

Advantage
Behavioral Health Systems
**MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE
DISEASES SERVICE BOARD MEETING #147**
April 22, 2008

BOARD MEMBERS PRESENT

Mary Jo Matthews – Madison	Dr. John Davis – Athens-Clarke
Ralph Danson - Greene	Dr. Douglas Bower – Oglethorpe
Donald Hector – Walton	Katie McDaniel – Oconee
Emma Evans – Barrow	Shirley Segars – Barrow
Carter Smisson – Jackson	Dr. Paul Roman - Morgan
R. Charles White – Walton	Pat Ellis – Jackson
Mary Gannon Gunn – Athens-Clarke	Esperanza Megia – Athens-Clarke

BOARD MEMBERS ABSENT

Mae Davis – Elbert	Linda Vinson – Walton
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ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Brenda Smith	Terry Frazier
Linda Hazinski	Larry Gabriel
Cindy Darden	Fred Eckhardt
Laurie Wilburn	Janice Callaway
Annette Dye	Dennis Cain
Peggy Wallace	Denise Kistner
Dana Baldwin-Jones	Katie McFarland
Tara Ford	Frances Torres

GUESTS

Melvin Moon	Sammy Hale
Geraldine Dalton	Harold Davis

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

1.0 ACTIONS

- 1.1 Motion to accept the agenda. Moved (John H. Davis); Seconded (Carter Smisson); Passed (Unanimously).
- 1.2 Motion to accept the minutes of the March 25, 2008 CSB Meeting. Moved (Emma Evans); Seconded (Carter Smisson); Passed (Unanimously).
- 1.3 Motion to accept the Private Nonprofit or Public Body Board Resolution (see New Business 3.1). Moved (John H. Davis); Seconded (Donald Hector); Passed (Unanimously).
- 1.4 Motion the approved new and revised policies (see Board Reports 5.4). Moved (Pat Ellis); Seconded (John H. Davis); Passed (Unanimously).
- 1.5 Motion to table signing the Code of Ethics for Board Members. Moved (Douglas Bower); Seconded (Carter Smisson); Passed (Unanimously).

- 1.6 Motion to join Mental Health America and participate in the annual meeting. Moved (John H. Davis); Seconded (Kate McDaniel); Passed (Unanimously).
- 1.7 Motion to present Chief Executive Officer (CEO) and CSB Chairman Awards at the annual meeting and the expenses will be debited from the Board's budget. Moved (John H. Davis); Seconded (Kate McDaniel); Passed (Unanimously).
- 1.8 Motion to adjourn the meeting. Moved (Mary Jo Matthews).

2.0 AWARDS

- 2.1 Emma Evans, Awards Committee Chairperson presented Employee Recognition Awards to the following staff:
 - a) Commitment to Service Award – Denise Kistner, Women's Services
 - b) Excellence in Administrative Support – Annette Dye, Elbert County Clinic
 - c) Excellence in Management Award – Tara Ford, Child & Adolescent Services

3.0 NEW BUSINESS

- 3.1 Mr. Danson read Exhibit 23, Private Nonprofit or Public Body Board Resolution and requested the Board's approval. 'Whereas, ABHS hereinafter referred to as the "Applicant" has requested assistance from the Georgia Department of Human Resources for the purpose of capital assistance; and Whereas, this project is considered to be important and necessary to public transportation in Barrow, Clarke, Elbert, Greene, Jackson, Madison, Morgan, Oconee, Oglethorpe, Walton & Jasper Counties; That Cindy A. Darden, Ph.D., Chief Executive Officer empowered to sign contract on behalf of the Applicant; and That the above named official may sign on behalf of the Applicant any assurance, certification, or other documentation that may be required as part of the application submitted.' Passed this 22nd day of April, 2008.

3.2 ADMINISTRATIVE REPORTS

3.2.1 Laurie Wilburn, Clinical Director reported on the Homeless Services Fair. Athens-Clarke County took on a new approach, adopting a national model, Project Homeless Connect. The attempt was to bring more than just information about the different services to the fair, but to actually bring the services to the fair.

3.2.2 Ms. Wilburn reported on the Belk Project. The event will be held May 3rd, 6:00 – 10:00 a.m. Tickets are \$5. Proceeds will be deposited in the Friends of Advantage account and these funds will be used for services for clients and/or special projects.

3.2.3 Fred Eckhardt, Chief Operating Officer, reported that March built on our very busy trend at ABHS; staff provided 75,677 total units of services to our clients. This is a 2.3% increase over ABHS running average, and ABHS running average is now higher than it has been for as long as staff has been tracking units. ABHS total units delivered in February was 73,400. Utilization Management (UM) has developed an Order for Service Form to be implemented agency-wide on April 15th. This form will ensure

that a properly credentialed clinician authorizes all services before they are initiated. This form will be audited with the daily billing log, to make sure no services are billed without a correct order. In addition, this form will have a physician-verified SPMI diagnosis when appropriate.

3.2.4 Dr. Janice Callaway reported that staff is getting prepared for the CARF survey.

3.2.5 Linda Hazinski, Ph.D., Developmental Disabilities Services reported on the Shelter Plus Care first annual 'Night of Hope' benefit dinner, April 25th, at 7:00 p.m. at the Moose Lodge, Athens, Georgia. Proceeds will be used for emergency accounts for clients enrolled in the Shelter Plus Care Program.

4.0 OLD BUSINESS

4.1 No business to report.

5.0 BOARD REPORTS

5.1 Finance Committee – Larry Gabriel, Chief Financial Officer, reported the committee met today. Mr. Gabriel presented the financial report to include revenue and expenditures compared to the budget period ending March 31, 2008.

5.2 Membership & Nominations Committee – no report requiring an action.

5.3 Legislative Committee – Mary Gannon Gunn, Athens-Clarke County Representative reported the committee met April 8, 2008. The committee agreed that they have little impact on the legislative process with our local legislators but that communication with them remains important to keep them informed of issues involving the communities and constituents they represent. Kate McDaniel, Committee Chairperson noted that she has contacted several legislators. They requested her to list concerns and send via mail, and it will be delivered to the appropriate legislators for discussion.

5.4 Bylaws and Policy Committee – Pat Ellis, Committee Chair Person reported the committee met today. They reviewed thirteen (13) policies which included minor changes and three (3) new policies. The policies are:

100.125 – Non Discrimination

300.202 – Infection Control – Use & Storage of Hazardous Materials

300.218 – Infection Control – Anthrax

300.270 – Infection Control – Blood, Body Fluid Spill Cleanup

300.275 – Infection Control – Biohazard Waste

400.110 – Clinical Services – Outcome Indicators

400.117 – Clinical Services – Credentialing

400.120 – Clinical Services – Accessibility

400.150 – Clinical Services – Enrollment Documentation

400.204 – Clinical Services – Consent of Recordings and Photographs

400.205 – Clinical Services – Confidentiality of Information

500.104 – Clinical Records – Subpoenas, Court Orders and Production of Documents

500.107 – Information Requests

- 500.123 – Service Records – Chart Retention
- 500.125 – Service Records – Progress Notes
- 1300.120 – Attachments for Policy 1300.120 – Maintenance of Policy Manual – Review and Approval of Agency Policy and Procedures

Board members received a copy of the ABHS CSB member statement of confidentiality, conflict of interest and acknowledgement of prohibition of referrals and code of ethics for Board members. These documents need to be signed by the board due to the CARF standards; the Board agreed to table signing the Code of Ethics document until the May CSB Meeting. Mr. Danson requested that Board members review the document and submit changes to Ms. Ellis. Ms. Ellis will address the document at the CSB Executive Committee meeting.

- 5.5 Rights of Persons Served Committee – Shirley Segars, Committee Chairperson reported the committee met today. They reviewed nineteen (19) incident reports including ten (10) critical, eight (8) serious and one (1) minor. They reviewed three (3) complaints. They addressed issues regarding a client whom lived in a Personal Care Home, went home on a weekend visit, overdosed and died. The committee requested that the Assertive Community Treatment Program attend their meeting and address the investigation of a client's death.
- 5.6 Ad Hoc Public Relations Committee – no report requiring an action. Mr. Danson assigned Douglas Bower, Oglethorpe CSB Representative as the Chairman of the Public Relations Committee. Mr. Danson will follow up with Ms. Gunn.

6.0 REPORTS FROM THE EXECUTIVE DIRECTOR

- 6.1 Dr. Darden reported that ABHS has endorsed the electronic health record contract with Qualifacts and Peachstate Information Network (PIN).
- 6.2 Dr. Darden reported on the National Alliance for the Mentally Ill (NAMI) Summit presentation. In a half-day meeting held on Monday, April 21st, providers and government agencies focused on addressing key challenges in our mental health system. Three (3) areas of concerns are quality of care, fiscal, and administrative issues. Abel Ortiz, Governor's Office requested the Steering Committee to develop specific recommendations and submit to the Commission by May 2nd.
- 6.3 Dr. Darden distributed a copy of the 2007-2008 ABHS annual reports to the Board.
- 6.4 Dr. Darden and Kate McDaniel, Oconee CSB Representative will attend the CSB Association Retreat, May 8-9, 2008 in Dublin, Georgia.

7.0 REPORTS FROM THE CSB CHAIRPERSON

- 7.1 Mr. Danson reminded Board members to complete the mandated CSB Board member training. The deadline for completion is June 2008.
- 7.2 Mr. Danson briefly mentioned the results of the Board Self-Assessment Questionnaire. Discussion of the results will be tabled until the CSB Executive Session which will be held May 13, 2008 at 3:00 p.m. Board

members were encouraged to attend. The agenda will include the Code of Ethics policy and the annual meeting. Mr. Danson recommended joining Mental Health America, participate in the annual meeting and present a CEO and CSB Chairman Awards.

7.3 Ms. Ellis on behalf of the Board presented Brenda Smith, Administrative Assistant a gift for Administrative Professional Day.

8.0 PUBLIC ACCESS

8.1 No one present to address the Board.

9.0 ADJOURNMENT

DATE

APPROVED BY: PAT ELLIS
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: RALPH DANSON
CHAIR PERSON