

**Advantage**  
Behavioral Health Systems  
**MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE  
DISEASES SERVICE BOARD MEETING #118**  
**July 26, 2005**

**BOARD MEMBERS PRESENT**

Mary Jo Matthews – Madison	Linda Vinson – Walton
Pat Ellis - Jackson	Donald Hector - Walton
Carter Smisson – Jackson	John Davis – Clarke
Ralph Danson - Greene	Jim Hudson – Oconee
Emma Evans – Barrow	Shirley Segars – Barrow
Conoly Hester – Clarke	

**BOARD MEMBERS ABSENT**

Clarke - Vacant	Cornelia Lowery - Greene
Gail Goldsmith– Morgan	Mae Davis – Elbert
R. Charles White - Walton	Kenneth Whitehead - Oglethorpe
Mary Gannon Gunn - Clarke	

**ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT**

Terry Tellefson	Brenda Smith
Helen Kabat	Cindy Darden
Larry Gabriel	Scott Clark
David Anderson	Sharyn Bortle
Linda Hazinski	Floresa Grimes
Rhonda McKinnon	

**GUESTS**

Pastor M. Ajabu	Dr. W. S. Farmer, Sr.
Linda Lloyd	Tiffanie Towns

**The meeting was opened by Carter Smisson, Community Service Board (CSB) Chairman at 5:00 p.m.**

**1.0 ACTIONS**

- 1.1 Motion to accept the agenda. Moved (Ralph Danson); Seconded (Conoly Hester); Passed (Unanimously).
- 1.2 Motion to accept the minutes as amended of the June 28, 2005 CSB Meeting as amended. Moved (Donald Hector); Seconded (Conoly Hester); Passed (Unanimously).
- 1.3 Motion to approve the revised ABHS policies (see Board Reports 5.4). Moved (Mary Jo Matthews); Seconded (John H. Davis); Passed (Unanimously).

- 1.4 Motion to accept closed session of the meeting to address a personnel issue. Moved (John H. Davis); Seconded (Conoly Hester); Passed (Unanimously).
- 1.5 Motion to return to open session of meeting. Moved (John H. Davis); Seconded (Conoly Hester); Passed (Unanimously).
- 1.6 Motion to adjourn the meeting. Moved (John H. Davis); Seconded (Conoly Hester); Passed (Unanimously).

## **2.0 OLD BUSINESS**

- 2.1 Mr. Tellefson reported on the Crisis Stabilization Program (CSP). We are having issues regarding the building permit. The State Fire Marshall will inspect the facility on July 28, 2005. Mr. Tellefson and Andrew Neighbors, Safety Coordinator met with Greg Hoyt, Regional Operations Director and Audrey Sumner, Regional Coordinator regarding the status of the CSP. ABHS is anticipating operation of the CSP on August 15, 2005.

## **3.0 NEW BUSINESS**

- 3.1 Mr. Tellefson reported on the Limited Liability Corporation (LLC) and Managed Care. Select Systems is a LLC that was established by the CSB Association. Well Care, Amerigroup and Peach State are the three (3) companies that will assist the CSBs in dealing with managed care. The CSB Association has elected to hire Michael Scribner of Savannah, Georgia to review and negotiate contracts and the cost for this service is \$3500 per CSB.

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

- 4.1 Cindy Darden, Clinical Director reported that the Child & Adolescent Program will move to its new location on July 28, 2005. The new address is 165 Dougherty Street, Athens, Georgia.
- 4.2 Helen Kabat, Continuous Quality Improvement reported that a date has not been scheduled for the Commission of Accreditation for Rehabilitative Facilities (CARF). ABHS does not have any staff who is a CARF surveyor. Dr. Davis recommended having 3-4 staff become a surveyor. Ms. Kabat will follow up on becoming a surveyor.
- 4.3 Larry Gabriel, Business Manager reported on the relocation of programs. These locations have not been finalized, but the Board will be updated of changes. The Shelter Care Plus Program has relocated to 2350 Prince Avenue, Athens, Georgia.

## **5.0 BOARD REPORTS**

- 5.1 Finance Committee – The committee met today. They reviewed revenues and expenditures compared to the budget for the period ending June 30, 2005. Mr. Gabriel reported that the FY2006 budget and contract will be addressed in details with the Board on July 29th.

- 5.2 Membership & Nominations Committee - Dr. Davis reported on the CSB membership. ABHS is still in negotiation with Athens-Clarke County regarding the appointment of Margarita Tejada.
- 5.3 Legislative Committee – no report requiring an action. Mr. Tellefson noted that Representative Jane Kidd, Athens-Clarke County will tour ABHS sites July 28, 2005.
- 5.4 Bylaws and Policy Committee – Mary Jo Matthews, Madison County Representative reported the committee met today. They reviewed three (3) revised policies:
  - a) **100.100 Mission, Values, Vision and Strategic Directions**
  - b) **900.170 Incident Reporting**
  - c) **900.190 Deaths of Persons Served**
 The committee requested the Board's approval of these policies.
- 5.5 Rights of Persons Served Committee – Shirley Segars, Barrow County Representative reported the committee met today. They reviewed incidents reports to include fourteen (14) serious, six (6) critical and one (1) minor. The Issue Resolution Advocate had resolved twelve (12) issues.
- 5.6 Ad Hoc Annual Meeting/Report Committee – Conoly Hester, Athens-Clarke County Representative reported that the location for the annual meeting has not been finalized. Mr. Smisson requested that a meeting be scheduled to address this issue. Ms. Hester will follow up with Mary Gannon Gunn, Athens-Clarke County Representative.
- 5.7 Ad Hoc Awards Committee – Ms. Hester, presented awards to the following staff:
  - a) **Excellence in Management Award** - Sharyn Bortle, SED Program; and
  - b) **Commitment to Service Award** - Floresa Grimes, Residential Services.
 Awards are presented on a quarterly basis and the recipients are selected by the committee. Recipients receive a certificate and a monetary gift.
- 5.8 Ad Hoc Public Relations Committee - Pat Ellis, Jackson County Representative reported the committee will meet July 27, at 2:00 p.m. in the Administrative Conference Room, Athens, Georgia.

**6.0 REPORT FROM THE CSB EXECUTIVE DIRECTOR**

- 6.1 Mr. Tellefson reported on finances. ABHS exceed Outpatient Medicaid fees by 5.4%, client fees by 2.5% and private insurance by 3.4%. Those are significant efforts by staff that needs to be highlighted. This speaks for the entire agency and the hard work of staff.

**7.0 REPORT FROM THE CSB CHAIRMAN**

- 7.1 Mr. Smisson reported the CSB Work Day is scheduled for Friday, July 29, 2005, 9:30 - 2:30 p.m. The agenda will include the FY2006 budget and contract, and the strategic plan. Mr. Smisson encouraged Board members to attend.

**8.0 PUBLIC ACCESS**

**8.1** Tiffanie Towns, Georgia State Taxpayer addressed the Board regarding tax payers dollars, roles and responsibilities. She presented a check to Mr. Smisson for an open records request. Ms. Towns is requesting copies of invoices regarding fees paid to Attorney Michael Daniel.

**8.2** Linda Lloyd addressed the Board regarding a legal matter. Mr. Tellefson will follow up with Mr. Daniel.

**9.0 EXECUTIVE SESSION**

**9.1** The Board addressed a personnel issue. Only Board members were in attendance.

**10.0 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