley Segars – Barrow  
Clarke - Vacant

Ralph Danson - Greene  
Gail Goldsmith– Morgan

### ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Terry Tellefson  
Tina Tarbox  
Scott Clark  
Helen Kabat  
Cecile Morgan  
Linda Hazinski

Larry Gabriel  
Cindy Darden  
Brenda Smith  
Terry Frazier  
Janice Callaway  
Lee Smith

### GUESTS

Rex Gonnsen  
James Washington  
Linda Lloyd  
Aurelia Scott  
Shirley Moore

Julius Mason, Sr.  
Herbert Gaines  
Ray MacNair  
Johnnie Burks

The meeting was opened by Carter Smisson, Community Service Board (CSB) Chairman at 5:02 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 of the August 23<sup>rd</sup> CSB meeting. Moved (John H. Davis); Seconded (Kenneth Whitehead); Passed (Unanimously).
- 1.3 Motion to approve the revised FY2005 Strategic Plan. Moved (Mary Jo Matthews); Seconded (Donald Hector); Passed (Unanimously).

- 1.4 Motion to adopt the financial resolution (see Board Reports 6.1). Moved (Kenneth Whitehead); Seconded (John H. Davis); Passed (Unanimously).
- 1.5 Motion to accept the recommendation from the Membership & Nomination Committee regarding the slate of officers for 2005. Moved (John H. Davis); Seconded (Emma Evans); Passed (Unanimously).
- 1.6 Motion to approve the revised ABHS policies (see Board Reports 6.4). Moved (Mary Jo Matthews); Seconded (John H. Davis); Passed (Unanimously).
- 1.7 Motion to suspend the October CSB Meeting and if issues arise, a called meeting will be scheduled on October 19<sup>th</sup> at 5:00 p.m. Moved (John H. Davis); Seconded (Kenneth Whitehead); Passed (Unanimously).
- 1.8 Motion the accept close session of the meeting for an executive session. Moved (Kenneth Whitehead); Seconded (John H. Davis); Passed (Unanimously).
- 1.9 Motion to return to the open session of the meeting. Moved (Mary Jo Matthews); Seconded (Conoly Hester); Passed (Unanimously).
- 1.10 Motion to adjourn the meeting. Moved (Kenneth Whitehead); Seconded (Mae Davis); Passed (Unanimously).

## **2.0 OATH OF OFFICE**

- 2.1 John Davis, Athens-Clarke County CSB Representative introduced and swore in Cornelia Lowery. Ms. Lowery will represent Greene County. New Board member orientation was held in August 2004.

## **3.0 OLD BUSINESS**

- 3.1 Mr. Tellefson updated on the Youth Development Center (YDC). ABHS is moving forward with discussions with St. Mary's Hospital regarding the possible venture of an Emergency Receiving Facility (ERF) for the 10-county area. The YDC building will be utilized for the ERF.

## **4.0 NEW BUSINESS**

- 4.1 Mr. Tellefson reported that Erica Johnson, Adolescent Substance Abuse Treatment (Inner Light) was scheduled to present. Ms. Johnson is unavailable due to a family tragedy. Mr. Tellefson requested a moment of silence in honor of the families. Inner Light is an intense after-school program designed to address substance abuse issues. The program targets adolescents (age 14 to 17) who have been identified as "at risk" for substance abuse problems.

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

- 5.1 Conoly Hester, Athens-Clarke County Representative questioned regarding the psychiatrist positions. Dr. Darden reported that the Medical Department is currently recruiting for a psychiatrist due to the resignation of Phyllis Eason.
- 5.2 Dr. Davis requested clarification of the new definition for our "core customer". Dr. Darden reported that the State is proposing a two (2)

tiered system. This definition guides who we can receive funding for from Grant-in-aid dollars, but does not impact other payee sources (insurance, Medicaid, etc.). The definition will greatly impact the adults with mental health issues. Basically, those who are eligible for longer-term treatment must have a severe and persistent mental illness. ABHS has been given until December to determine who of our current clients meet this criteria. Those clients who do not meet the criteria will be told of this, and we will work with them until the end of March to find another provider.

- 5.3 Mae Davis, Elbert County CSB Representative questioned regarding the relocation of sites in Elbert County. The Elbert County Service Center – Quali-Tech Industries moved to #10 South Oliver Street, Elberton, Georgia. Ms. Davis asked Linda Hazinski, Director of Developmental Disabilities Service (DDS) Centers and Community Employment to commend Becky Zinda, Secretary for exceptional reporting skills. Ms. Zinda is responsible for compiling information pertaining to Elbert County to be published in the DDS Progress Review.
- 5.4 Mr. Smisson reported on the revised FY2005 Strategic Plan. The Board reviewed and addressed this document at the CSB Work Day. They recommended adding contributions and strategies that they will work toward for the next year to include: Legislators, Division of the Department of Human Resources (DHR) and private citizens will be more aware of issues related to services for clients with Mental Health, Developmental Disabilities and Addictive Diseases (MH/DD/AD) diagnoses. New Community Service Board members will be appraised of the issues facing ABHS. Issues that impede services to clients with MH/DD/AD diagnoses will be impacted in a positive direction.
- 5.5 Cecile Morgan, Director of Residential Services, announced open house for the Homeless Transitional Home in Crawford, October 15, 2004 at 12:00 p.m. to 2:00 p.m. Ms. Morgan encouraged Board members to attend.

## 6.0 **BOARD REPORTS**

- 6.1 Finance Committee – Kenneth Whitehead, Oglethorpe County CSB Representative reported the committee met today and reviewed revenues and expenditures for the period ending August 31, 2004. Dr. Whitehead encouraged Board members to attend the Finance Committee meetings. The Board was distributed a resolution for review and adoption. The resolution states, “Be it resolved that the CSB of ABHS does hereby authorize the Executive Director to set up and use new credit (debt) in an amount not to exceed \$750,000 in FY2005 to facilitate the operation of the agency as established in House Bill 498 in 2002. The Director is to observe the limitations and specifications as established by HB498. For FY2005 the use of new debt would be to purchase vehicles, Management Information Systems (MIS) equipment, telephone systems and copy

machines. Any other uses of debt service would be brought back to the Board for their review. “

- 6.2** Membership & Nominations Committee - Dr. Davis reported on the Board's membership. Mr. Tellefson submitted correspondence to Athens-Clarke County Unified Government regarding the reappointment of Dr. Davis and Conoly Hester. We currently have a vacant slot for Athens-Clarke County, but the Board has not submitted a name of the candidate. The Membership and Nomination Committee recommended the re-election and/or approval of the 2004 slate of officers to serve in this capacity for 2005. The 2004 officers are: Carter Smisson, Chairman; Kenneth Whitehead, Vice Chairman; and Linda Vinson, Secretary. The election will be held in November.
- 6.3** Legislative Committee – Mr. Tellefson reported that he has contacted legislators to schedule meeting dates. Board members will be notified of these dates and are encouraged to attend the meetings. Mr. Tellefson will provide talking points to Board members.
- 6.4** Bylaws and Policy Committee – Mary Jo Matthews, Madison County CSB Representative reported the committee met today and reviewed some revised policies. The committee recommended the Board's approval on the following policies:
  - 200.130** Protection and Promotion of Rights of Persons Served – Issue Resolution Structure
  - 200.140** Protection and Promotion of Rights of Persons Served – Research Protocols, Informed Consent
  - 400.145** Clinical Services – Planning List
  - 700.100** Emergency Services – Twenty Four Hour Availability
  - 1100.000** Fiscal – Fee for Services
  - 1400.100** Utilization Management
- 6.5** Rights of Persons Served Committee – Pat Ellis, Jackson County CSB Representative reported the committee met today. They reviewed nine (9) complaints, seventeen (17) incidents, one (1) death, and one (1) corporate compliance.
- 6.6** Ad Hoc Annual Meeting/Report Committee – Dr. Davis announced that today's hors d'oeuvres are compliments of Derry Drake. Mr. Drake will cater the meal for the annual dinner. Dr. Davis suggested that the Board contact local politicians and county commissioners and encourage their attendance at this event. Ms. Tarbox provided talking points for the annual meeting to the Board.
- 6.7** Ad Hoc Board Goals Committee – Ms. Hester briefly reported on the Board's goals. Mr. Tellefson suggested that this issue be tabled until the next meeting. The document has been distributed to the Board and staff for review and input.
- 6.8** Ad Hoc Awards Committee – Ms. Hester reported the committee will meet October 5, 2004 at 2:00 p.m. The Distinguished Service Award will be presented at the annual meeting, and the other awards will be presented at the November CSB meeting.

**7.0 REPORT FROM THE CSB EXECUTIVE DIRECTOR**

7.1 Mr. Tellefson reported that ABHS hosted a breakfast for the Family Connection. The purpose of the meeting was to assist in the development of Holiday Lights.

**8.0 REPORT FROM CSB CHAIRMAN**

8.1 Mr. Smisson reported on the October CSB meeting which is scheduled for October 26, 2004. The CSB Association Annual Conference is scheduled for October 24-27, 2004. Board members have registered to attend this event. Mr. Tellefson suggested suspending the October CSB meeting, and if issues arise a called meeting will be scheduled on October 19, 2004 at 5:00 p.m. at the Milledge Avenue Baptist Church.

8.2 Mr. Smisson reported that the November CSB Meeting will begin at 4:00 p.m. due to the change of day light saving time to central standard time.

**9.0 PUBLIC ACCESS**

9.1 Linda Lloyd, former employee of Northeast Georgia Center distributed and presented regarding legal and personnel issues. There were concerned citizens in attendance and in support of Ms. Lloyd.

9.2 Shirley Moore, National Association of Mental Illness (NAMI), Barrow County Support Group requested information regarding ABHS and the services being provided. They are attempting to develop a Crisis Intervention Transaction Team (CIT) and are interested in working with ABHS. Mr. Tellefson requested contact information and he will follow up.

**10.0 EXECUTIVE SESSION**

10.1 The Board addressed legal issues. In attendance were Board members, Michael Daniel, Attorney, and Mr. Tellefson. No actions were taken.

**11.0 ADJOURNMENT**

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DATE

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APPROVED BY: LINDA VINSON  
SECRETARY

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SUBMITTED BY: BRENDA SMITH

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APPROVED BY: CARTER SMISSON  
CHAIRMAN