



**Advantage Behavioral Health Systems
Community Service Board Recruitment Packet**



Dear prospective Board Member:

Thank you for your interest in serving as a Board Member of the Advantage Behavioral Health Community Service Board. Advantage has a distinguished history of providing mental health, addictive disease and developmental disability services in Northeast Georgia for over 40 years. Being a part of the Advantage governing body not only is a commitment to public service, but also is an opportunity to enjoy meaningful and rewarding service to those most vulnerable in our society.

To help you decide if a commitment to the Board is right for you, we have enclosed materials that we hope adequately explain a Board Member's responsibilities and duties.

If you have any questions, please contact me at (706) 549-6800 or our CEO, O. J. Booker at (706) 389-6789.

Again, welcome. I truly hope this information is helpful to you as you decide on commitment to service.

With warmest regards,

Doc Eldridge
Chairperson of Advantage
President, Athens Area Chamber of Commerce

MISSION

It is the mission of Advantage Behavioral Health Systems to provide person-centered community-based services and treatment to individuals and families experiencing mental illness, developmental disabilities, and addictions, by collaboratively using personal, community and organizational resources.

VISION

We at envision a community wherein people receive support in dealing with the effects of mental illness, developmental disabilities, and alcohol and other drug abuse.

VALUES

- **QUALITY**
 - We uphold high professional standards.
 - We practice continuous quality improvement.
- **RESPONSIBILITY**
 - We advocate for access to care for all people and support public efforts to fund services for vulnerable people who cannot pay. We believe that people served have personal responsibility as part of the interdisciplinary team; employees have personal responsibility for achieving the agency's mission. Employees and persons served must be given authority commensurate with their responsibilities.
- **GROWTH**
 - We believe all people should have opportunities for development at all stages of life, and we support learning that promotes healthy growth and well-being. We create a workplace that supports and nurtures employees.
- **PERSONS SERVED**
 - We help people in ways that uphold dignity and choice. We believe employment and meaningful activities are beneficial for all people.
- **COMMUNITY**
 - We believe community support is critical to our success, and we appreciate others who assist us in our mission. We believe the use of community-based family and family-like supports is the best way of helping people with problems caused by mental illness, developmental disabilities, alcohol and other drug abuse.

WEBSITE www.advantagebhs.org

The website of Advantage is a wealth of information about our services, locations, and much more. We strongly suggest you browse the site to learn more!

Portrait of Advantage

Advantage Behavioral Health Systems is a not-for-profit, public Community Service Board (CSB) providing mental health, addictive disease and developmental disability services to over 12,000 clients per year in 10 Georgia counties (Barrow, Clarke, Elbert, Greene, Jackson, Madison, Morgan, Oconee, Oglethorpe, and Walton). Advantage is an instrumentality of the State of Georgia and has one 501(c)3 subsidiary: the Friends of Advantage foundation.

Our CSB was born as the Northeast Georgia Center in 1972 when mental health became part of the Department of Human Resources. In 1994, HB 100 created Community Service Boards, and the Northeast Georgia Center became an independent, stand-alone company called Advantage. One of 26 CSBs across Georgia, Advantage has held great distinction for a number of years as one of the healthiest and most innovative CSBs in the State.

FY14 Financial results (Fiscal year ends June 30, 2014)

Fund Balance: approx. \$4.5M	Revenue	\$22,573,932
Cash on hand: approx. \$3.5M	Expense	\$22,937,852
Days cash on hand: approx. 57	Excess Rev over Exp	\$332,760
Current Ratio: 3.23		
Admin Expense as % of Total Expense: 12.19%		

Source of Funds:

Grant-in-aid	46.04%	Other Govt Funds	5.87%
Outpatient Medicaid	14.54%	Other	7.38%
Medicaid Waiver	21.48%	Total	100%
Other Federal Funds	4.68%		

Our 2014-2015 Strategic Direction will focus on four key areas:

1. Revenue Cycle improvement organization-wide
2. Emphasis, expansion and refinement of our Quality Management Plan
3. Assessment and restatement of the Mission, Vision, Values
4. Creation of a Strategic Marketing Plan

Concurrent projects include:

- Refinement and increase of integrated health activities
- Morgan County needs assessment
- Homeless Village and One-Stop-Shop construction
- Adaptation to fee-for-service reimbursement and implementation of SB 349

Time, attendance, participation

Expected participation

- Board meetings – one a month in Athens on the fourth Tuesday of the month. Usually no more than 1.5 hours.
- Committee meetings – Each Board member is expected to participate in or chair a committee. Usually no more than 1 – 1.5 hours, usually one meeting a month, more or less, depending on the committee. Some committees often meet right before the Board meetings, and some may elect to meet at ad hoc times in-person or by teleconference..
- Standing Committees
 - Rights of Persons Served
 - Finance
 - Recruitment and retention
 - Board education
 - Advocacy and awareness
 - Staff support and recognition
 - Bylaws and policies
- Association liaison – one Board Member is asked to be Advantage’s liaison to the Georgia Association of Community Service Boards, our state trade association.
- Officers – there are three: Chairperson, Vice Chairperson, Secretary.

Other opportunities

One of the aspects of Board-level service in an organization is direct participation and/or attendance in company-related events outside the Board Room. Some of the events are related to the financial, political, and operational wellbeing of Advantage, others are celebration or social events. While attendance is not required, we feel that the employees, clients and supporters of Advantage truly appreciate seeing our Board members take an active interest in the life of Advantage. Below are listed some examples:

- Annual GACSB Educational Exchange – the Georgia Association of Community Service Board’s annual convention. Advantage reserves attendance for a minimum of 5 Board members and 5 Executive Staff for this 3 day conference.
- Annual GACSB Retreat – this is the Association’s annual strategic planning retreat. The CEO and a Board Member from each CSB are strongly encouraged to attend.
- Annual Employee Appreciation Picnic – usually held in the fall of the year.
- Annual Meeting – A December joint celebration of the past year and our supporters hosted by the CSB and the Friends of Advantage Board.
- Friends of Advantage events
- Visits to local County Commission meetings
- Annual Association visits to the Capitol

Clinics/Facilities and Services:

Athens/Clarke:

- Athens-Clarke County Clinic (250 North Avenue)
Developmental Disabilities, Adult Mental Health, Residential Services, Intake Corporate Headquarters
- Miles Street (195 Miles Street)
Adult Addictive Diseases, Intensive Treatment Program, Assertive Community Team, Community Support Team, Crisis Stabilization
- South Milledge Clinic (2085 South Milledge Avenue)
Child & Adolescent Services, Adult Mental Health Day Programs, Residential Services, Community Employment
- Women's Services (115 Berlin Street)
Women's Recovery Residence, Intensive Outpatient
- Homeless Day Service Center (95 North Avenue)
Homeless Day Services

Barrow County:

- Barrow County Clinic (98 Lanthier Street, Winder)
Adult Mental Health, Outpatient Addictive Disease Services
- Barrow County Service Center - Custom Industries (115 Lanthier Street, Winder)
Developmental Disabilities

Elbert County:

- Elbert County Clinic (50 Chestnut Street, Elberton)
Adult Mental Health, Adult Day Services, Outpatient Addictive Disease Services
- Elbert County Service Center - Quality Community Services (50 Chestnut Street)
Developmental Disabilities

Greene County:

- Greene County Clinic (1040 Silver Road, Greensboro)
Adult Mental Health
- Greene-Oglethorpe Service Center - Gro Industries (1030 Silver Road, Greensboro)
Developmental Disabilities

Jackson County:

- Jackson County Clinic (383 General Jackson Drive, Jefferson)
Adult Mental Health, Outpatient Addictive Diseases, Adult Mental Health Day Program
- Jackson County Service Center - Jackson Creative (106 Industrial Parkway, Commerce)
Developmental Disabilities

Madison County:

- Madison County Service Center - Fine Finish (1430 Hwy. 98 West, Danielsville)
Developmental Disabilities

Walton County:

- Walton County Clinic (834 Hwy 11 South, Monroe)
Adult Mental Health, Outpatient Addictive Diseases, Adult Day Programs
- Walton-Morgan Service Center - Unlimited Services (226 Leroy Anderson Rd, Monroe)
Developmental Disabilities

Board Members and Key Staff

Board Members	
<u>County</u>	<u>Name</u>
ATHENS-CLARKE	Doc Eldridge (Chair)
BARROW	Shirley Segars
ELBERT	Mae Davis
GREENE	Vacant
JACKSON	Pat Ellis
MADISON	Mary Jo Matthews
MORGAN	Frusanna Hayes
OCONEE	Vacant
OGLETHORPE	Vacant
WALTON	Charles White
WALTON	Linda Vinson (Vice Chair)
Optional member	Vacant
Elected Official	Vacant
Elected Official	Vacant
Elected Official	Vacant

Key Staff	
Chief Executive Officer	Oliver J. ("O. J.") Booker
Chief Operating Officer	Sherrie Maxwell, SPHR
Chief Financial Officer	Steve Barber, CPA, FHFMA
Clinical Director	Laurie Wilburn Bailey, LPC
Director of Medical Services	Janice T. Callaway, Ph.D., Pharm.D.
Director of Developmental Disabilities	Barbara Geter, Ph.D., DDP
Quality Assurance Director	Elizabeth ("Betsy") Stewart, Ph.D.

Position Description

Position Title:

Community Service Board Member

Responsibilities of the Board of Directors

- Participate in developing the organization's mission and vision.
- Determine policies and procedures for the conduct of the organization.
- Determine Board goals and objectives and monitor their achievement.
- Ensure that the agency is operated in accordance with applicable laws and within the framework of its mission.
- Ensure the financial affairs of the CSB are conducted in a responsible manner and audited annually.
- Represent the viewpoints of the agency's constituents and serves as a liaison to the community.

Term of Office:

Three (3) years, unless elected to fill an unexpired term, with a maximum two (2) consecutive terms of office.

Responsible To:

Board Chairperson

Responsibilities of Individual Directors:

- Participate in all regular and called Board meetings and be accessible for personal contact in between board meetings.
- Prepare, in advance, for decision-making and policy formation at board meetings; take responsibility for self-education on the major issues before the board.
- Provide leadership to board committees. Each board director is expected to serve as an active, ongoing member of at least one committee, and if asked assume operational responsibility of one or more committees.
- Responsibly review and act upon committee recommendations brought to the board for action.
- Participate in the Board's self-evaluation and planning processes.
- Attend continuing education or training events related to board operations and disability services.
- Commit time to support of CSB social and fundraising functions.
- Expected, but not required, to support the Friends of Advantage Foundation with an annual personal financial contribution per fiscal year that is commensurate with the financial capacity of the Board member.
- Assist in the recruitment of future Board members.
- In general, utilize personal and professional skills, relationships and knowledge for the advancement of the CSB.