

Advantage

Behavioral Health Systems

MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES SERVICE BOARD MEETING #161

July 28, 2009

BOARD MEMBERS PRESENT

Mary Jo Matthews – Madison

Katie McDaniel – Oconee

Shirley Segars – Barrow

Pat Ellis – Jackson

R. Charles White – Walton

Judy Spurgeon – Oglethorpe

Carter Smisson – Jackson

Mae Davis – Elbert

Linda Vinson – Walton

BOARD MEMBERS ABSENT

Ralph Danson - Greene

Emma Evans – Barrow

Melanie Russell - Athens-Clarke

Dr. John Davis – Athens-Clarke

Donald Hector – Walton

Mary Gannon Gunn – Athens-Clarke

Dr. Paul Roman – Morgan

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Terry Frazier

Fred Eckhardt

Cindy Darden

Brenda Smith

Deborah Ruark

Laurie Wilburn-Bailey

Glinda Still

Larry Gabriel

Janice Callaway

The meeting was opened by Kate McDaniel, Community Service Board (CSB) Vice Chairperson.

1.0 ACTIONS

- 1.1 Motion to accept the agenda as amended. Moved (Pat Ellis); Seconded (Carter Smisson); Passed (Unanimously).
- 1.2 Motion to accept the minutes of the June 30, 2009 CSB Meeting. Moved (Carter Smisson); Seconded (Linda Vinson); Passed (Unanimously).

- 1.3 Motion to accept the FY10 Strategic Plan with exceptions of the goals that deal with the Board Governance and Board Support and Participation. Moved (Pat Ellis); Seconded (Linda Vinson); Passed (Unanimously).
- 1.4 Motion to approve the FY10 budget. Moved (Carter Smisson); Seconded (Linda Vinson); Passed (Unanimously).
- 1.5 Motion to accept the resolution for the Executive Director and/or Chief Operating Officer to endorse the FY2010 DBHDD contract, revisions and budget documents. Moved (Linda Vinson); Seconded (Mae Davis); Passed (Unanimously).
- 1.6 Motion to accept the report from the Bylaws and Policy Committee. Moved (Pat Ellis); Passed (Unanimously).
- 1.7 Motion to adjourn the meeting.

2.0 AWARDS

- 2.1 Mary Jo Matthews, Awards Committee introduced Glinda Still who worked at Unlimited Services, Walton-Morgan Service Center with the developmental disabilities population. Ms. Still retired on June 30th and was presented a plaque for seven (7) years of dedicated services.
- 2.2 Ms. Matthews introduced Deborah Ruark who worked at Unlimited Services, Walton-Morgan Service Center as the Program Director. Ms. Ruark retired on June 30th and was presented a plaque for 34½ years of dedicated services.

3.0 NEW BUSINESS

- 3.1 **ADMINISTRATIVE REPORTS** (Received in Board packages for review.)
 - 3.1.1 Laurie Wilburn Bailey, Clinical Director reported that the new service guidelines unbundled the Intensive Treatment Program (ITP) services. What it means is that instead of writing one daily note for each client's five (5) hours of treatment and billing a one-day service rate, notes have to be written for each of the five (5) groups the clients attend and bill separately for each service. The trade-off is that there is increased paperwork to do to document the services. However, staff report that the Electronic Health Record (EHR) has resulted in it taking only half the time or less to do the documentation.
 - 3.1.2 Ms. Bailey reported that Cassandra Conton, Coordinator for the Addictive Disease Program has resigned. Betsy Stewart, Ph.D., Adult

Mental Health (AMH) will oversee both AMH and the Addictive Disease Programs. Dennis Cain, Program Manager for Addictive Disease Program will take on some of the responsibilities due to him serving in the role while Ms. Conton was doing internship.

3.1.3 Fred Eckhardt, Chief Operating Officer (COO) praised Jerilyn Smith, Medical Assistance Program and staff for enrolling clients in programs to assist with medications. During the month of June, ABHS provided approximately \$215,229 worth of medications through the MAP program. ABHS expenses for direct purchases of medications were \$5,151.

3.1.4 Terry Frazier, Human Resources reported that effective July 24th, minimum wage was increased to \$7.25 per hour. Larry Gabriel, Chief Financial Officer (CFO) noted that ABHS will increase its base salary wages for some part-time employees.

3.1.5 Pat Ellis, Jackson County CSB Representative reported on the two (2) day workshop, June 23-24, 2009 which was designed specifically for families of people with developmental disabilities and member of their support team. This training was designed to help family members and caregivers develop real plans that can be used as the foundation of a person's support plan.

3.2 Dr. Darden reported on the election of officers for FY10. Linda Vinson, Immediate Chairperson will spearhead the committee for the nomination process and Ms. Matthews, Nominations Committee Chairperson will assist. Dr. Darden requested that they get together and address the FY10 Slate of Officers.

3.3 Janice Callaway, Ph.D., Continuous Quality Improvement (CQI) reported on the FY10 Strategic Plan. Some of the actions included in the plan are a continuation from last year because staff either needed to focus more attention and/or were not able to complete. The plan consists of goals, objectives and actions. The goals are fiscal, access, programming, customer service and quality assurance. The goals established for the CSB are board governance and board support and participation. Ms. McDaniel requested amending the plan so that the CSB may meet and establish actions for the identified goals. Carter Smisson, Jackson County CSB Representative requested scheduling a Work Session to compile

information for the CSB goals, objectives and actions on the FY10 Strategic Plan.

4.0 OLD BUSINESS

- 4.1** Dr. Darden reported that the ABHS overall budget was reduced by 5% effective July 1st with the exception of Developmental Disabilities (DD). Effective July 1st, the DD budget was reduced by 15%.
- 4.2** Mr. Gabriel reported on the FY10 contract. There is approximately \$2 million reduction in the budget. Staff prepared a budget including revenues and expenses for the CSB to review; FY09 compared to FY10. Mr. Gabriel requested the Board's approval of the budget and authorization for Dr. Darden and/or Mr. Eckhardt to endorse the contract. Dr. Darden read the resolution, "Be it resolved that the Community Service Board for Advantage Behavioral Health Systems does hereby authorize the Executive Director, Cindy Darden to sign the FY2010 DBHDD Contract, revisions, and budget documents for the agency. In the event of her absence, Fred Eckhardt is authorized to sign contracts, revisions and budget document."
- 4.3** Dr. Darden briefly mentioned the Advantage Annual Awards Dinner, June 30, 2009. Representative Mickey Channell was the guest speaker. Board members in attendance were: Mary Jo Matthews, Ralph Danson, John H. Davis, Pat Ellis, Melanie Russell, Carter Smisson, Mary Gannon Gunn and Linda Vinson.

5.0 BOARD REPORTS

- 5.1** Finance Committee – Mr. Gabriel presented the financial report. He addressed the revenues and expenditures compared to the budget period ending June 30, 2009. The budget includes two (2) significant adjustments – the 401K expense and employer health expense.
- 5.2** Membership & Nominations Committee – no report requiring an action. Ms. McDaniel welcomed Judith Spurgeon, Oglethorpe County CSB Representative.
- 5.3** Legislative Committee – no report requiring an action.
- 5.4** Bylaws and Policy Committee – Ms. Ellis, Committee Chairperson reported the committee met today. They reviewed eleven (11) policies:
300.100 Health and Safety – Overview

600.141 Medical Services: Pharmacotherapy: Chemical Restraint
600.155 Medical Services: Pharmacotherapy: Access to Medications: Sources, Storage, and Security: Medications Dedicated to Employee Health and Clients of High Risk Status
600.156 Medical Services: Pharmacotherapy: Access to Medications: Sources, Storage and Security: Personal Medications Brought onto Program Sites by Clients and Employees
600.157 Medical Services: Pharmacotherapy: Access to Medications: Sources, Storage and Security **Over-the-Counter (OTC) Medications**
1000.100 Management Information Services: Accessibility
1000.110 Management Information Services: Security and Data Integrity
1000.120 Management Information Services: Electronic Service Records
1000.130 Management Information Services: Information Interchange
1000.140 Management Information Services: Training and Education
1000.150 Management Information Services: Systems Disaster Recover Preparation

- 5.5** Rights of Persons Served Committee – Shirley Segars, Committee Chairperson reported that she and Ms. Vinson met with Hope Cymerman, Risk Manager and reviewed complaints and incidents reports for May & June 2009. In May, there was nineteen (19) incidents including eighteen (18) serious and one (1) critical; and eight (8) complaints in which all were resolved. In June, there was twenty-one (21) incidents including seventeen (17) serious and four (4) critical; and four (4) complaints in which all were satisfactorily resolved. They discussed an issue pertaining to an Unlimited Services client who has had repeated assault behaviors toward clients and staff. Dr. Darden will follow up with Ms. Cymerman regarding this issue.
- 5.6** Awards Committee – no report requiring an action.
- 5.6** Ad Hoc Public Relations Committee – no report requiring an action. Dr. Darden reported that Melanie Russell, Committee Chairperson did a lovely job in assisting with the Annual Awards Meeting.
- 5.7** Ad Hoc Friends of Advantage Committee – Dr. Darden reported that Tammy Dalton will perform fund raising duties one (1) day per week for FOA. A Car & Bike Show has been scheduled for August 29, 2009 at the Varsity, Athens, Georgia. Dr. Darden will distribute a flyer to the CSB for advertisement. FOA has agreed to have 3-4 events per year.

- 5.8 Board Committee Updates & Board Self Assessment – no report requiring an action.

6.0 REPORTS FROM THE CSB DIRECTOR

- 6.1 Dr. Darden reported on the Annual CSB Educational Exchange, October 18-21, 2009 at Lake Lanier. A day has been reserved to focus only on legislative issues. Dr. Darden encouraged participation especially new Board members. Brochures will be distributed to the CSB for review and registration has been established for one (1) day participants.
- 6.2 Dr. Darden noted that the EHR has been implemented and reported that we are facing challenges due to statewide adjustments. Dr. Darden informed the Board that they may not receive informative reports next month due to the new system.
- 6.3 Dr. Darden reported on the new Department of Behavioral Health and Developmental Disabilities. Frank Shelp, MD is the Director and Dr. McDonald, Liaison for the Governor's Office is working closely with him. They are both in the health profession and are very data driven. Dr. Darden is serving on a committee with them to determine what data to collect statewide to assist with some decision making.

7.0 REPORTS FROM THE CSB CHAIRPERSON

- 7.1 Ms. McDaniel announced that Ralph Danson, CSB Chairperson was unavailable to attend today's meeting due to the death of his mother. The Board recommended sending flowers to the Danson family.
- 7.2 Ms. McDaniel announced that the CSB Annual Meeting will be held November 24, 2009. Ms. Vinson noted that she, Ms. Matthews and Dr. Davis will follow up on the FY2010 Slate of Officers. The nominees will be presented in October and the election will be held in November.
- 7.3 Ms. McDaniel reported on Board members' attendance. Board members recommended reviewing the policy regarding attendance and take actions for unexcused absences. Board members requested scheduling a Work Session to address the Strategic Plan and Board members' attendance. Dr. Darden will follow up with Mr. Danson.

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