

**Advantage**  
**Behavioral Health Systems**  
**MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE**  
**DISEASES SERVICE BOARD MEETING #205**  
**August 27, 2013**

**BOARD MEMBERS PRESENT**

Shirley Segars . Barrow  
Melanie Villalta - Athens-Clarke  
Pat Ellis . Jackson  
Mae Davis . Elbert

Doc Eldridge . Athens-Clarke  
Frusanna Hayes . Morgan  
Dennise Grayson . Oconee  
Mary Jo Matthews . Madison

**BOARD MEMBERS ABSENT**

Linda Vinson . Walton (EX)  
R. Charles White . Walton (EX)  
Vacant . Greene  
Vacant . Oglethorpe

Valencia B. Riden . Barrow  
Vacant . Jackson  
Vacant . Athens-Clarke

**ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT**

Cindy Darden  
Art Davis  
Sherrie Maxwell  
Tammy Dalton  
Terri Weimorts  
Laurie Bailey  
Barbara Geter

Brenda Smith  
Janice Callaway  
O. J. Booker  
Sarah Addison  
Evan Mills  
Rosalind Parks

**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 (Doc Eldridge); Seconded (Mary Jo Matthews); Passed (Unanimously).
- 1.2** Motion to accept the minutes of the July 23, 2013 CSB Meeting. Moved (Shirley Segars); Seconded (Mae Davis); Passed (Unanimously).
- 1.3** Motion to accept the executive session to discuss or deliberate upon the appointment, employment, compensation and hiring of an Authority Officer and/or employee. Moved (Doc Eldridge); Seconded (Shirley Segars); Passed (Unanimously).
- 1.4** Motion to return to the open session of the meeting. Moved (Mary Jo Matthews); Seconded (Mae Davis); Passed (Unanimously).
- 1.5** Motion to approve the plan regarding the September 1<sup>st</sup> pay incentive effective the mid pay period dated September 20, 2013. Moved (Pat Ellis); Seconded (Mae Davis); Passed (Unanimously)
- 1.6** Motion to allocate funds from the CSB budget for the planning and preparation of the CSB Annual Dinner. Moved (Pat Ellis); Seconded (Dennise Grayson); Passed (Unanimously).
- 1.7** Motion to accept the Bylaws and Policy Work Group recommendation that the policies be approved. Moved (Pat Ellis); Seconded (Mae Davis); Passed (Unanimously).
- 1.8** Motion to adjourn. Moved (Linda Vinson); Passed (Unanimously).

## **2.0 OATH OF OFFICE**

- 2.1** Mae Davis, Recruitment and Retention Chair Person swore in the 2014 CSB Officers: Melanie Villalta, Chair Person; Doc Eldridge, Vice Chairman; and Dennise Grayson, Secretary.

## **3.0 EXECUTIVE SESSION**

- 3.1** Board members discussed the appointment of the Chief Executive Officer's position and a pay incentive plan for ABHS staff; no actions were made. In attendance were board members, Dr. Darden and Sherrie Maxwell, Director, Human Resources Department.

## **4.0 REPORT FROM CSB DIRECTOR**

- 4.1** Dr. Darden updated that the CSB agreed to conduct a facility inspection for all ABHS sites by October 2013. She distributed the Facility Review Form and requested the board members to identify the site he/she wants to review.

## **5.0 NEW BUSINESS**

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

- 5.1.1** O. J. Booker, Chief Operating Officer (COO) reported that SAGE is operational and running. SAGE is an accounting system that was purchased for the Business Office.
- 5.1.2** Mr. Booker noted that the Elbert County Facility is getting a few upgrades including a new roof and flooring.
- 5.1.3** Mr. Booker reported on the Behavioral Health audit which was conducted by APS on August 12 . 15 wherein fifty (50) random charts were reviewed for ABHS Core/Outpatient programs and the Assertive Community Treatment (ACT) program. The overall score was 91%. He commended Sarah Addison, Quality Assurance and staff who provides excellent care to ABHS clients and the internal auditors who work diligently to provide consultation on documentation and other best practice to meet the requirements.
- 5.1.4** Mr. Booker updated on Enlighten Analytics which is a software system designed to provide management with relevant and complete business intelligence on ABHS outpatient mental health and addictive disease services. Trainings for the system was conducted last week, with two (2) more scheduled sessions. A presentation will provided for the Board at a later date.
- 5.1.5** Rosalind Parks, Developmental Disabilities reported that ABHS currently has eighteen (18) staff members who are Direct Support Professionals (DSPs). The DSP classes are offered at Athens Technical College.
- 5.2** Ms. Villalta updated on the CSB Work Group Structure. She requested Board members to identify which group he/she would be interested in being assigned to. She will finalize the appointments and provide the updated list to Board members.
- 5.3** Ms. Villalta reported on the 2013 CSB and Friends of Advantage (FOA) Annual Dinner. Tammy Dalton, FOA noted that she plans to schedule an appointment with the Country Inn and Suite, Athens, Georgia to tour their conference room as a possible venue for the event. She and Ms. Villalta came up with tentative dates based on the availability of the caterer and the facility for December 3, 5, or 12<sup>th</sup>; she asked the Board for feedback. The Board agreed on scheduling the event on December 3, 2013.

## **6.0 OLD BUSINESS**

- 6.1** Ms. Villalta updated on the CSB Work Day, September 10, 2013. The agenda will consist of the review of incident reports, CSB membership and FOA educational presentation. Information for review will be provided prior to the Work Day.
- 6.2** Ms. Villalta updated on the Georgia Association Annual Educational Exchange, October 20-22, 2013, Savannah, Georgia. Board members were provided the agenda and encouraged to participate. Ms. Villalta noted that all expenses will be paid by ABHS.

## **7.0 BOARD REPORTS**

- 7.1** Finance Work Group . Art Davis, CFO presented the revenues and expenditures compared to the budget period ending July 31, 2013.
- 7.2** Recruitment & Retention Work Group . no report requiring an action.
- 7.3** Advocacy & Awareness Work Group . no report requiring an action. Mary Jo Matthews, Madison County CSB Representative agreed to chair the Work Group.
- 7.4** Bylaws and Policy Work Group . Pat Ellis, Chairperson reported that the workgroup met via conference call and reviewed the following policies:
  - 400.100 Clinical Services . Mission & Values Statement
  - 400.110 Clinical Services . Outcome Indicators
  - 400.115 Clinical Services . Quality of Services
  - 400.117 Clinical Services . Credentialing (Attachments 1 & 2)
  - 400.118 Clinical Services . Clinical Supervision
  - 400.120 Clinical Services . Accessibility
  - 400.130 Clinical Services . Hours of Operation
  - 400.145 Clinical Services . Planning List
  - 400.150 Clinical Services . Enrollment Documentation
  - 400.155 Clinical Services . Orientation of Persons Served
  - 400.156 Clinical Services . Denial of Services (Attachment 1)
- 7.5** Rights of Persons Served Work Group . Ms. Davis, Chairperson reported that she met with Tarin Tripp, Risk Manager and reviewed incidents which occurred in October and November 2012. There was a total of twenty-seven (27) incidents including twelve (12) serious, nine (9) minor and six (6) critical.
- 7.6** Board Education & Planning Work Group . no report requiring an action.
- 7.7** Ad Hoc Friends of Advantage Committee . Ms. Dalton reported that John Knowlton, Consultant presented a Leadership Training on August 22-23, 2013; in attendance were ABHS staff, Ms. Villalta, and FOA Officers. FOA will be hosting The Employee Campaign with a target date for implementation April/May 2014. Ms. Dalton noted that the Cruising and Children Carnival will be held October 20<sup>th</sup>, 1 . 4:00 pm at the Varsity, Athens, Georgia. She distributed flyers for posting throughout the 10-county area. She noted that the Afternoon Tea with Friends was held August 17<sup>th</sup> and profited approximately \$4600.
- 7.8** Staff Support Work Group . no report requiring an action.
- 7.9** CSB Association Update . Dr. Darden reported that the Association nominated the Carter Center for an excellence award which is presented by the National Behavioral Health Council (NBHC). The recipient of the award will receive a \$5000 grant that can be given to a nonprofit organization of choice. She noted that the Carter Center was presented the award, and will give the grant to the CSB Association so that staff can continue the learning collaborative of the integrated health care.

## **8.0 REPORTS FROM THE CSB CHAIRPERSON**

- 8.1** No information to report on at this time.

**9.0 PUBLIC ACCESS**

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

**10.0 ADJOURNMENT**

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DATE

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APPROVED BY: Dennise Grayson  
SECRETARY

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SUBMITTED BY: BRENDA SMITH

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APPROVED BY: Melanie Villalta  
CHAIR PERSON