

Advantage

Behavioral Health Systems

MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES SERVICE BOARD MEETING #148

May 27, 2008

BOARD MEMBERS PRESENT

Mary Jo Matthews – Madison

Ralph Danson - Greene

Katie McDaniel – Oconee

Emma Evans – Barrow

Carter Smisson – Jackson

Pat Ellis – Jackson

Dr. John Davis – Athens-Clarke

Dr. Douglas Bower – Oglethorpe

Linda Vinson – Walton

Shirley Segars – Barrow

Dr. Paul Roman - Morgan

Mary Gannon Gunn – Athens-Clarke

BOARD MEMBERS ABSENT

Mae Davis – Elbert

Esperanza Megia – Athens-Clarke

Donald Hector – Walton

R. Charles White – Walton

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Brenda Smith

Linda Hazinski

Cindy Darden

Laurie Wilburn

Terry Frazier

Larry Gabriel

Fred Eckhardt

Janice Callaway

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 (Kate McDaniel); Seconded (Carter Smisson); Passed (Unanimously).
- 1.2 Motion to accept the closed session of the meeting. Moved (Mary Jo Matthews); Seconded (John H. Davis); Passed (Unanimously).
- 1.3 Motion to return to the open session of the meeting. Moved (Pat Ellis); Seconded (Mary Jo Matthews); Passed (Unanimously).

- 1.4 Motion to accept the minutes of the April 22, 2008 CSB Meeting. Moved (Carter Smisson); Seconded (Kate McDaniel); Passed (Unanimously).
- 1.5 Motion to receive the Bylaws and Policy report. Moved (John H. Davis); Seconded (Kate McDaniel); Passed (Unanimously).
- 1.6 Motion to adjourn the meeting. Moved (Mary Jo Matthews).

2.0 EXECUTIVE SESSION

- 2.1 The Board discussed or deliberated upon the periodic evaluation or rating of an Authority officer or employee and the Mental Health America and ABHS Annual Conference Awards. In attendance were Board members and Cindy A. Darden, Chief Executive Officer. No actions were taken.

3.0 NEW BUSINESS

- 3.1 Brenda Smith, Administrative Office reported that the Employee Appreciation Picnic will be Saturday, June 7, 2008 at 1:00 – 5:00 p.m. at the Harris Shoals Park in Watkinsville, Georgia. Mr. Danson encouraged Board members to attend.
- 3.2 Dr. Darden reported on the Board Self Assessment. She assigned numeric values to each statement since there were four (4) possible choices with one (1) being dissatisfied and four (4) being strongly satisfied. The overall average is 2.9. The areas of strength include – process for decision-making; strategic planning and overall information sharing between self and the agency. The areas for major improvement include – new board member development and developing a deeper understanding of the macro environment. The areas of minor improvement include – discussions with constituents prior to making decisions and better attendance at the agency’s social activities. Dr. Darden feels the board is working at a very high level. Mr. Danson suggested having a mentor for new board members. Dr. Davis and Mary Jo Matthews, Madison County CSB Representative will follow up.

3.3 ADMINISTRATIVE REPORTS

3.3.1 Fred Eckhardt, Chief Operating Officer reported on the Electronic Health Record. ABHS has signed the contract and will appoint an Implementation Team by August 2008.

3.3.2 Mr. Eckhardt reported on the APS audit conducted in November 2007 and April 2008. ABHS overall score was low; therefore a corrective

action plan was drafted. The plan from the November audit was implemented in January, and the charts reviewed in April were from that time frame. ABHS corrective actions did not show up on the audit. Dr. Darden, Mr. Eckhardt, and Cynthia Darby, Utilization Management held a conference call with the Department of Human Resources (DHR) Regional Directors to develop a plan of action for this current CAP.

3.3.3 Linda Hazinski, Ph.D., Residential, Developmental Disabilities Service Centers and Community Employment reported that ABHS is changing how they deliver day and residential supports for persons served. Residential services are being merged in the Day Centers to provide more inclusive support to persons served. Residential staff in Athens has realigned their case loads so only one (1) residential supervisor works with a personal care home provider.

4.0 OLD BUSINESS

4.1 Mary Gannon Gunn, Athens-Clarke County CSB Representative reported that 'The 2008 Awards Banquet' will be held June 24, 2008 at 6:30 p.m. at the Alpha Omicron Pi Sorority House, Athens, Georgia. The event will be hosted by the Mental Health America of Northeast Georgia and ABHS. ABHS will purchase tickets for Board members and their spouses and ABHS consumers. Dr. Danson encouraged Board members to attend.

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 April 30, 2008. Vehicles and fuel prices were addressed. Mr. Danson requested that Mr. Gabriel draft a projection for fuel expenses for the Board's review. Mr. Gabriel will provide an analysis regarding fuel prices and submit to the Finance Committee in July.

5.2 Membership & Nominations Committee – Ms. Matthews, Committee Chair Person reported that Esperanza Megia, Athens-Clarke County CSB Representative resigned due to relocation. Ms. Matthews will follow up in filling the vacancy. Dr. Davis agreed to mentor Drs. Paul Roman, Morgan County CSB Representative and Douglas Bower, Oglethorpe County CSB Representative.

- 5.3** Legislative Committee – Kate McDaniel, Committee Chair Person reported on the CSB Association Retreat, May 8-9, 2008 in Dublin, Georgia. The retreat was very informative and the focus was the reorganization of DHR. The Task Force report is due July 1st to the Governor’s office. Ms. Daniel noted that the retreats are held quarterly and encouraged the Board’s participation.
- 5.4** Bylaws and Policy Committee – Pat Ellis, Committee Chair Person reported the committee met today. They reviewed five (5) policies which included minor changes and two (2) new policies. The policies are:
200.190 Protection and Promotion of Clients – Psychiatric Advance Directives
400.145 Clinical Services – Planning List
500.130 Clinical Records – Person Centered Treatment Plan
500.135 Clinical Records – Assessment
900.120 Continuous Quality Improvement – Performance Improvement Overview
900.130 Continuous Quality Improvement – Record Review
900.155 Continuous Quality Improvement – Variance Reporting Overview
Ms. Ellis requested the Board’s approval of the above-mentioned policies. Ms. Ellis suggested providing the Board a copy of the leadership policies to review prior to the Commission for Accreditation of Rehabilitative Facilities (CARF) survey. Board members received the revised document - Code of Ethics for Board members. Board members discussed the document and requested more modification and tabled it to the next meeting.
- 5.5** Rights of Persons Served Committee – Shirley Segars, Committee Chairperson reported the committee met today. They met with Hope Cymerman, Risk Manager and addressed the method for distributing and receiving information. The committee made recommendations regarding this issue.
- 5.6** Ad Hoc Public Relations Committee – Ms. Gunn reported that she received a Press Release from Dr. Bower regarding the appointment of Dr. Roman. The document was distributed to Board members for review. Ms. Gunn will follow up.
- 5.7** Friends of Advantage Committee – Mr. Danson noted that this committee is being established and Dr. Davis will serve as the Chairman. Friends of

Advantage is a 501C3 Non Profit Organization and their goal is to develop plans for additional funding to ABHS. The committee will consist of former Board members, Terry Tellefson, former CEO for ABHS, Board Members and ABHS staff. Dr. Davis will report on the progress at the next meeting. He requested that the Administrative Office invite former Board members to the annual banquet.

6.0 REPORTS FROM THE EXECUTIVE DIRECTOR

- 6.1 Dr. Darden tabled the NAMI Summit presentation to a later date.
- 6.2 Dr. Darden noted that ABHS has not received the Department of Human Resources (DHR) contract.
- 6.3 Dr. Darden reported on the Holiday Lights. ABHS and Family Connection have settled with Brandano Display, Inc. Dr. Darden noted that ABHS serves as the fiscal agency for the Athens-Clarke County Family Connection. She has requested Michael Daniel, Attorney to review the agreement between the agencies.

7.0 REPORTS FROM THE CSB CHAIRPERSON

- 7.1 Mr. Danson encouraged Board members to complete the mandated CSB Board member training.
- 7.2 Mr. Danson noted that the next CSB meeting will be held June 24th at 4:00 p.m. at the Alpha Omicron Pi Sorority House, Athens, Georgia. All committee meetings have been canceled for June 24th.

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