

**Advantage**  
Behavioral Health Systems  
**MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE  
DISEASES SERVICE BOARD MEETING #122**  
**November 22, 2005**

**BOARD MEMBERS PRESENT**

Mary Jo Matthews – Madison	Linda Vinson – Walton
Pat Ellis - Jackson	Donald Hector – Walton
Carter Smisson – Jackson	John Davis – Athens-Clarke
Ralph Danson - Greene	Shirley Segars – Barrow
Mary Gannon Gunn – Athens-Clarke	

**BOARD MEMBERS ABSENT**

Cornelia Lowery – Greene	Conoly Hester – Athens-Clarke
Margarita Tejada – Athens-Clarke	Emma Evans – Barrow
Mae Davis – Elbert	Kenneth Whitehead – Oglethorpe
Gail Goldsmith– Morgan	R. Charles White – Walton
Oconee – Vacant	

**ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT**

Brenda Smith	Terry Tellefson
Helen Kabat	Cindy Darden
Larry Gabriel	Scott Clark
Terry Frazier	Tabatha Bailey
Jim Parker	

**The meeting was opened by Carter Smisson, Community Service Board (CSB) Chairman at 4:00 p.m.**

**1.0 ACTIONS**

- 1.1 Motion to accept the agenda. Moved (Ralph Danson); Seconded (Pat Ellis); Passed (Unanimously).
- 1.2 Motion to accept the minutes of the October 25, 2005 CSB Meeting. Moved (John H. Davis); Seconded (Mary Gannon Gunn); Passed (Unanimously).
- 1.3 Motion to adjourn the meeting. Moved (John H. Davis); Passed (Unanimously).

**2.0 AWARDS**

- 2.1 Linda Vinson, Awards Committee presented a plaque to Robert B. Davis for thirty (30) years of services and dedication for enhancing the lives of people with addictive diseases.
- 2.2 Ms. Vinson presented the “Distinguished Service Award” to Jim Parker, Residential Site Manager. Mr. Parker received a plaque and a monetary award. This award is presented annually to an individual employee who works in direct service and whose efforts noticeably improve the lives of

clients. Quarterly winners from the current award period from any category (commitment to service, excellence in management, and excellence in administrative support) may be considered for this award and the information **must** be included on the distinguished service nomination form.

### **3.0 OLD BUSINESS**

**3.1** Mr. Tellefson reported on the Crisis Stabilization Program (CSP). Mary Lou Rahn, Provider Certification, Department of Human Resources will conduct an inspection of the facility on November 23, 2005. The facility will be in operation on November 28, 2005.

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

**4.1** Cindy Darden, Director of Clinical Services reported that Mr. Tellefson and Fred Eckhardt, Director of Operations are meeting via conference call on a weekly basis regarding Managed Care - the change to HMO for the oversight of Medicaid services/payments. Barrow and Walton counties will switch to HMO in April, 2006.

**4.2** Helen Kabat, Director of Continuous Quality Improvement distributed to Board members a copy of the Commission on Accreditation for Rehabilitative Facilities (CARF) exit interview summary. Shirley Segars, Barrow County CSB Representative commended staff for their hard work in the CARF preparation process, and for demonstrating exemplary CARF standards. She noted that, "They (staff) deserves a big party".

**4.3** Terry Frazier, Director of Human Resources distributed to Board members a copy of the 1<sup>st</sup> Quarter FY06 Staff Turnover Report. Board members recommended including the following information in the report:

- a)** Use a chart and/or graph for detailing percentages;
- b)** Show trends from month to month; and
- c)** Show turnover rate for each facility.

Board members also recommended conducting an exit interview prior to a separation notice. Mr. Frazier noted that he has been considering ways to improve the exit interviews such as modifying the questions, and contacting former employees a month after employment.

### **5.0 BOARD REPORTS**

**5.1** Finance Committee – Larry Gabriel, Business Manager reported on revenues and expenditures for the period ending October 31, 2005. Most of the budget problems have been due to the CSP. Budget adjustments have been made and are included in this report. In January, the Grant-In-Aid reductions and employee's pay raises begin. The Finance Committee requested staff to provide additional information regarding finances. Mr. Gabriel will follow up.

**5.2** Membership & Nominations Committee – Dr. Davis, Committee Chairman reported that Jim Hudson has agreed to continue to serve on the Board. Mr. Hudson is the CSB representative for Oconee County. Margarita Tejada has submitted a letter of resignation from the Board due to job responsibilities. Dr. Davis noted that he will begin recruitment for this

position, and hopefully replace this position with someone from the Latino community.

- 5.3 Legislative Committee – no report requiring an action. Mr. Tellefson reported that the Mental Health Association and Athens NAMI are hosting a forum on November 28, 2005 at the Clarke County Library. He encouraged Board members to attend.
- 5.4 Bylaws and Policy Committee – no report requiring an action.
- 5.5 Rights of Persons Served Committee – Mary Jo Matthews, Madison County CSB Representative reported the committee met today. They reviewed eight (8) issue resolutions of which all were resolved. They also reviewed critical incidents to include fifteen (15) critical, twelve (12) serious, and one (1) minor.
- 5.6 Ad Hoc Annual Meeting/Report Committee – no report requiring an action.
- 5.7 Ad Hoc Awards Committee – see Awards 2.0.
- 5.8 Ad Hoc Public Relations Committee – Pat Ellis, Committee Chair Person, reported that the committee will meet November 30, 2005 at 10:00 a.m.

**6.0 REPORT FROM THE CSB EXECUTIVE DIRECTOR**

- 6.1 Mr. Tellefson gave special thanks to Conoly Hester, Athens-Clarke County CSB Representative and Brenda Smith, Administrative Office for compiling and drafting information for the annual report. Board members received a copy of the report. The report will be distributed to staff, county officials, CSBs, etc. for review.

**7.0 REPORT FROM THE CSB CHAIRMAN**

- 7.1 Mr. Smisson attended the Non Profit Workshop/Seminar on November 16, 2005. He noted that the information was very informative and encouraged Board members to attend. The next scheduled seminar is February, 2006.
- 7.2 The 2006 Slate of Officers was installed. The officers are: Linda Vinson, Chair Person; Pat Ellis, Vice Chair Person; and Ralph Danson, Secretary. Ms. Vinson will contact Board members regarding committee assignments.

**8.0 PUBLIC ACCESS**

- 8.1 No one present to address the Board.

**9.0 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