

Advantage

Behavioral Health Systems

MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES
SERVICE BOARD MEETING #165

November 24, 2009

BOARD MEMBERS PRESENT

Mary Jo Matthews – Madison

Katie McDaniel – Oconee

Shirley Segars – Barrow

Melanie Villalta - Athens-Clarke

Emma Evans – Barrow

Carter Smisson – Jackson

R. Charles White – Walton

Ralph Danson - Greene

Linda Vinson – Walton

Dr. John Davis – Athens-Clarke

BOARD MEMBERS ABSENT

Mae Davis – Elbert (EX)

Vacant - Walton

Mary Gannon Gunn – Athens-Clarke

Dr. Paul Roman – Morgan

Pat Ellis – Jackson

Judy Spurgeon – Oglethorpe

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Cindy Darden

Fred Eckhardt

Linda Hazinski

Brenda Smith

Denise Fleeman

Laurie Wilburn-Bailey

Janice Callaway

Art Davis

Tammy Dalton

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

ACTIONS

Motion to accept the agenda. Moved (John H. Davis); Seconded (Mary Jo Matthews); Passed (Unanimously).

Motion to accept the executive session to discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action, dismissal, periodic evaluation or rating of an Authority officer or employee. Moved (Mary Jo Matthews); Seconded (Kate McDaniel); Passed (Unanimously).

Motion to return to the regular session of the meeting. Moved (John H. Davis); Seconded (Mary Jo Matthews); Passed (Unanimously).

Motion to accept the minutes of the October 27, 2009 CSB Meeting as amended. Moved (John H. Davis); Seconded (Melanie Villalta); Passed (Unanimously).

Motion to accept ABHS proposed plan for changing the leave and holiday policy (See New Business 3.2). Moved (John H. Davis); Seconded (Melanie Villalta); Passed (Unanimously).

Motion to accept the Bylaws and Policy Committee Report. Moved (Mary Jo Matthews); Passed (Unanimously).

Motion to adjourn the meeting.

EXECUTIVE SESSION

- 2.1 The Board and Cindy Darden, Chief Executive Officer (CEO) addressed the CEO FY10 contract. No actions were taken.

3.0 NEW BUSINESS

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

- 3.1.1 Laurie Wilburn-Bailey, Clinical Director distributed a flyer and invited the Board to an open house on January 4, 2010 at the ABHS new location, 2085 South Milledge Avenue, Athens, Georgia. The programs housed at the location are: Child & Adolescent Services, Project Grow, Clarke Psychosocial Rehabilitation Program, Mental Health Residential Services, and the Advantage Wellness Center.

- 3.2.1 Ms. Bailey reported on the Holiday Door Decorating Contest. All ABHS sites may participate in the contest including individuals and/or team entries. Prizes will be awarded to the winners. Judges will be provided from outside of the site and would like for the Board to judge sites in the county that he/she represents. Ms. Bailey will follow up with the Board.

3.2.2 Ms. Bailey reported that she and members of the Clinical Leadership Team are in early discussions regarding moving toward a smoke free environment. ABHS Women's Services Program, Creekwood residences and Mental Health Residential are smoke-free. ABHS will be sure to provide clients with the tools they need to make this transition successfully through smoking cessation programs and access to smoking cessation aids such as gum, etc.

3.2.3 Ms. Bailey reported on Mental Health 101. The course is offered to the School of Social Work, Police Department and Emergency Technicians. It details the definition of depression, schizophrenia, etc. behaviors and how to get into services.

3.2.4 Janice Callaway, Continuous Quality Improvement presented the results of the first uSPEQ Consumer Survey Report compared to the CSB Association. 411 consumers of ABHS responded to the survey, this is approximately 7.3% of the CSB Association total responses. The survey will be conducted twice a year and the second survey will be conducted in December.

3.2.5 Fred Eckhardt, Chief Operating Officer (COO) reported on the Utilization Management/Utilization Review Department. UM, Operations and Management Information System (MIS) have joined together to create an Internal Technical Electronic Health Record audit program. This program has several layers in place to monitor, identify and train clinicians with specific barriers to timely completion of Carelogic clinical processes, utilization review and billing completion.

3.2.6 Dr. Darden noted that Terry Frazier, Human Resources, has been out of the office due to his mother's illness. She commended staff for working so diligently in the open enrollment period for health benefits. Sherry Crader has accepted the Training Coordinator's position.

3.2.7 Linda Hazinski, Developmental Disabilities, Residential & Day Services reported this is the fourth year for the Direct Support Professional Certificate Program to be offered at Athens Tech. This class is part of the Workforce Initiative funded by the Governor's Council on Developmental

Disabilities to create the conditions for the emergence of valued support workers.

- 3.2** Dr. Darden reported on the leave policy proposed changes. The proposed changes are: 1) Reduction in holidays for new and current employees with the exception of classified employees; 2) reduction in annual and sick leave for new employees **only** – meaning individuals hired January 1, 2010 and thereafter; 3) eliminate the term ‘sick leave and personal leave for new employees and redefine annual leave to include both annual and sick leave. Annual leave is accumulated leave employees may use for illness, vacation or any other personal use; 4) proposed earned leave rates: employees with 0-5 years of service earn 10 hours annual leave monthly or fifteen (15) days per year; employees with 6-10 years of service earn 12 hours of annual leave monthly or eighteen (18) days per year; and employees with 10+ years of service earn 16 hours annual leave monthly or twenty-four (24) days per year; and 5) new employees have the option to cash out leave twice a year once he/she has earned a balance of eighty (80) hours. New employees may have a maximum of 360 hours of accumulated leave. These changes will save dollars and increase revenue. The holidays being proposed for elimination are Confederate Memorial Day, Columbus Day and Robert E. Lee’s Birthday. Dr. Darden noted that currently, Veteran’s Day is being observed in mid November, and is proposing to observe the holiday the day after Thanksgiving. The current leave policy is that employees with 0-5 years of service earn ten (10) hours of annual and sick leave monthly which is 120 hours or fifteen (15) days per year of annual and sick leave. Employees with 6 – 10 years of service receive twelve (12) hours annual leave and ten (10) hours sick leave monthly. Employees with 10+ years of service receive fourteen (14) hours of annual leave and ten (10) hours sick leave monthly. When an employee retires or terminates from ABHS, he/she is paid for accumulated annual leave up to 360 hours or eight (8) weeks. Employees voiced feedback and support for the new leave policy.
- 3.3** Dr. Davis reported on the summary of the ratings of the CEO evaluation conducted by the Board members in comparison with Dr. Darden. Board

members who rated items other than a three (3) were requested to provide an explanation. Dr. Davis requested staff to assist in compiling a summary of the statements of the evaluation. Mr. Danson noted that the new CSB Chairperson will meet with Dr. Darden regarding the evaluation to determine the CEO contract retroactive October 2009. Mr. Danson reported that Dr. Darden requested that she **not** receive a salary increase because salary increases are not being given to staff. The CEO contract will be further addressed at the January CSB Meeting. Dr. Davis recommended for the new Chairperson to request that Mr. Danson meet with her/him and the CEO regarding the contract.

- 3.4** Dr. and Mrs. Davis have agreed to host the Board and Staff Christmas Party. The event will be held November 29, 2009 at 3:00 p.m. Management Team and guests are invited.

4.0 OLD BUSINESS

- 4.1** Mr. Danson reported on the election of officers. Board members received a ballot for the election. The Nominating Committee recommended Kate McDaniel – Chair Person, Mary Jo Matthews – Vice Chair Person; and Melanie Villalta – Secretary. The Officers were elected as presented by the Nominating Committee.

5.0 BOARD REPORTS

- 5.1** Finance Committee – Art Davis, Business Office presented the financial report. He addressed the revenues and expenditures compared to the budget period ending October 31, 2009.
- 5.2** Membership & Nominations Committee – Mary Jo Matthews, Committee Chair Person reported on the vacancy for Walton County. A candidate has been identified, Brenda Correll, Walton County Board of Education. New Board member orientation will be conducted in early January 2010.
- 5.3** Legislative Committee – Kate McDaniel, Committee Chair Person distributed the 2010 legislative agenda and associated talking points as approved by the Board of Directors of the Association.

- 5.4** Bylaws and Policy Committee – Ms. Matthews reported the committee met today. They reviewed and approved changes to the following policies:
- 200.110 Protection & Promotion of Rights of Clients – Prohibiting Abuse & Neglect
 - 200.120 Protection & Promotion of Rights of Clients – Rights of Clients
 - 200.130 Protection & Promotion of Rights of Clients – Issue Resolution Structure
 - 200.140 Protection & Promotion of Rights of Clients – Research Protocol, Informed Consent
 - 200.150 Protection & Promotion of Rights of Clients – Emergency Intervention: Non-Violent Practices: Seclusion, Restraints, and Physical Holds (Adults)
 - 200.170 Protection & Promotion of Rights of Clients – Services in Natural Settings
 - 200.180 Protection & Promotion of Rights of Clients – Community Outreach
 - 200.190 Protection & Promotion of Rights of Clients – Psychiatric Advance Directives
- 5.5** Rights of Persons Served Committee – no report requiring an action.
- 5.6** Awards Committee – Emma Evans, Committee Chair Person reported that staff has been requested to submit nominees for the Employee Recognition Awards.
- 5.7** Ad Hoc Public Relations Committee – Ms. Villalta, Committee Chair person reported the committee met on November 12, 2009. They identified goals to make sure that all of Friends of Advantage (FOA) events are advertised, get one (1) article written per quarter by an ABHS staff and publicized in the 10-county newspapers, and advertise all upcoming events.
- 5.8** Ad Hoc Friends of Advantage Committee – Dr. Davis reported that the committee will meet in January 2010.

6.0 REPORTS FROM THE CSB DIRECTOR

- 6.1 Dr. Darden read a 'Thank You Note' from Cheryl Fleming, Outpatient Services. Ms. Fleming was awarded the Excellence in Administrative Support Award in October.
- 6.2 Dr. Darden acknowledged Mr. Danson for his support during his tenure as the CSB Chairman.

7.0 REPORTS FROM THE CSB CHAIRPERSON

7.1 Mr. Danson thanked the Board for supporting ABHS endeavors this past couple of years. He feels that ABHS has an exceptional Board and staff who are extremely dedicated to the organization. The Board is responsible in assisting Dr. Darden and the Management Team with support in making this organization successful. Mr. Danson stated, "I am very proud of the Board and the organization. Thank You!"

8.0 PUBLIC ACCESS

8.1 No one present to address the Board.

9.0 OATH OF OFFICE

9.1 Dr. Davis swore in the 2010 CSB Officers.

10.0 ADJOURNMENT

DATE

APPROVED BY: PAT ELLIS
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: RALPH DANSON
CHAIR PERSON