

Advantage
Behavioral Health Systems
MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE
DISEASES SERVICE BOARD MEETING #191
April 24, 2012

BOARD MEMBERS PRESENT

Katie McDaniel . Oconee
Pat Ellis . Jackson
Mae Davis . Elbert
Judy Spurgeon . Oglethorpe

R. Charles White . Walton
Mary Jo Matthews . Madison
Linda Vinson . Walton
Melanie Villalta - Athens-Clarke

BOARD MEMBERS ABSENT

Mary Gannon Gunn . Athens-Clarke
Dr. Paul Roman . Morgan (EX)
Lorraine Henderson . Greene
Vacant . Jackson

Shirley Segars . Barrow (EX)
Vacant . Barrow
Vacant . Athens-Clarke

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Cindy Darden
Brenda Smith
Barbara Geter
Michelle Creech
Art Davis
Jo Dowdy
Barbara Reid
Janice Callaway
Patricia Arnold

Matt Hurd
Cynthia Darby
O. J. Booker
Tammy Dalton
Laurie Wilburn Bailey
Shane Donaldson
Dustin Stewart
Tammy Jones
Leah Land

The meeting was opened by Melanie Villalta, Community Service Board (CSB) Chairperson.

1.0 ACTIONS

- 1.1** Motion to approve the agenda. Moved (Kate McDaniel); Seconded (Linda Vinson); Passed (Unanimously).
- 1.2** Motion to accept the minutes of the February 28, 2012 CSB Meeting. Moved (Pat Ellis); Seconded (Linda Vinson); Passed (Unanimously).
- 1.3** Motion to accept the minutes of the March 27, 2012 CSB Meeting. Moved (Kate McDaniel); Seconded (Mae Davis); Passed (Unanimously).
- 1.4** Motion to accept the approval of the nineteen (19) ABHS policies reviewed in March 2012. Moved (Pat Ellis); Passed (Unanimously).
- 1.5** Motion to accept the Bylaws and Policy Committee's approval of the twenty-five (25) policies reviewed regarding transportation, maintenance of the policy manual and utilization management/utilization review. Moved (Pat Ellis); Passed (Unanimously).
- 1.6** Motion to adjourn. Moved (Kate McDaniel); Seconded (Linda Vinson); Passed (Unanimously).

2.0 AWARDS PRESENTATION

- 2.1** Linda Vinson, Awards Chairperson presented CSB awards to the following staff: Commitment to Service Award . Shelter Plus Care Team (Jo Dowdy, Shane Donaldson, Tammy Jones, Patricia Arnold, Leah Land and Jonathan Lester); Excellence in Administrative Support . Dustin Stewart, Management Information Systems (MIS); and

Excellence in Management . Diana S. Brown, Jackson Creative. These awards are presented on a quarterly basis. The recipients received a framed certificate and a small monetary award.

3.0 REPORTS FROM THE CSB DIRECTOR

- 3.1** Dr. Darden updated on the Department of Behavioral Health Developmental Disabilities (DBHDD) Visit to ABHS on March 30th. Commissioner Frank Shelp, State, Regional and ABHS staff, Melanie Villalta, CSB Chairperson and Kate McDaniel, CSB Vice Chairperson participated in the DBHDD visit. The visits were tremendous including the Psychosocial Rehab Program, Peer and Recovery Specialists, Crisis Stabilization Unit, Intake and Emergency Services Unit, Addictive Diseases Program and the Residential Services Providers and three clients representing Women's Services. A presentation was conducted during lunch where there were guests from the community to discuss all the work ABHS does within the legal system, including two Judges and the Court Social Work Coordinator. Ms. McDaniel expressed enjoyment of the drug court presentation and requested attending a session. Laurie Wilburn Bailey, Clinical Director noted that the CSB may attend a session (a few members at a time) but notify her in advance of attendance.
- 3.2** Dr. Darden updated on the Department of Justice (DOJ) settlement agreement. The regions are required to conduct a gap analysis study which indicates service gaps throughout the regions. Dr. Darden feels that this analysis will bring additional services to the agency. Audrey Sumner, Regional Coordinator has requested plans for services. Ms. Bailey and staff will develop a plan for placing different and various services throughout the years.
- 3.3** Dr. Darden noted that ABHS belongs to the Athens Health Network group. The Athens Health Network consists of the health providers in Athens who works with the indigent.

4.0 NEW BUSINESS

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

- 4.1.1** Ms. Bailey reported that the Barrow County Drug Court 1st Graduation will be held May 2, 2012 at 6pm at the Courthouse, Winder, Georgia.
- 4.1.2** Ms. Bailey reported that ABHS was awarded a prevention grant and is one of the subgrantees focusing efforts in Commerce and Monroe. The goals of the grant are to reduce the early onset of alcohol use, reduce access to alcohol and binge drinking and reduce binge and heavy drinking.
- 4.1.3** Mr. Booker updated on telepsychiatry. ABHS is in the process of selecting video conferencing equipment to install at three (3) sites, Walton, Greene and Athens. The Medical Staff will review an existing operation of telepsychiatry on May 10th in Sandersville, Georgia.
- 4.1.4** Michelle Creech, Continuous Quality Improvement (CQI) distributed the Stakeholder Survey for strategic planning efforts. Feedback is due April 30th.
- 4.1.5** Barbara Geter, Ph.D., Developmental Disabilities reported that the home providers/subcontractors are utilizing the electronic health record system.
- 4.1.6** Dr. Darden reported that numerous candidates have been interviewed for the Human Resources Director.
- 4.1.7** Janice Callaway, Ph.D., Medical Services reported that ABHS is exploring Integrative Health initiatives. Dr. Dunston, Neighborhood Health Center has expressed a strong interest in placing an ABHS clinician at the site.

5.0 BOARD REPORTS

- 5.1** Finance Committee . Art Davis, Chief Financial Officer (CFO) presented the finance report including revenues and expenditures compared to budget period ended March 31, 2012.

- 5.2** Membership & Nominations Committee . Mae Davis, Chairperson reported that she, Ms. Villalta and McDaniel has been reappointed to serve three (3) years on the Board. She noted that correspondence has been sent to the Oglethorpe County Board of Commissioners requesting the reappointment of Judy Spurgeon. Ms. Spurgeon's term expires May 26, 2012. The Board has three (3) vacancies, Barrow, Clarke and Jackson counties. She is awaiting confirmation regarding the candidate for Barrow County. Ms. Villalta shared information received from Daniel Yearwood, Barrow County Board of Commissioner regarding the potential candidate. The candidate is the daughter of a Commissioner, however, another staff of ABHS is also the daughter of a Commissioner and that is not a conflict. He informed Ms. Villalta that if both Commissioners had to exempt themselves from voting, and, one additional Commissioner was absent, and if only one other present commissioner wanted to vote against us, we would lose the vote. He just wanted to make sure ABHS was aware of this issue. The Board agreed to move forward with the appointment. Ms. Davis will contact Lorraine Henderson, Greene County CSB Representative regarding absenteeism. An application has been sent to a potential candidate for the Athens-Clarke County position. Ms. Villalta requested that the Membership and the Bylaws and Policy Committees review the CSB Bylaws regarding absenteeism and update next month.
- 5.3** Legislative Committee . no report requiring an action.
- 5.4** Bylaws and Policy Committee . Pat Ellis, Chairperson reported that the committee met today and reviewed twenty-five (25) policies including transportation, maintenance of the policy manual and the utilization management/utilization review:
- 1200.110 Transportation . Fleet Operations
 - 1200.111 Transportation . Vehicle Identification
 - 1200.112 Transportation . Vehicle Control and Use
 - 1200.113 Transportation . Insurance
 - 1200.114 Transportation . Vehicle Accident Reporting
 - 1200.115 Transportation . DHS Vehicle Use (Authorized and Unauthorized)
 - 1200.116 Transportation . Vehicle Maintenance and Repair
 - 1200.117 Transportation . Vehicle Requirements (DHS and Non-DHS Vehicles)
 - 1200.118 Transportation . Vehicle Inspections
 - 1200.120 Transportation . Minimum Requirements for Vehicle Operators
 - 1200.121 Transportation . Driver Requirements . Driver Qualifications
 - 1200.122 Transportation . Drive Requirements . Drug and Alcohol
 - 1200.123 Transportation . Drive Requirements . Criminal History and Background Checks
 - 1200.124 Transportation . Drive Requirements . Driver Qualifications File
 - 1200.125 Transportation . Drive Requirements . Driver Training
 - 1200.126 Transportation . Drive Requirements . Driver Responsibilities Related to Law
 - 1200.127 Transportation . Drive Requirements . Driver Responsibilities Related to Service Delivery and Safety
 - 1200.130 Transportation . Passenger Safety
 - 1200.140 Transportation . Vehicle Maintenance
 - 1200.145 Transportation . Fuel Card Program and Fueling Vehicles
 - 1200.150 Transportation . Clients in Wheelchairs
 - 1200.151 Transportation . internal Review . Monitoring and Inspections
 - 1200.155 Transportation . External Review . Monitoring and Inspections
 - 1200.160 Transportation . Driver Responsibilities
 - 1200.165 Transportation . Vehicle Replacement
 - 1300.100 Maintenance of Policy Manual
 - 1300.120 Maintenance of Policy Manual . Review and Approval of Agency Policy and Procedures
 - 1400.100 Utilization Management/Utilization Review . Utilization Management
 - 1400.050 Utilization Management/Utilization Review . Overview
- 5.5** Rights of Persons Served Committee . Mary Jo Matthews, Madison County CSB Representative reported the committee met today. They reviewed thirty-two (32)

incidents that occurred in October 2011. There were twenty-five (25) serious, five (5) critical and two (2) minor.

5.6 Ad Hoc Public Relations Committee . no report requiring an action.

5.7 Ad Hoc Friends of Advantage Committee . Tammy Dalton, Communications and Outreach Coordinator reported on the adDRESS A Need Projects with a profit of \$26,000 this year. An Afternoon Teaqis tentatively scheduled for August 11, 2012. The Cruisin and Children Carnivalqwill be held October 27, 2012. She noted that May 6-12, 2012 is National Nurses Week. A flyer has been created and was shared with the Board detailing how to thank a nurse who has touched your life. Donations will be accepted through FOA and all proceeds will be earmarked for the Medical Department client needs. Dr. Darden and Oliver J. Booker, Chief Operating Officer (COO) approved the recognition of all ABHS Administrative Assistants through Customer Service; a flyer has been developed and will be distributed. Ms. Ellis, Jackson County CSB Representative distributed and updated on the Car & Truck Show, April 28, 2012, Commerce, Georgia. The benefit is earmarked for Jackson Creative and is sponsored by Jackson County APDD and FOA.

5.8 CSB Association Update . Ms. McDaniel reported that she and Dr. Darden are scheduled to attend the Annual Meeting, May 9-11, 2012, Dublin, Georgia.

6.0 REPORTS FROM THE CSB CHAIRPERSON

6.1 Ms. Villalta recognized Brenda Smith, Administrative Assistant for Administrative Assistant Day, April 25th.

6.2 Ms. Villalta encouraged participation at the CSB Workday, May 1, 2012, 10:00 . 2:00 pm, Training Room. Dr. Thomas Holland will present on Board Training. CSB will be focusing on goals for strategic planning.

6.3 Board members were provided copies of the ABHS Board Assessment and the ABHS Self-Assessment for Board Members. The documents need to be completed and submitted to the Administrative Office by May 1, 2012.

7.0 PUBLIC ACCESS

7.1 No one present to address the Board.

8.0 ADJOURNMENT

DATE

APPROVED BY: Judy Spurgeon
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: Melanie Villalta
CHAIR PERSON