

# Advantage

## Behavioral Health Systems

MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES  
SERVICE BOARD MEETING #164

October 27, 2009

### BOARD MEMBERS PRESENT

Mary Jo Matthews – Madison

Katie McDaniel – Oconee

Shirley Segars – Barrow

Pat Ellis – Jackson

Melanie Russell - Athens-Clarke

Emma Evans – Barrow

Carter Smisson – Jackson

Judy Spurgeon – Oglethorpe

R. Charles White – Walton

Ralph Danson - Greene

Mary Gannon Gunn – Athens-Clarke

Linda Vinson – Walton

Dr. John Davis – Athens-Clarke

### BOARD MEMBERS ABSENT

Mae Davis – Elbert (EX)

Vacant - Walton

Dr. Paul Roman – Morgan (EX)

### ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Cindy Darden

Fred Eckhardt

Larry Gabriel

Brenda Smith

Cheryl Fleming

Laurie Wilburn-Bailey

Janice Callaway

Janice Cobb

Lee Smith

Matt Hurd

**The meeting was opened by Ralph Danson, Community Service Board (CSB) Chairman.**

### **ACTIONS**

Motion to accept the agenda as amended. Moved (Pat Ellis); Seconded (Carter Smisson); Passed (Unanimously).

Motion to accept the minutes of the September 22, 2009 CSB Meeting. Moved (Mary Jo Matthews); Seconded (John H. Davis); Passed (Unanimously).

Motion to accept the Bylaws and Policy Committee Report. Moved (Pat Ellis); Passed (Unanimously).

Motion to accept the Resolution (see Board Reports 5.11). Moved (John H. Davis); Seconded (Carter Smisson); Passed (Unanimously).

Motion to adjourn the meeting.

## **2.0 AWARDS**

**2.1** Emma Evans, Awards Committee presented the CSB awards to the following staff:

**Commitment to Services Award** – Janice Cobb, RN, Walton County Clinic, After-hours Clinician and Emergency Services;

**Excellence in Administrative Support** – Cheryl Fleming, Administrative Clerk, Clinical Services; and

**Excellence in Management Award** – Matt Hurd, Program Manager Adult Mental Health.

The awards are presented on a quarterly basis. Staff receives a framed certificate and a small monetary award.

## **3.0 NEW BUSINESS**

**3.1 ADMINISTRATIVE REPORTS** (Received in Board packages for review.)

**3.1.1** Melanie Villalta, Clarke County CSB Representative questioned how does or has ABHS served a person through the language line who is seeking addictive diseases services. Laurie Bailey, Clinical Director noted that Jorge Zapata, Child & Adolescent Services does interpretation at the Miles Street facility. The language line is used only when an appointment has not been scheduled.

**3.1.2** Janice Callaway, Continuous Quality Improvement (CQI) reported that the CQI staff is being cross trained in preparation for maternity leave of Hope Cymerman, Risk Manager. Dr. Callaway noted that the 2009 Annual Conformance Report has been submitted to the Commission of Accreditation for Rehabilitative Facilities (CARF) outlining program

changes and sentinel events over the past months. CARF approved the Milledge Avenue Facility including Child & Adolescent Services, Psychosocial Rehabilitation, Mental Health Residential and the Wellness Center. Kate McDaniel, Oconee CSB Representative requested a tour of the facility. Ms. Bailey will follow up.

**3.1.3** Dr. Darden reported that the Crisis Intervention Training (CIT) is being held October 26 – 30, 2009 in Barrow County. This training is also offered to the Clarke and Oconee Counties and the University of Georgia (UGA) Police Departments.

**3.1.4** Lee Smith, Program Manager reported that the Developmental Disabilities (DD) Day Centers and the Residential Programs located in the ten (10) county area has been audited either by the Office of Regulatory Services (ORS) or the Department of Community Health (DCH). Based on the exit interviews, the auditors were very pleased and complimentary of the record keeping. The year reviewed by the auditors was November 2007 to October 2008, just before the implementation of the new Medicaid Waiver Program. Dr. Darden noted that Linda Hazinski, DD is serving on a statewide committee with the CSB Association. The committee is scheduled to meet with the State officials for DD to address billing issues and service provisions related to the waivers.

**3.1.5** Ms. Cobb gave a testimonial on Carelogic. She noted that she has attended the required training and is doing wonderful. “I really find it very accessible; I can do a nursing assessment, look back at the old assessment, review the doctor’s statement, review medications and make changes. I love Carelogic. Thanks for getting the program. Thanks for the picnic and incentives.”

**3.2** Larry Gabriel, Chief Financial Officer (CFO) updated on the status of the Electronic Health Record (EHR). ABHS is still experiencing problems with the system and intense training is being offered to staff who is struggling with Carelogic.

**3.3** John Davis, CEO Evaluation Chairperson reported that the evaluation for the period July 1, 2009 through June 30, 2010 has been distributed to Board members for review and completion. It is important that if he/she

gives a rating other than a three (3), a statement of justification must accompany the rating. Dr. Davis and the committee will finalize the results and draft a summary for Dr. Darden and the Board to review. The purpose of the evaluation is to compile the FY10 CEO contract.

- 3.4 Mr. Danson requested appointing a Long Range Planning Committee to address plans due to the lack of funding and what direction ABHS should be moving toward. He requested for Carter Smisson, Jackson County CSB Representative to chair the committee. Mr. Danson will defer the appointment of the committee to the FY10 CSB Chair Person.

#### 4.0 **OLD BUSINESS**

- 4.1 Pat Ellis, Jackson County CSB Representative briefly mentioned the section that affects the Board of the FY10 Strategic Plan. Board members received an official copy of the document. Ms. Ellis highlighted on attendance. The CSB Secretary is responsible for contacting members who are absent to verify the reason; 'EX' indicates an excused absence.

#### 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 September 30, 2009. Dr. Davis encouraged Board members to attend a Finance Committee meeting.
- 5.2 Membership & Nominations Committee – Mary Jo Matthews, Committee Chair Person reported on the vacancy for Walton County. Unlimited Services, DD Service Center staff recommended a candidate for the position. Ms. Matthews has contacted the County Commissioner's Office and Walton County School System regarding the potential candidate. Ms. Matthews questioned the status of board representation due to the change in the law. Drs. Darden and Davis will follow up on this issue.
  - 5.2.1 Linda Vinson, Immediate past Chair Person reported on the potential 2010 Slate of Officers: Kate McDaniel, Chair Person; Mary Jo Matthews, Vice Chair Person; and Melanie Villalta, Secretary. Ms. Vinson requested Board members to submit additional nominees to her or Ms.

Matthews. The ballot will be mailed to Board members prior to the November meeting and the election will be held in November. Mr. Danson requested that Dr. Davis swear in the 2010 Slate of Officers.

**5.3** Legislative Committee – no report requiring an action.

**5.4** Bylaws and Policy Committee – Ms. Ellis, Committee Chairperson reported they met today and reviewed twenty-seven (27) policies. The policies are:

**100.100** Organizational Principles & Leadership: Mission, Values, Vision & Strategic Directions

**100.110** Organizational Principles & Leadership: Philosophy

**100.126** Organizational Principles & Leadership: Corporate Compliance

**100.127** Organizational Principles & Leadership: Code of Ethics

**100.130** Organizational Principles & Leadership: Standards and Conduct

**100.135** Organizational Principles & Leadership: Business Ethics

**100.140** Organizational Principles & Leadership: Ethical Conduct Violations

**100.150** Organizational Principles & Leadership: Dual Relationships

**100.160** Organizational Principles & Leadership: Visitor Confidentiality

**100.200** Organizational Leadership: Governance

**100.205** Organizational Principles & Leadership: Delegation of Board Authority

**100.210** Organizational Principles & Leadership: Governing Body – Selection and Appointment

**100.215** Organizational Principles & Leadership: Governing Body – Community Service Board's Conflict of Interest Policy

**100.220** Organizational Principles & Leadership: Governing Body – Community Service Board Member Code of Ethics

**100.225** Organizational Principles & Leadership: Governing Body – Meeting and Minutes

**100.230** Organizational Principles & Leadership: Governing Body – Standing Committees

**100.235** Organizational Principles & Leadership: Governing Body – New Member Orientation

**100.245** Organizational Principles & Leadership: Governing Body – Community Service Board Annual Self-Evaluation

**100.250** Organizational Principles & Leadership: Executive Director

**100.251** Organizational Principles & Leadership: Executive Director Review

**100.252** Organizational Principles & Leadership: Governing Body – Compensation Philosophy

**100.253** Organizational Principles & Leadership: Governing Body – Compensation Review

**100.255** Organizational Principles & Leadership: Organizational Charts

**100.260** Organizational Principles & Leadership: Information Dissemination

**100.265** Organizational Principles & Leadership: Culturally Diverse Leadership

**100.270** Organizational Principles & Leadership: Input From Clients

**100.280** Organizational Principles & Leadership: Employee Conflict of Interest

Interested Board members may request copies of board policies for review.

- 5.5** Rights of Persons Served Committee – Shirley Segars, Committee Chairperson reported that they met today with Hope Cymerman, Risk Manager. Ms. Segars clarified that a client with a positive tuberculosis (TB) test can be refused services until he/she presents the proper documentation (test results or X-ray). They reviewed twenty-nine (29) incidents including twenty-four (24) serious and five (5) critical in which two (2) were suicides. The Risk Management Protocol is being revised to be compatible with the EHR so that staff may be advised of a client with serious problems, i.e. suicidal. The committee reviewed a trend in the Greene County DD Services, using the law enforcement as a means to address clients with threatening behaviors. Ms. Cymerman will follow up with Dr. Hazinski regarding the trend. Ms. Smith, Manager, GRO Industries clarified the situation indicating that these incidents were taking place in the Residential Program. Bob Herrin, Consultant and staff have

drafted a plan for the client housed in the Community Living Support Apartment and staff is being trained accordingly.

- 5.6** Awards Committee – no report requiring an action.
- 5.7** Ad Hoc Public Relations Committee – Ms. Villalta, Committee Chair person requested Board members to join the committee. Mr. Danson noted that the CSB Chair Person will appoint committee members the first of the year.
- 5.8** Ad Hoc Friends of Advantage Committee – Dr. Davis reported that FOA met on October 22, 2009. They sponsored a fundraiser ‘Gospel Brunch’ at the Foundry Park Inn – The Melting Point on October 25th. FOA currently has approximately \$16,000 and a portion of the funds will be used to develop the property in Elbert County.
- 5.9** Report on the CSB Educational Exchange – Ms. Ellis reported the conference was very informative and shared great ideas. CSB will be provided legislative ‘Talking Points’ to assist with communicating with our legislators. Ms. Ellis encouraged Board members to attend next year’s conference. The Board applauded Dr. Darden for her representation and leadership in the development of the conference.
- 5.10** Mr. Danson reported on the Board Christmas Party. He extended an invitation to Cindy, Management Team, Supervisors and spouses. Dr. Davis agreed for the event to be held at his residence and will follow up with dates.
- 5.11** Dr. Darden reported that the DCA provides ABHS with the Shelter Plus Care Residential funding grant. One of the requirements is that the resolution is read in the record, and ABHS provides DCA a copy of the minutes to verify same in order to obtain funding. Resolution – Advantage Behavioral Health Systems (hereinafter referred to as “Sponsor”):

WHEREAS, Sponsor has been offered an award of funds (the “Agreement”) from the Georgia Department of Community Affairs for the Shelter Plus Care Program serving eligible clients (as applicable); and

WHEREAS, Sponsor has reviewed the Agreement and finds the terms to be acceptable; and

WHEREAS, Sponsor acknowledges that payment under this program will be based on representations and certifications made by representatives of Sponsor; as designated herein.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of Sponsor that the terms of the Agreement be accepted by Sponsor and that the President and Secretary, or others specifically named by Sponsor, be authorized to accept the terms of the Agreement and to sign any and all pertinent documents pertaining thereto on behalf of Sponsor.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the following persons be authorized (at least 2 signatures are required per draw) to draw funds from DCA on behalf of Sponsor – Matt Hurd, Elizabeth Stewart and Kathy Bennett.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that this Resolution be executed in two parts, and together with a certified copy of the minutes of the meeting, returned as an exhibit to each Agreement.

Read and approved by Sponsor on this the 27th day of October, 2009.

## **6.0 REPORTS FROM THE CSB DIRECTOR**

- 6.1** Dr. Darden reported on the Employee Appreciation Picnic, held October 2, 2009. There were approximately 250 people in attendance including staff and families. The event will be highlighted in the ABHS Connection.
- 6.2** Dr. Darden noted that the next FOA fundraiser will be a 'Mardi Gras' type event.
- 6.3** Dr. Darden reported that a group of clients requested to meet with her and Mr. Eckhardt. They shared concerns, provided very good feedback and raised issues for consideration. They were responsive in hearing budget issues and why changes are being made. Dr. Darden noted that ABHS has had its highest suicide rate this year so far. Ms. Cymerman conducted an analysis on the rate and was informed that the suicide rate is high statewide. The CSB CEO Section will gather data and review at the next meeting. Dr. Darden, Mr. Eckhardt and identified staff will meet with the group again on October 29th. The group requested representation of

addiction and developmental disabilities be appointed to the CSB Rights of Persons Served Committee.

**6.4** Dr. Darden reported on the budget shortfalls. Management will not know the shortfall for the first quarter due to new computer system, the Medicaid Waiver Program and the Mental Health rates. The Board will be updated of any budget changes.

**6.5** Dr. Darden reported that the Department of Behavioral Health and Developmental Disabilities (DBHDD) Region 2 Planning Board has scheduled public forums. Two has been scheduled in this ten (10) county area, November 19th in Walton County and December 1st in Athens Georgia. The targeted audience is staff, consumers and families. This will be an opportunity for the community to discuss issues that affect them regarding behavioral health, developmental disabilities and addictive disease services.

**7.0 REPORTS FROM THE CSB CHAIRPERSON**

**7.1** Mr. Danson reported that Ms. Ellis has been appointed to represent the CSB at the Georgia CSB Association.

**7.2** Mr. Danson noted on the economy and feels that the ABHS leadership has met the challenges.

**8.0 PUBLIC ACCESS**

**8.1** No one present to address the Board.

**9.0 ADJOURNMENT**

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DATE

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APPROVED BY: PAT ELLIS  
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: RALPH DANSON  
CHAIR PERSON