

Advantage
Behavioral Health Systems
MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE
DISEASES SERVICE BOARD MEETING #201
April 23, 2013

BOARD MEMBERS PRESENT

Mae Davis . Elbert	Judy Spurgeon . Oglethorpe
Melanie Villalta - Athens-Clarke	Valencia B. Riden . Barrow
Pat Ellis . Jackson	Doc Eldridge . Athens-Clarke
Linda Vinson . Walton	Mary Jo Matthews . Madison

BOARD MEMBERS ABSENT

R. Charles White . Walton (EX)	Dr. Paul Roman . Morgan (EX)
Shirley Segars . Barrow (EX)	Vacant . Greene
Vacant . Athens-Clarke	Vacant . Oconee
Vacant . Jackson	

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Cindy Darden	Brenda Smith
Art Davis	Rosalind Parks
Sherrie Maxwell	O. J. Booker
Janice Callaway	Laurie W. Bailey
Tarin Tripp	Tony Sanchez
Catherine Clayton	Sharon Williams
Tammy Dalton	Glenda Johnson
Michael Hightower	Nan Cooley
Melanie Hopp	Sarah Addison
Terri Weimorts	Carey Parrott

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

1.0 ACTIONS

- 1.1** Motion to approve the agenda as amended. Moved (Mary Jo Matthews); Seconded (Mae Davis); Passed (Unanimously).
- 1.2** Motion to accept the minutes of the March 23, 2013 CSB Meeting. Moved (Doc Eldridge); Seconded (Mae Davis); Passed (Unanimously).
- 1.3** Motion to approve the Bylaws and Policy Committee review and recommendations of the ABHS policies (See Board Reports 6.4). Moved (Pat Ellis); Seconded (Mary Jo Matthews); Passed (Unanimously).
- 1.4** Motion to adjourn. Moved (Linda Vinson); Passed (Unanimously).

2.0 PRESENTATION

- 2.1** Terri Weimorts, Supervisor for the Addiction and Residential Programs distributed and gave a brief overview of the Georgia Certified Addiction Recovery Empowerment Specialist (CARES). The mission of the Georgia CARES[®] is to promote long-term recovery from substance abuse disorders by providing experienced peer support and advocating for self-directed care. The CARES vision statement is %We envision a recovery-oriented system of care that supports self-directed pathways to recovery by building on the strengths and resilience of individuals, families and communities.+ Ms. Weimorts introduced the CARES Specialists including Tony Sanchez, Team Leader, Peer Recovery Program, Sharon Williams, Peer Recovery Program and Case Manager for the Family Dependency Court, Catherine Clayton, Team Leader, Psychosocial

Rehabilitation Program, Melanie Hopp, Operations Staff, Recovery Partners, Michael Hightower, Mental Health Residential Program, Glenda Johnson, Peer Recovery Program, Carey Parrot, Intensive Residential Program and OJ Booker, Chief Operating Officer. Staff presented testimonies and how they provide recovery peer support services to ABHS clients.

3.0 REPORT FROM CSB DIRECTOR

- 3.1 Dr. Darden reported staff is persistently working on ABHS finances. Staff is currently looking into different ways to structure the Out-patient Clinic operations to reduce cost and how to reduce the cost in the Medical Department. The Board will be updated on the reorganizations when the details are more specific.
- 3.2 Dr. Darden reported that the CSB Association meets bi-monthly with Commissioner Frank Berry. She is the Chairperson of the Chief Executive Officer (CEO) Interest Group and is in attendance at the meetings. She noted that Commissioner Berry reported that after a CSB has sixty (60) days of cash on hand, the excess funds should be reinvested, i.e., used for services, purchasing facilities for services. Dr. Darden shared the Commissioner's compliment regarding ABHS, "Gindy I know if I ask Advantage to do something, that you all will do everything in your power to do it. I don't feel that way about all of the CSBs."
- 3.3 Dr. Darden announced her retirement, November 15, 2013 and thanked the Board for their positive reactions. The Board was provided a copy of the resignation letter prior to the meeting.
- 3.4 Dr. Darden updated on "The Anonymous People" which is a documentary film about the 23.5 million Americans living in long-term recovery. The film will debut May 2, 2013 at The Morton Theatre, Athens, Georgia.

4.0 NEW BUSINESS

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

- 4.1.1 Laurie Bailey, Clinical Director reported that the Jackson County Clinic is offering the Department of Juvenile Justice (DJJ) office space which has increased referrals for services. A twelve (12) week intervention program has been developed for adolescents and substance-related charges, which DJJ has mandated as part of their probation.
 - 4.1.2 O.J. Booker, Chief Operating Officer (COO) reported on the SAGE 100 accounting software. ABHS current accounting software has remained unchanged since the late 90's. By replacing the current software to SAGE 100, staff will have future options to import/export data more easily, allow budget managers to review their data in real time, expand reporting capabilities and have some integration with billing and payroll. The estimated savings are \$50,000 to \$75,000 over a 5 year period. The goal is to go live in October 2013.
 - 4.1.3 Mr. Booker reported that staff's pay period will be changed from once a month to bi-weekly every other Friday effective May 17, 2013.
 - 4.1.4 Mr. Booker noted that Katie Miller, LCSW, accepted the Director of Clinic Operations position. She will be responsible for the day to day functions in the Behavioral Health Clinics including the revenue cycle.
 - 4.1.5 Linda Vinson, Walton County CSB Representative questioned the reason for losing some of the Waiver clients. Rosalind Parks, Assistant DD Director reported the reasons for losing those clients were due to change in service providers and relocation.
 - 4.1.6 Dr. Darden introduced Sarah Addison, Quality Assurance Director. The Continuous Quality Improvement Department (CQI) was merged with the Utilization Management/Utilization Review (UMUR) Department into a new Quality Assurance (QA) Department, effective April 1, 2013.
- 4.2 Ms. Villalta reported on creating a Search Committee for the purpose of recruiting for a new CEO. The following Board members agreed to serve on the committee: Judy Spurgeon, Linda Vinson, Mary Jo Matthews and Mae Davis. Sherrie Maxwell, Human

Resources Director agreed to work with the committee. Interested in-house candidates may contact Dr. Darden and/or Ms. Villalta. Pat Ellis, Jackson County CSB Representative suggested consulting with Michael Daniel, agency attorney for legal issues regarding the recruitment process.

- 4.3** Ms. Villalta reported on the 2014 Slate of Officers. The Recruitment and Retention Work Group will present the potential officers at the next meeting and vote on the slate at the June meeting. Board members may contact Mae Davis with nominations for potential officers. This topic will be further addressed at the CSB Work Day.

5.0 OLD BUSINESS

- 5.1** Ms. Villalta requested planning a CSB Work Day; the Board agreed to Tuesday, May 14th, 1-5:00 pm. She encouraged participation.

6.0 BOARD REPORTS

- 6.1** Finance Work Group . Art Davis, Chief Financial Officer (CFO) presented the revenues and expenditures compared to the budget period ending March 31, 2013. ABHS currently has fifty-four (54) days of cash on hand.

- 6.2** Recruitment & Retention Work Group . Ms. Davis, Chairperson reported that the Oconee County Commissioners have advertised for a candidate and there is a person interested in the position. Information has been sent to the candidate for review. Ms. Ellis requested a copy of the Oconee County recruitment announcement for review and to possibly share with the Jackson County Commissioners for expediting their recruitment process. Ms. Davis will follow up. Paul Roman, Morgan County CSB Representative resigned his position immediately. Ms. Matthews suggested contacting the University of Georgia for recommending a candidate. Ms. Villalta reported that she has contacted and provided information to possible candidates for the Athens-Clarke County and public relation positions. She noted that training for new board members will be discussed at the CSB Work Day.

- 6.3** Advocacy & Awareness Work Group . no report requiring an action.

- 6.4** Bylaws and Policy Work Group . Pat Ellis, Chairperson reported she met today with Ms. Addison and they reviewed the following policies regarding the organizational principles and leadership:

100.270 Organizational Principles and Leadership: Governing Body . Input from Clients

100.280 Organizational Principles and Leadership: Governing Body . Employee Conflict Of Interest

- 6.5** Rights of Persons Served Work Group . Lynn Riden, Workgroup Member reported the committee reviewed twenty-three (3) incidents reports that occurred in August and September 2012. Ms. Davis noted that next month the Workgroup will review the deaths and suicide which occurred in those months.

- 6.6** Board Education & Planning Work Group . C.A.R.E.S. presentation was conducted today.

- 6.7** Ad Hoc Friends of Advantage Committee . Tammy Dalton, Communications and Outreach Coordinator reported on the adDRESS A Need fundraiser. They profited \$3000 at the sale held in Monroe, Georgia. The proceeds will benefit the Crisis Stabilization Unit (CSU), Unlimited Services, DD Program, Monroe, Georgia and the Walton PSR Group. The CSU profited \$20,000 from the 2013 Designer Challenge and adDRESS A Need fundraisers. Janice Callaway, Ph.D., Medical Department has requested that the 2014 fundraisers be earmarked for the CSU. Ms. Dalton reported that the Afternoon Tea is tentatively scheduled for August 10th at the Boutier Winery and Vineyard, Danielsville, Georgia.

- 6.8** Staff Support Work Group . Ms. Vinson reported that the Workgroup has not received nominations for the quarterly awards since October 2012. Information has been distributed requesting nominations for the awards, but no response. Dr. Darden will follow up.

- 6.9** CSB Association Update . Dr. Darden reported on the CSB Association Retreat, May 8-9, 2013, Dublin, Georgia; she, Mr. Booker and Ms. Davis will attend the event. Commissioner Berry will address the future visions for CSBs. The State of Georgia

distributed a Request for Proposal (RFP) for Mobile Crisis Teams. The CSBs in the all six (6) regions applied to provide mobile crisis services for mental health, however the CSBs were not awarded the bid. The bid was given to Behavioral Health Link (BHL) and Benchmark, which is an out of state firm that has a few crisis homes for DD in Georgia. The Commissioner has scheduled a meeting for next week to address the RFP process for the mobile crisis.

7.0 REPORTS FROM THE CSB CHAIRPERSON

- 7.1** Ms. Villalta reported that an Executive Team will be appointed and the CSB committees will be structured. This arrangement will be further addressed at the CSB Work Day.
- 7.2** Board members were provided the Code of Ethics and Conflict of Interest statements for signature. It is mandatory that these documents be signed on a yearly basis. Board members were asked to sign the documents and return to the Administrative Office.
- 7.3** Board members were provided the ABHS Self-Assessment for Board Members and the ABHS Board Assessment. Board members were asked to complete the assessments and return to the Administrative Office. The results will be addressed at the June CSB meeting.

8.0 PUBLIC ACCESS

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

9.0 ADJOURNMENT

DATE

APPROVED BY: Judy Spurgeon
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: Melanie Villalta
CHAIR PERSON