

Advantage
Behavioral Health Systems
**MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE
DISEASES SERVICE BOARD MEETING #123**
January 24, 2006

BOARD MEMBERS PRESENT

Mary Jo Matthews – Madison
Pat Ellis - Jackson
Carter Smisson – Jackson
Ralph Danson - Greene
Conoly Hester – Athens-Clarke
R. Charles White – Walton

Linda Vinson – Walton
Donald Hector – Walton
John Davis – Athens-Clarke
Shirley Segars – Barrow
Emma Evans – Barrow

BOARD MEMBERS ABSENT

Greene – Vacant
Athens-Clarke – Vacant
Mae Davis – Elbert
Gail Goldsmith– Morgan

Mary Gannon Gunn – Athens-Clarke
Oconee – Vacant
Kenneth Whitehead - Oglethorpe

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Brenda Smith
Helen Kabat
Larry Gabriel
Terry Frazier
Jack Jones
Rhona M. Jones
Judy Salmon
Cheryl Fleming
Barbara Reid

Terry Tellefson
Cindy Darden
Scott Clark
Patrick Norton
Ryan Halsey
Phyllis Willingham
Betsy Stewart
Laurie Wilburn
Marlene Lord

GUESTS

Susan Norton

The meeting was opened by Linda Vinson, Community Service Board (CSB) Chairperson at 4:00 p.m.

1.0 ACTIONS

- 1.1 Motion to accept the agenda. Moved (Pat Ellis); Seconded (Conoly Hester); Passed (Unanimously).
- 1.2 Motion to accept the minutes of the November 22, 2005 CSB Meeting. Moved (John H. Davis); Seconded (Ralph Danson); Passed (Unanimously).
- 1.3 Motion to accept the resolution for contracts per the State of Georgia. Moved (Ralph Danson); Seconded (John H. Davis); Passed (Unanimously).

- 1.4 Motion to approve the resolution from the Georgia Department of Community Affairs (DCA). Moved (John H. Davis); Seconded (Carter Smisson); Passed (Unanimously).
- 1.5 Motion to approve the financial report. Moved (John H. Davis); Seconded (Conoly Hester); Passed (Unanimously).
- 1.6 Motion to approve the Board's sponsorship of a table at the Mental Health Day at the Capitol. Moved (Conoly Hester); Seconded (John H. Davis); Passed (Unanimously).
- 1.7 Motion to approve the revised policies (see Board Reports 6.4). Moved (Carter Smisson); Seconded (Pat Ellis); Passed (Unanimously).
- 1.8 Motion to adjourn the meeting. Moved (John H. Davis); Passed (Unanimously).

2.0 AWARDS

- 2.1 Ms. Vinson presented a plaque to Loyd Patrick Norton. Effective January 1st, Mr. Norton retired from ABHS with six (6) years of dedicated services. The last three (3) years, he managed the transportation program. His philosophy is "good customer service, keep staff growing, and use tax payer money effectively".
- 2.2 Conoly Hester, Awards Committee Chairperson presented the following awards:
 - a) Excellence in Administrative Support – Jack Jones, Transportation;
 - b) Excellence in Management Award – Marlene Lord, Elbert County Operations Manager; and Laurie Wilburn – Coordinator of Adult Mental Health Services; and
 - c) Commitment to Services – Rhona M. Jones, Assertive Community Treatment TeamEach recipient received a framed certificate and a monetary award. These awards are presented on a quarterly basis.

3.0 OLD BUSINESS

- 3.1 Mr. Tellefson reported on the Crisis Stabilization Program (CSP). The CSP is in operation and there are currently nine (9) individuals in treatment. Staff is meeting on a weekly basis to address the quality improvement process and minor communication issues.

4.0 NEW BUSINESS

- 4.1 Mr. Tellefson reported on the resolution for contracts. The state office has requested that the resolution be included in the minutes of the CSB meeting. The resolution states, "Be it resolved that the Board of Advantage Behavioral Health Systems delegates to Terry Tellefson the responsibility for signing contracts with the State of Georgia".
- 4.2 Mr. Tellefson reported on the DCA Resolution. This Program Participation Agreement is made and entered into between the Grantee and Grantor for the expressed purpose of Grantee's operation of supportive housing, service and/or technical assistance programs in accordance with all applicable Federal, State, and local laws, rules, regulations and ordinances in accordance with the information expressed in Grantee's

application for funds submitted under Grantor's 2003 Consolidated Supportive Housing Application Guidelines. The board agreed.

- 4.3 Mr. Tellefson reported on the Homeless Service Center. Funding has been decreased for these services. Ms. Wilburn noted that HUD has agreed to re-review the application and meet with ABHS to share some facts. Mr. Tellefson noted that the ABHS has very good support from the community regarding this issue.

5.0 **SERVICE REPORTS (Administrative Reports)**

- 5.1 Cindy Darden, Clinical Director noted in the Clinical Services Monthly Report that the 20% cut to core services went into effect January 1st and it will be a challenge to determine how to bring the budget into line with this cut. Ms. Hester requested that the Board be advised of specific services being cut due to funding. Dr. Darden will follow up.
- 5.2 Ms. Hester congratulated Helen Kabat, Continuous Quality Improvement (CQI) for saving the agency money by developing a method for conducting satisfaction surveys. Traditionally, the CQI Department has conducted an annual mail out of the surveys. The CQI staff decided to conduct the surveys by phone and face-to-face. It is costing an average of \$2.40 per survey and they have received an average of 20% of program participation.
- 5.3 Ms. Kabat distributed to the Board an updated copy of the FY2006 Strategic Plan.
- 5.4 Ms. Kabat briefly reported on the *Balanced Score Card* approach for evaluating services. This document will contain information regarding productivity, complaints, audit scores, incidents, etc. on a program by program basis. This information will be addressed in detail at the CSB Work Day.
- 5.5 Scott Clark, Management Information Systems (MIS) noted that ABHS has received another three (3) years accreditation from the Commission of Accreditation for Rehabilitative Facilities (CARF). The CARF logo will be placed on ABHS external website.
- 5.6 Barbara Reid, Jackson Creative reported on the following:
- a) Encouraged Board members to visit the Unlock the Waiting List website;
 - b) United Way annual panel visits - several of the Developmental Disability Service Centers receive funding from this agency. Board members will be invited to attend this event;
 - c) Staff from the DDS Centers and Residential Services attended "The Spirit of Community" Community Developers Association of Georgia (CDAG) conference in Savannah, Georgia in December; and
 - d) The second quarter for the Direct Support Professional class started at Athens Tech January 10th. Linda Hazinski, Director of DDS, Residential and Community Employment is the instructor.

6.0 **BOARD REPORTS**

- 6.1 Finance Committee – Larry Gabriel, Business Manager reported on revenues and expenditures for the period ending December 31, 2005.

The committee met today and discussed the external audit report. Board members received a copy of the report for their review.

- 6.2 Membership & Nominations Committee – Dr. Davis, Committee Chairman reported that the Board currently has four (4) vacancies (Athens-Clarke, Greene, Oconee, and Oglethorpe). Board members received a copy of CSB committees and proposed appointments. He will schedule a meeting with members of the Membership & Nomination Committee. He also requested for staff and board members to share feedback on ways to enhance board participation and involvement.
- 6.3 Legislative Committee – Shirley Segars, Barrow County CSB Representative noted that she had a conversation with Congressman Charles Norwood regarding funding issues as they impact ABHS. Mr. Norwood requested specifics regarding these issues. Mr. Tellefson followed up with correspondence regarding funding. Board members requested a copy of the letter; the Administrative Office will follow up.

Mr. Tellefson noted that the Mental Health Day at the Capitol is February 6th. Ms. Wilburn reported that the Peer Support Program clients are compiling a letter to send to our local legislators inviting them to lunch on the 6th. The Mental Health Association has agreed to contact the legislators regarding this event. Staff encouraged Board members to contact our local legislators regarding the same. Board members will be provided the letter composed by the Peer Support Program and the contact list for the legislators.

- 6.4 Bylaws and Policy Committee – Mary Jo Matthews, Committee Chairperson reported that the committee met today. They reviewed two (2) revised policies: 100.126 *Corporate Compliance* and 200.150 *Emergency Intervention*. The committee recommended the board's approval.
- 6.5 Rights of Persons Served Committee – Ms. Segars, Committee Chairperson reported the committee met today. They reviewed incidents reports which occurred in November 2005, twenty-three (23) serious, six (6) critical, one (1) death and one (1) suicide; December 2005 to include twenty-four (24) serious, four (4) critical, two (2) minor and one (1) death; and seven (7) issues pending from November and December 2005. The committee is very concerned about the amount of medication errors including missing drugs, and suggested that someone needs to be held accountable. Dr. Darden will follow up with Robin Johnson, Medical Director and develop a corrective action plan to address this issue.
- 6.6 Ad Hoc Awards Committee – see Awards 2.0.
- 6.8 Ad Hoc Public Relations Committee – Pat Ellis, Committee Chair Person, reported that the committee met January 18, 2006. They reviewed the 100+ entries submitted for the Slogan Contest. They chose, "*Advantage Behavioral Health Systems Building a Stronger Community one Person at a Time*". The winner is Cynthia Darby, Lead Therapist at Barrow County Clinic. She will receive a monetary award at the next CSB meeting. The award was donated by a Board member. The committee is scheduled to meet on February 22, 2006 at 2:00 p.m.

7.0 REPORT FROM THE CSB EXECUTIVE DIRECTOR

7.1 Mr. Tellefson reported on a Decategorization Program for children and adolescents. Mr. Tellefson and ABHS staff met with the Department of Juvenile Justice (DJJ) and the Department of Family & Children Services (DFACS) to discuss a cooperative effort to impact kids that are being admitted to residential placement. Iowa State has a Decategorization Program which is designed to redirect child welfare and juvenile justice funding to services which are more preventive, family centered and community-based in order to reduce use of restrictive approaches that rely on institutional, out-of-home, and out-of-community care. ABHS, DJJ, and DFACS will draft an outline to submit to the State of Georgia and propose as a pilot project for this region.

8.0 REPORT FROM THE CSB CHAIRPERSON

8.1 Ms. Vinson distributed and reported on the proposed committee assignments. Board members may advise Dr. Davis of any changes.

8.2 Ms. Vinson announced dates for the Nonprofit Board Member Seminars; February 1st, March 1st, and March 29th. The seminars are held at the Tate Center on the UGA campus and begin at 8:30 a.m. Board members received a registration form for the seminars.

8.3 Ralph Danson, Greene County CSB Representative requested a calendar of scheduled events for 2006 including CSB Association meetings. The Administrative Office will follow up.

8.4 The Board scheduled a work day for March 22, 2006, 9 – 2:00 pm in the Educational Training Room, Athens, Georgia.

9.0 PUBLIC ACCESS

9.1 No one present to address the Board.

10.0 ADJOURNMENT

DATE

APPROVED BY: RALPH DANSON
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: LINDA VINSON
CHAIR PERSON