

Advantage

Behavioral Health Systems

MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES SERVICE BOARD MEETING #156

February 24, 2009

BOARD MEMBERS PRESENT

Mary Jo Matthews – Madison	R. Charles White – Walton
Ralph Danson - Greene	Shirley Segars – Barrow
Melanie Russell - Athens-Clarke	Dr. John Davis – Athens-Clarke
Pat Ellis – Jackson	Dr. Paul Roman – Morgan
Carter Smisson – Jackson	Donald Hector – Walton
Linda Vinson – Walton	Mae Davis – Elbert
Mary Gannon Gunn – Athens-Clarke	

BOARD MEMBERS ABSENT

Katie McDaniel – Oconee	Emma Evans – Barrow
Vacant – Oglethorpe	

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Brenda Smith	Terry Frazier
Fred Eckhardt	Linda Hazinski
Cynthia Darby	Larry Gabriel
Janice Callaway	Laurie Wilburn

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 (Carter Smisson); Seconded (John H. Davis); Passed (Unanimously).
- 1.2 Motion to accept the minutes of the January 27, 2009 CSB Meeting. Moved (Carter Smisson); Seconded (Pat Ellis); Passed (Unanimously).
- 1.3 Motion to accept the Bylaws & Policy Committee report (see Board Reports 4.5). Moved (Pat Ellis); Passed (Unanimously).

- 1.4 Motion to endorse the resolution regarding HB228 developed by Steve Anthony, Lobbyist, CSB Association. Moved (John H. Davis); Seconded (Carter Smisson); Passed (Unanimously).
- 1.5 Motion to adjourn the meeting.

2.0 NEW BUSINESS

2.1 ADMINISTRATIVE REPORTS

- 2.1.1 Laurie Wilburn, Clinical Director reported that it is the beginning of “grant season”. The Homeless Day Service Center (HDSC) grant was renewed. She and staff have met with the Clarke County School District and Oglethorpe County School Systems regarding grants that would fund a stronger mental health presence in the schools.
- 2.1.2 Ms. Wilburn noted that staff is continuing to enhance their competency by participating in Dialectical Behavior Therapy (DBT) Training. DBT is a treatment specifically designed to assist people who have borderline personality disorders and may be used for other diagnosis. Groups are offered in Barrow, Clarke, Child & Adolescent, Jackson and Walton Clinics and with the Assertive Community Treatment (ACT) Team.
- 2.1.3 Fred Eckhardt, Chief Operating Officer (COO) reported that ABHS service volume has increased. He feels that due to the economy, business will be thriving through springtime.
- 2.1.4 Linda Hazinski, Developmental Disabilities, Residential & Day Services reported that ABHS is continuing to find many issues with the new prior authorizations for billing for new waiver options. Many of the prior authorizations still need corrections before services can be billed. ABHS staff has contacted the Regional Board to see if they can assist in correcting our prior authorizations.

3.0 OLD BUSINESS

- 3.1 Larry Gabriel, Chief Financial Officer (CF0) reported ABHS has not received the contract amendments.
- 3.2 Mr. Gabriel updated on the Electronic Health Record (EHR). The Kick-Off Meeting was January 12, 2009. The Management Information System (MIS) staff has been working diligently with Qualifacts to get the system set up. Train the Trainers will begin March 2nd, consisting of three (3) days of core training to include clinical, developmental disability, MIS and

billing. Effective April, a test site will be set up and all staff trained will assist in the testing.

4.0 BOARD REPORTS

- 4.1** Finance Committee – Mr. Gabriel presented the financial report. He addressed the revenues and expenditures compared to the budget period ending January 31, 2009. Mr. Gabriel distributed the cover pages of the Auditor's Financial Statement for review. They highlighted on two (2) findings – collateralization of bank balances and separation of duties. Mr. Gabriel will provide copies of the report to interested CSB members.
- 4.2** Membership & Nominations Committee – Mary Jo Matthews, Committee Chair Person reported on the CSB vacancy for Oglethorpe County. Ms. Matthews contacted the County Commissioner, the position was advertised, and Ms. Tershant Rhodes was appointed to represent Oglethorpe County. Ms. Matthews will schedule an orientation session and Ms. Rhodes will be sworn into office at the next meeting.
- 4.3** Legislative Committee – no report requiring an action.
- 4.4** Bylaws and Policy Committee – Pat Ellis, Committee Chairperson reported the committee met today and reviewed the Clinical Records policies and the Personnel Policy 1010 Leave Donation. Effective December 31, 2009, donated leave will no longer be offered and removed from the agency policy. Employees will be encouraged to register for short and/or long term disability. The Clinical Records policies reviewed are:
 - 500.100** Clinical Records – Central File
 - 500.104** Clinical Records – Subpoenas, Court Orders & Production of Documents
 - 500.105** Clinical Records – Ownership of Records
 - 500.107** Clinical Records – Information Requests
 - 500.115** Clinical Records – Access to the Record by Client
 - 500.123** Clinical Records – Chart Retention
 - 500.125** Clinical Records – Progress Notes
 - 500.126** Clinical Records – Abbreviations & Symbols
 - 500.130** Clinical Records – Person Centered Treatment Plan
 - 500.135** Clinical Records – Assessment
 - 500.140** Clinical Records – Nursing Assessment

500.150 Clinical Records – Emergency Services

- 4.5 Rights of Persons Served Committee – Melanie Russell, Athens-Clarke County Representative reported the committee met today. They reviewed incident reports to include eighteen (18) minor and six (6) critical. They reviewed six (6) complaints and felt that all were resolved satisfactorily except one which pertains to a physician. Mr. Eckhardt noted that the Medical Director is aware of the complaint and has consulted with the physician. Mr. Danson requested that Mr. Eckhardt meet with the committee next month to further address the complaint.
- 4.6 Ad Hoc Public Relations Committee – Mr. Danson reported that Ms. Russell was appointed to Chair the committee.
- 4.7 Friends of Advantage Committee – Mr. Gabriel reported the committee will meet February 26, 2009 at 2:00 p.m. A subcommittee met two weeks ago, and they are planning an upcoming event focusing on an information/presentation for the public.
- 4.8 Board Committee Updates & Board Self Assessment – Dr. Davis noted that he has not received any responses from Board members regarding committee changes. He reported on the Board Self Assessment which is a tool used to evaluate the Board’s performance and responsibilities. He encouraged the Board to rate the questions in terms of themselves as well as the entire Board. Mr. Danson requested that the assessment be mailed and it will be addressed at the next meeting.

5.0 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

- 5.1 Mr. Eckhardt reported on the February 12th CSB Association Meeting. Mr. Anthony, Lobbyist presented on HB228 which is legislation for creating a Department of Behavioral Health. Two days prior to the meeting on the 12th, the Appropriations Committee held public hearings and discussions regarding HB228 and there was a high level of support for establishing the new department which would consist of mental health, addictive diseases and developmental disabilities. Differences of opinions have been developed among the legislators and the bill may be deferred until 2010. Mr. Anthony recommended the CSBs to adopt a resolution in support of HB228, specify including Developmental Disabilities in the Behavioral Health Department and not to defer the bill until next year. Mr. Eckhardt

distributed a copy of the proposed resolution to the Board for review. Mr. Anthony recommended hand delivering the document to the legislators.

6.0 REPORTS FROM THE CSB CHAIRPERSON

6.1 Mr. Danson reported that the CSB Work Day will be held March 3rd, 10:00 – 2:00 p.m. The strategic plan will be addressed in detail.

7.0 PUBLIC ACCESS

7.1 No one present to address the Board.

8.0 ADJOURNMENT

DATE

APPROVED BY: PAT ELLIS
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: RALPH DANSON
CHAIR PERSON