

Advantage

Behavioral Health Systems

MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES
SERVICE BOARD MEETING #166

January 26, 2010

BOARD MEMBERS PRESENT

Mary Jo Matthews – Madison	Carter Smisson – Jackson
Katie McDaniel – Oconee	Brenda Correll - Walton
Ralph Danson – Greene	Dr. Paul Roman – Morgan
Melanie Villalta - Athens-Clarke	Linda Vinson – Walton
Emma Evans – Barrow	Dr. John Davis – Athens-Clarke
Mary Gannon Gunn – Athens-Clarke	Judy Spurgeon – Oglethorpe
Pat Ellis – Jackson	

BOARD MEMBERS ABSENT

Mae Davis – Elbert (EX)	R. Charles White – Walton
Shirley Segars – Barrow (EX)	

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Cindy Darden	Laurie Wilburn-Bailey
Fred Eckhardt	Janice Callaway
Linda Hazinski	Art Davis
Brenda Smith	Lynn Herndon
Rosie Pope	Cyndy Page
Terry Frazier	Larry Gabriel

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

ACTIONS

Motion to accept the agenda. Moved (Melanie Villalta); Seconded (John H. Davis); Passed (Unanimously).

Motion to accept the minutes of the November 24, 2009 CSB Meeting as amended. Moved (Emma Evans); Seconded (John H. Davis); Passed (Unanimously).

Motion to accept the Chief Executive Officer (CEO) contract effective October 2009 for one year with Dr. Darden retroactive to October 2009. Moved (Ralph Danson); Seconded (John H. Davis); Passed (Unanimously).

Motion to accept the Bylaws and Policies Committee recommendation to accept the policies as reviewed. Moved (Pat Ellis); Passed (Unanimously).

Motion to adjourn the meeting.

NEW BOARD MEMBER

Mary Jo Matthews, Membership & Nomination Committee Chairperson introduced and welcomed Brenda Correll. Ms. Correll was appointed to the CSB in November 2009 and will represent Walton County. She is the parent of a developmentally and physically challenged child and a Special Education Teacher at Walker Park Elementary School in Monroe, Georgia. She has developed a working relationship with Advantage for more than twenty (20) years and would like to use this experience to aid and ensure the best quality of services for the population while serving on the Board.

John H. Davis swore into office Ms. Correll.

RECOGNITION/AWARDS

Linda Vinson, Awards Committee Chairperson presented a Certificate of Appreciation to Ralph Danson, Immediate Past Chairman of the CSB. The certificate read "For his dedication and untiring attention to the Effectiveness of the Board and Concern for the Health of the Clients of Advantage Behavioral Health Systems" as Chairman of the Board from 2008 through 2009.

Ms. Vinson presented Employee Recognition Awards to:

Lynn Herndon, Office Administration Generalist, Walton Developmental Disabilities – Excellence in Administrative Support; and

Rosemaria Pope, Intake/Emergency Services – Commitment to Service Award

The recipients received a framed certificate and a small monetary award.

4.0 NEW BUSINESS

4.1 ADMINISTRATIVE REPORTS (Received in Board packages for review.)

4.1.1 Laurie Wilburn-Bailey, Clinical Director reported that Addictive Disease (AD) and Mental Health (MH) staff jointed to being implementation of Seeking Safety as an evidenced based model for substance abuse voluntary outpatient groups and for adult clients seeking mental health services in ABHS outpatient clinics. The initial training for the model hosted fourteen (14) employees from across the spectrum of services and included both licensed clinicians and paraprofessionals.

4.1.2 Ms. Bailey reported on the Martin Luther King Day Project. ABHS is signed up through Hands on Northeast Georgia, a program of Community Connection for recruiting volunteers to assist with projects. The volunteers painted the parking lot of the North Avenue facility and assisted with the Elberton project. Terry Hanson, Facility Maintenance for ABHS coordinated the projects.

4.1.3 Ms. Bailey reported on the Mental Health America Benefit, January 25-30, 2010. The movie "A Friend Indeed" will play at the Cine on January 28th at 7:00 p.m. and the Benefit Art Auction will be at the Cine on January 30th at 6:00 p.m.

4.1.4 Ms. Bailey reported that ABHS has entered a contract with Randy Flannigan to provide clinical supervision for four (4) staff members who are actively seeking their credential as a Certified Addictions Counselor (CAC-1). Mr. Flannigan is a former employee of ABHS and provides addictive disease services in the community of Elbert County.

4.1.5 Fred Eckhardt, Chief Operating Officer (COO) reported on the Utilization Management Utilization Review (UMUR) Department. Staff has expertise in requirements for payor sources for documentation and credentials for services rendered. They are constantly reviewing the documentation in Carelogic making sure that all components are in place for billing. Cynthia Darby is the Director of the UMUR Department.

4.1.6 Mr. Eckhardt reported on steps for improvement for treatment planning and program integrity. The treatment plan requires a lot of wordsmithing. Dr. Darden noted that Betsy Stewart, Adult MH Services

has developed a required training, 'Weaving the Thread' that teach all of the clinicians how to go from an assessment to a treatment plan through it being reflected in the progress notes. The program integrity is the component that reviews whether the program descriptions, staff ratio and staff credentials all meet the requirement of the Department.

4.1.7 Terry Frazier, Director of Human Resources reported on the Time and Attendance Program which is a web time tracking system for staff. The Transportation Program is utilizing the system; there is no date for it to be utilized agency wide.

4.1.8 Mr. Frazier noted that two (2) sessions of HIV/AIDS and Communicable Diseases Training was offered December 15th and January 12th wherein there was good staff participation; this training will be ongoing. Sherry Crader is the Training Coordinator. Mr. Frazier commended the ABHS staff for support during his time of bereavement.

4.1.9 Linda Hazinski, Ph.D., Developmental Disabilities, Residential & Day Services distributed a copy of the 'DDRS Progress Review' to the Board.

4.1.10 Dr. Hazinski reported that ABHS is in the process of discontinuing the provision of Community Living Supports (CLS) to twenty-one (21) consumers. The reason being is the reimbursement rate does not cover the cost for providing the services. CLS is services provided to clients who live in their homes and are most in need. Staff has met with the consumers and their families and has sent letters to the Regional Board and Support Coordination agencies to notify them of ABHS intentions to discontinue these services. Staff will work with the consumers, their families and the Support Coordinators in any way possible to help make a smooth transition between service providers. This will impact twenty-five (25) employees including twenty-three (23) full-time.

4.2 Ms. Bailey reported on the smoke-free environment for ABHS including all buildings and locations. Staff is in the process of compiling information regarding the financial cost and the health cost for smoking. All State employees and/or family members who are smokers are required to pay \$60 surcharge per month for health insurance. Staff is pursuing grants

and foundation funds to assist with the cost for patches, gum and smoking cessation programs. The Employee Assistance Program (EAP) will cover smoking cessation for employees and there is a lot of good information in the community for the clients. ABHS first step is have a plan in place, establish an official date for becoming a smoke-free campus, and then staff and clients will be provided a six (6) months notice. Board members raised concerns regarding the clients at the Miles Street Facility. Paul Roman, Morgan County CSB Representative suggested for the Director of the Miles Street Facility to review the specific recommendations about introducing smoking cessation in substance abuse facilities.

5.0 OLD BUSINESS

5.1 Ralph Danson, Immediate Past Chairman requested the Board's approval of the CEO contract dated July 2009 – June 2010. Dr. Darden and Mr. Danson reviewed the document and endorsed the same. They also reviewed the summary of the ratings compiled from the CEO evaluation. Dr. Davis requested that a copy of the ratings be provided to Board members for review. The Administrative Office will mail the report to the CSB.

6.0 BOARD REPORTS

6.1 New Committee Assignments – Ms. McDaniel provided an updated copy of committee assignments. She requested the Committee Chairpersons to identify if committee meetings are needed on a regular basis, monthly and/or quarterly to avoid scheduling conflicts and so that members may attend other committee meetings. She wants the committees to be more involved and submit reports for the Board to review. Ms. McDaniel made up notebooks for CSB to maintain information and she distributed a copy of the functions of the committees for review.

6.2 Finance Committee – Carter Smisson, Committee Chairman reported on the Independent Auditor's Summary for the fiscal year ended June 30, 2009. The audit was conducted by Robert Baker & Associates, Certified Public Accountants. The summary indicated that, "In our opinion, the

financial statements referred to above present fairly, in all materials respected, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the ABHS, as of June 30, 2009, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.” Larry Gabriel, Chief Financial Officer noted that Board members were provided two financial statements November and December 2009 for review. The committee reviewed the December statement in depth.

- 6.3** Membership & Nominations Committee – no report requiring an action. Board members addressed absenteeism and requested for the CSB Secretary to follow up Board members regarding his/her absentee.
- 6.4** Legislative Committee – no report requiring an action. Mary Gannon Gunn, Committee Chairperson noted that she will draft a report for presentation on how the legislative process operates for the purpose of familiarizing the Board. The report will be available in March. Pat Ellis, Jackson County CSB Representative requested a copy of the ‘Legislative Talking Point’s’ that were distributed to the CSB in November, 2009.
- 6.5** Bylaws and Policy Committee – Ms. Ellis, Committee Chairperson reported they met today and reviewed the 400 series of policies, Clinical Services; there were no corrections to the policies. The committee requested that the Board accept the report regarding the following policies:
 - 400.100** Clinical Services – Mission, Values, Philosophy Statements, Program Description & Eligibility
 - 400.110** Clinical Services – Outcome Indicators
 - 400.115** Clinical Services – Quality of Services
 - 400.120** Clinical Services – Accessibility
 - 400.145** Clinical Services – Planning List
 - 400.150** Clinical Services – Enrollment Documentation
 - 400.155** Clinical Services – Orientation for Clients
 - 400.156** Clinical Services – Denial of Routine Services for Refusal to Pay
 - 400.160** Clinical Services – Multilingual Documents
 - 400.180** Clinical Services – Team Interaction

400.200 Clinical Services – Protection and Promotion of Client Rights –
Local/Regional Advocacy Groups

400.204 Clinical Services – Consent of Recordings & Photographs

400.205 Clinical Services – Confidentiality of Information

400.215 Clinical Services – Discharge Planning

400.220 Clinical Services – Psychiatric/Substance Abuse Hospitalization

Ms. Ellis noted that the committee will begin to review the personnel policies particularly the ones with new revisions.

- 6.6** Rights of Persons Served Committee – Mr. Roman, Committee Chairman reported that the committee had a very productive meeting today. They reviewed fifty (50) incidents that occurred in late August 2009 through early December 2009; 70% of the incidents occurred in Project Grow and requested an investigation of the system due to the pattern of low level violence and repeated acts by the same individuals. They reviewed one (1) serious incident reported by a client experiencing chest pains, two (2) suicides and one (1) murder. They requested additional information regarding the reports at the next meeting and that actions steps be taken in regards to the reports reviewed.
- 6.7** Awards Committee – Ms. Vinson reported that the committee will communicate via the telephone until the time becomes necessary to meet as a group.
- 6.8** Ad Hoc Public Relations Committee – Ms. Villalta, Committee Chair person reported on the Mardi Gras Lunch featuring JazzChronic, February 7, 2010, 12:30 – 3:00 p.m. at the Foundry Park Inn/The Melting Point. The benefit is in support of Friends of Advantage (FOA). The CSB received a copy of the flyer for publication.
- 6.9** Ad Hoc Friends of Advantage Committee – Dr. Davis encouraged Board members to attend the Madri Gras event and/or make a donation to FOA. He briefly mentioned the event scheduled for March 28, 2010, High Noon Tea. They will be collecting gently used prom/formal dresses for a DRESS sale. Dr. Darden reported on the sponsors for the events and one of the largest is Athena Business Products. FOA had a good level of donations that people made ‘In Honor Of’ during the Christmas holidays and have

had a few donations made 'In Memory Of'. Ms. McDaniel distributed 'In Honor of' and 'In Memory Of' cards to the CSB for donations. Ms. Bailey reported on the Stadion Athens Classic at UGA-Tickets FORE Charity. UGA, Stadion Money Management and the PGA Tour are partnering to bring the Nationwide Tour to Athens in 2010. Ms. Bailey will provide additional information next month.

7.0 REPORTS FROM THE CSB DIRECTOR

- 7.1** Dr. Darden distributed an obituary for review of Jim Hudson. Mr. Hudson was a former member of the CSB representing Oconee County.
- 7.2** Dr. Darden reported on the death of Scott Bridges, contract worker for ABHS. Mr. Bridges was employed to assist with the renovation of the Elberton facility.
- 7.3** Dr. Darden noted that Central State Hospital (CSH) in Milledgeville will no longer provide mental health services. The Developmental Disabilities and Forensic Units will remain. The reason is due to the old facility and the cost to bring it up to standards. The funds will be used in Middle Georgia, the area CSH serves.
- 7.4** Dr. Darden reported that the Governor stated in his opening address to the Assembly that the Department of Behavioral Health (DBH) will receive additional funding. Most of the funding will be earmarked to bring the hospitals up to standard and Medicaid waivers for people with developmental disabilities.
- 7.5** Dr. Darden reported on legislation drafted by the Georgia Association of Community Service Board (GACSB). They are currently looking for someone to sponsor a bill that will make it explicit for CSBs to be healthcare providers as well as mental health providers. Dr. Darden reported on a bill that is asking for Crisis Stabilization Program (CSP) to be set by statute.
- 7.6** Dr. Darden reported that ABHS gave a holiday gift to staff. Staff received a \$25 Walmart Gift Certificate. Management received very good responses from staff in term of appreciation.

8.0 REPORTS FROM THE CSB CHAIRPERSON

- 8.1** Ms. McDaniel reported that Shirley Segars, Barrow County CSB Representative was not available to attend today's meeting due to surgery.
- 8.2** Ms. McDaniel distributed pictures of the new Milledge Avenue Facility.
- 8.3** Mr. Danson presented Dr. Darden a plaque signifying a token of the Board's appreciation. Although ABHS has endured a 14% budget cut for the last two (2) years, Dr. Darden, CEO, has: 1) exemplified compassion and sensitivity to keep morale of staff of over 400 at a high level; 2) provided clients of 10,000+ with continued quality service; 3) kept the organization in compliance with state regulations; 4) instituted innovative and workable ways to keep cost down and out of the red; and 5) demonstrated calm demeanor when faced with seemingly unsolvable challenges and is hereby highly commended for her professionalism, perseverance and dedication to the mission of ABHS. With no allowance for raises for staff members, she has requested that she not be further compensated this year and that her salary remain the same. The Board has recommended that we comply with her wishes. As recognition for her dedication to the mission of ABHS and the larger community and her compassion for humankind, the Board would like to present her a plaque signifying these much needed attributes in a time of uncertainty. It is just a token of our appreciation for her successful efforts. The plaque read, 'For excellence in Management by her dedication, sacrifice and perseverance in maintaining the same level of quality services to ABHS customers while keeping financial operations in the black'.

9.0 PUBLIC ACCESS

- 9.1** No one present to address the Board.

10.0 ADJOURNMENT

DATE

APPROVED BY: Melanie Villalta

SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: V. Kate McDaniel
CHAIR PERSON