

Advantage
Behavioral Health Systems
**MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE
DISEASES SERVICE BOARD MEETING #212**
April 22, 2014

BOARD MEMBERS PRESENT

Frusanna Hayes . Morgan
Melanie Villalta - Athens-Clarke
Pat Ellis . Jackson
Dennise Grayson . Oconee

Linda Vinson . Walton
Mary Jo Matthews . Madison
R. Charles White . Walton

BOARD MEMBERS ABSENT

Valencia B. Riden . Barrow (EX)
Shirley Segars . Barrow (EX)
Vacant . Oglethorpe
Vacant . Greene

Mae Davis . Elbert (EX)
Doc Eldridge . Athens-Clarke (EX)
Vacant . Jackson
Vacant . Athens-Clarke

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

O. J. Booker
Janice Callaway
Sherrie Maxwell
Tammy Dalton
Barbara Geter
Jocelyn Lang
Rosalind Parks
Melodi Ford
Julia Evelyn Hanes
Theresa Davis

Nicoloette Tobin
Steve Barber
Richard Cereneche
Art Davis
Laurie Wilburn Bailey
Steve Williams
Paula Andrew
Tarin Tripp
Floresa Grimes
Ryan Halsey

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

1.0 ACTIONS

- 1.1** Motion to approve the agenda. Moved (Dennise Grayson); Seconded (Linda Vinson); Passed (Unanimously).
- 1.2** Motion to accept the minutes of the March 25, 2014 CSB Meeting. Moved (Linda Vinson); Seconded (Dennise Grayson); Passed (Unanimously).
- 1.3** Motion to accept the recommendation of the Bylaws and Policy Workgroup to accept the ABHS policies as written (see Board Reports 7.4). Moved (Pat Ellis); Seconded (Mary Jo Matthews); Passed (Unanimously).
- 1.4** Motion to adjourn. Moved (Mary Jo Matthews); Passed (Unanimously).

2.0 CSB EMPLOYEE AWARDS

- 2.1** Linda Vinson, Chairperson, Staff Development Workgroup presented the quarterly awards to the following staff: Gone the Extra Mile Award . Richard Cereneche, RN, Crisis Stabilization Unit (CSU); Going Above and Beyond Award . Jocelyn Lang, Homeless Day Service Center (HDSC); and Made It Happen Award . Melodie Ford, Walton County Clinic. These awards are presented on a quarterly basis and each

recipient receives a framed certificate, a small monetary gift and recognition at the CSB meeting.

- 2.2** Ms. Vinson presented a plaque to Floresa Goldwire-Grimes. Ms. Grimes started her employment career in the Savannah area. By the time she reached Athens, she was well on her way to becoming one of the few true Residential Services Supervisors. She came to work when the agency was known as the Northeast Georgia Mental Health, Mental Retardation and Substance Abuse Center in Monroe Georgia Independent Group Residence (IGR). IGR was the residential site for six (6) women approximately 25 years ago. Ms. Grimes retired from the Advantage Developmental Disabilities Program with twenty-five (25) years of dedicated services on February 28th.

3.0 PRESENTATION – CSB 101

- 3.1** Mr. Booker presented on Where Health Meets Hope. The report contains information regarding the CSB, System of Care, regions within the Department of Behavioral Health Developmental Disabilities (DBHDD), funding and service provisions. The evolution of the CSB system began in 1972 as part of the Department of Human Resources (DHR); in 1994 HB 100 created the CSBs; in 2002 the CSBs was legally defined as instrumentalities of the State; and in 2009 HB 228 created the DBHDD.

4.0 REPORTS FROM CSB DIRECTOR

- 4.1** Mr. Booker reported that he and Frusanna Hayes, Morgan County CSB Representative attended the Morgan County Commissioners work session on April 15th. They presented on what Advantage is, and an image of service delivery to Morgan clients. The purpose was to ask the Commissioners approval for conducting a needs assessment for Morgan County. The Commissioners asked Mr. Booker to attend their regular meeting on May 6th to publicly endorse the request.

5.0 NEW BUSINESS

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

- 5.1.1** Elizabeth Stewart, Ph.D., Quality Assurance reported that staff is continuing to prepare for the Commission on Accreditation of Rehabilitation Facilities (CARF). She has submitted an Intent to Survey and for the most part, completed the first round of Mock Surveys at the service sites and continues to work on program/site/department preparation questions.
- 5.1.2** Board members were provided a quarterly report for the Medical Services highlighting the Crisis Stabilization Unit (CSU). It gave a snapshot of the gender and type of presentation by clients to the unit, the average length of stay, number of re-admissions to the unit, and the number of clients from the counties served. Mr. Cereneche reported on the percentage of re-admissions to the Unit which includes 6-7 clients, 4-5 times in six (6) months or 2-3 times in a year. A Board member questioned why clients are sometimes referred to Athens Regional Medical Center (ARMC) versus the CSU. Dr. Callaway responded the reason for the referral to ARMC vs. CSU may be for medical clearance.
- 5.1.3** Paula Andrew, Program Manager, Walton DD, updated on services being provided at Unlimited Services. Staff is currently working with several individuals diagnosed on the Autism Spectrum. Staff is working closely with Carolyn Stephens, BCBA to assist with individuals needing behavioral support plans and working with individuals with several self-injurious behaviors. Ms. Andrew has submitted one (1) exceptional rate to the region and is working on two (2) more for individuals needing enhanced supports. Staff is working together with the community to have volunteer sites, employment, building natural supports and a true sense of community for the individuals served.

6.0 OLD BUSINESS

6.1 No business to report at this time.

7.0 BOARD REPORTS

- 7.1** Finance Work Group . Mr. Davis reported on the statement of revenues and expenditures for the period ended March 31, 2014 with 75.0% of the fiscal year expired. Currently, ABHS has 56.28 days of cash on hand.
- 7.2** Recruitment & Retention Work Group . no report requiring an action. The CSB 101 Where Health Meets Hope presentation will be included in the new Board members orientation guide.
- 7.3** Advocacy & Awareness Work Group . Mary Jo Matthews, Work Group Chairperson recommended polling the politicians in the 10-county area on whether ABHS is hands on helping people. Ms. Villalta suggested for her to follow up with Doc Eldridge, Athens-Clarke County CSB Representative requesting input for obtaining the information.
- 7.4** Bylaws and Policy Work Group . Pat Ellis, Chairperson reported that the workgroup met via a conference call and reviewed the following policies:
- 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 Inspection
 - 1200.120 Transportation . Minimum Requirements for Vehicle Operators
 - 1200.121 Transportation . Driver Requirements . Driver Qualifications
 - 1200.122 Transportation . Driver Requirements . Drug and Alcohol Testing Requirement
 - 1200.123 Transportation . Driver Requirements . Criminal History and Background Checks
 - 1200.124 Transportation . Driver Requirements . Driver Qualifications File
 - 1200.125 Transportation . Driver Requirements . Driver Training
 - 1200.126 Transportation . Driver Requirements . Driver Responsibilities Related to Law
 - 1200.127 Transportation . Driver 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 the Policy Manual
 - 1300.120 Maintenance of the Policy Manual . Review and Approval of Agency Policy And Procedures

Mr. Booker reported Governor Nathan Deal endorsed the Senate Bill 349 implementing the required changes to the CSB membership effective April 16, 2014. The Georgia Association of Community Service Boards (GACSB) will assist the governing board members and Executive Directors in assessing the impact of the legislation on membership of their governing boards and the powers, authority, duties and functions of their community service boards.

Ms. Ellis noted that Board Assessment and Board Member Self-Assessment surveys are due in April. Board members will be provided these documents with a deadline of May 27th for completion and return to the Administrative Office.

Ms. Ellis noted that Jackson Creative is in need of a lift van for transporting clients who are wheelchair bound. Ms. Andrew noted that the Department of Human Services (DHS) Transportation would assist in emergency situations and recommended contacting Peggy Hackett.

- 7.5 Rights of Persons Served Work Group . Ms. Hayes distributed the 3rd Quarter FY14 Critical Incidents Report for review. The subcommittee is in the process of transitioning from a committee %ocused on the past+ to a one %ocused on the future.+ The new approach shifts the focus to an analysis of all of the data that has been collected. She highlighted on the Corrective Action Plans (CAP), Safety Plans and Investigations about suicides. Staff has already started addressing suicides and suicide attempts by having had several conversations with the Suicide Prevention Coordinator for the DBHDD.
- 7.6 Board Education & Planning Work Group . Charles White, Workgroup Chairman noted that the Medical Assistance Program (MAP) will present at the next meeting.
- 7.7 Ad Hoc Friends of Advantage Committee . Tammy Dalton shared with the Board the FOA Annual Gift Campaign Letter. The purpose for this campaign is to educate the community and requests donations. FOA next upcoming event is the Afternoon Tea with Friendsq August 16th, Commerce Civic Center. Ms. Dalton noted that FOA is working on a possible partnership with the Morton Theatre for the 2015 Designerø Challenge.
- 7.8 Staff Support Work Group . (see 2.0 CSB Employee Awards)
- 7.9 CSB Association Update . The Association is hosting their Annual Board Retreat May 15-16, 2014 in Dublin, Georgia. Mae Davis and Frusanna Hayes will be in attendance.

8.0 REPORTS FROM THE CSB CHAIRPERSON

- 8.1 Ms. Villalta noted that she will be considering actions/updates for the 2015 CSB Strategic Plan. She requested identifying and nominating the 2015 CSB Officers in May for the reason being the terms begin July 1, 2014.

9.0 PUBLIC ACCESS

- 9.1 No one present to address the Board.

10.0 ADJOURNMENT

DATE

APPROVED BY: Dennise Grayson
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: Melanie Villalta
CHAIR PERSON