

**Advantage**  
**Behavioral Health Systems**  
**MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE**  
**DISEASES SERVICE BOARD MEETING #209**  
**February 4, 2014**

**BOARD MEMBERS PRESENT**

Mae Davis . Elbert  
Melanie Villalta - Athens-Clarke  
Pat Ellis . Jackson  
Valencia B. Riden . Barrow

Doc Eldridge . Athens-Clarke  
Mary Jo Matthews . Madison  
R. Charles White . Walton

**BOARD MEMBERS ABSENT**

Linda Vinson . Walton  
Shirley Segars . Barrow (EX)  
Vacant . Oglethorpe  
Vacant . Greene

Frusanna Hayes . Morgan (EX)  
Dennise Grayson . Oconee  
Vacant . Jackson  
Vacant . Athens-Clarke

**ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT**

O. J. Booker  
Janice Callaway  
Sherrie Maxwell  
Tammy Dalton  
Barbara Geter  
Jessica Donaldson  
Sarah Hill  
Catherine Clayton  
Laurie Wilburn Bailey  
Rosalind Parks

Brenda Smith  
Steve Barber  
Tarin Tripp  
Art Davis  
Betsy Stewart  
Janet Gonzalez  
Nan Cooley  
Jacqueline Stubbs  
Frances Torres

**GUESTS**

Jennifer Bridges

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

**1.0 ACTIONS**

- 1.1** Motion to approve the agenda. Moved (Doc Eldridge); Seconded (Mae Davis); Passed (Unanimously).
- 1.2** Motion to accept the minutes of the November 26, 2013 CSB Meeting. Moved (Doc Eldridge); Seconded (Mae Davis); Passed (Unanimously).
- 1.3** Motion to accept the resolution supporting the Development and Delivery of Accountable Services. Moved (Doc Eldridge); Seconded (Mae Davis); Passed (Unanimously).
- 1.4** Motion to accept the closed session of the meeting to address a personnel issue. Moved (Doc Eldridge); Seconded (Pat Ellis); Passed (Unanimously).
- 1.5** Motion to return to the open session of the meeting. Moved (Mae Davis); Seconded (Mary Jo Matthews); Passed (Unanimously).
- 1.6** Motion to amend the Greene County Transportation contract as discussed. Moved (Doc Eldridge); Seconded (Pat Ellis); Passed (Unanimously).

- 1.7 Motion to accept the Bylaws and Policy Workgroup review of the ABHS Policies (see Board Reports 8.4). Moved (Pat Ellis); Seconded (Mae Davis); Passed (Unanimously).
- 1.8 Motion to approve the resolution authorizing Oliver J. Booker, Chief Executive Officer to endorse the 2014 Department of Behavioral Health Developmental Disabilities Contract. Moved (Doc Eldridge); Seconded (Charles White); Passed (Unanimously).
- 1.9 Motion to adjourn. Moved (Mary Jo Matthews); Passed (Unanimously).

## **2.0 CSB EMPLOYEE AWARDS**

- 2.1 Mae Davis, Elbert County CSB Representative presented the quarterly awards to the following staff: Going the Extra Mile Award . Sarah Hill, Operations Manager, Jackson County Clinic; and Going Above and Beyond Award . Jessica Donaldson, Psychosocial Rehabilitation Services. Each recipient received a framed certificate and a small monetary gift.

## **3.0 PRESENTATION – COMMUNITY SUPPORT TEAM (CST)**

- 3.1 Jackie Stubbs, LPC, Team Leader for the CST presented an overview of the services provided. CST is an intensive behavioral health services provided in homes, schools, work and other community settings to adults with severe persistent mental illness who may also have co-occurring addictive diseases. CST serves individuals living in rural areas of the State whose mental illness seriously impacts their ability to live in the community. CST is a team of providers led by a licensed clinician and at minimum, also includes a Certified Peer Specialist, part-time nurse and paraprofessional staff. This service is offered in Barrow, Clarke, Greene, Madison and Oconee Counties. A consumer receiving CST services gave a brief testimony based on successes.

## **4.0 REPORTS FROM CSB DIRECTOR**

- 4.1 Mr. Booker introduced new Management Team Members: Elizabeth Betsyq Stewart, Director of Quality Improvement; Steve Barber, Chief Financial Officer (CFO); and Sherrie Maxwell, Chief Operating Officer (COO).
- 4.2 Mr. Booker reported on the proposed CSB legislation. Because of the an episode with a CSB, the Governor's office drafted legislation to fix certain problems relating to CEO compensation, board composition and accountability and business practices. The legislation includes methods for accounting standards, merging CSBs, governing Board membership, code of ethics, conflict of interest, CEO, annual audit and the creation of companies. The Department added language that a CSB cannot sue the State. Board members were provided the information for review.
- 4.3 Mr. Booker delivered a %State of the Agency+ address to staff via conference call on January 14<sup>th</sup>. Board members were provided a copy of the document for review.

## **5.0 NEW BUSINESS**

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

- 5.1.1 Laurie Wilburn Bailey, Clinical Director noted that Jackie Stubbs, CST was awarded the 2013 Distinguished Service Award at the Annual Dinner.
- 5.1.2 Barbara Geter, Ph.D., Developmental Disabilities reported that the DD Day at the Capitol will be held February 20, 2014. She encouraged participation.
- 5.1.3 Janice Callaway, Ph.D., Medical Services reported on the medication access for clients. Over the next months there will be opportunities for exploration of and changes to agency processes including the addition of e-Prescribing (electronic transmission of prescriptions to pharmacies) to the Carelogic medical record and

a review of pharmacy proposals from several companies requesting ABHS to consider the addition of an in-house pharmacy model located in the Clarke Clinic.

**5.2**

Mr. Booker, Ms. Wilburn and Tarin Tripp, Senior Operations Manager presented on the MTM Revenue Cycle and Healthcare Reform Readiness Project. In September, October and November, ABHS worked with MTM Associates to assess the revenue cycle. A number of areas needing improvements were identified. Staff is making plans to move forward with the second phase of this work with MTM to streamline and fine tune the clinic operations. The application of up-to-date procedures and practices will improve client care and employee satisfaction, while producing more revenue yield. The total maximum investment is \$84,600 and is projected to produce more than \$200,000 in revenue within the first 12-18 months. Mr. Booker requested the Board's approval to begin the second phase of the MTM project. Ms. Villalta read the resolution supporting the development and delivery of accountable services:

The primary mission of ADVANTAGE BEHAVIORAL HEALTH SYSTEMS has been and continues to be to provide client-centered, quality, timely and cost effective services to residents of Clarke, Oconee, Morgan, Oglethorpe, Barrow, Elbert, Greene, Jackson, Madison and Walton Counties. State and national accountability requirements, managed care challenges, and long-term funding uncertainties require continuous enhancements to a proactive service delivery system to be prepared to participate in a compliance and performance based environment within the region and state, and to ensure a thriving organization. These enhancements are essential to ensure that our clients will continue to receive the quality services they need. As a result, several healthcare proactive/business-like initiative are required:

**WHEREAS**, ADVANTAGE BEHAVIORAL HEALTH SYSTEMS must be ethical stewards of available resources to provide mental health, substance abuse, and developmental disability services to clients who have needs for these services; and

**WHEREAS**, ADVANTAGE BEHAVIORAL HEALTH SYSTEMS must develop standardized performance standards that will ensure compliance with all applicable federal, state and local laws, rules, regulations and standards, and to comply with CARF accreditation standards; and

**WHEREAS**, ADVANTAGE BEHAVIORAL HEALTH SYSTEMS must increase overall staff productivity combined with effective cost reductions to ensure a revenue over expense outcome; and

**WHEREAS**, ADVANTAGE BEHAVIORAL HEALTH SYSTEMS must significantly reduce paperwork/documentation requirements to provide more time for staff to provide client care; and

**WHEREAS**, ADVANTAGE BEHAVIORAL HEALTH SYSTEMS must realign the clinical assets of individual program areas and services to benefit the revenue needs to the entire agency; and

**WHEREAS**, ADVANTAGE BEHAVIORAL HEALTH SYSTEMS must more promptly to compensate for uncertain future public funding by increasing overall agency service capacity to earn alternative replacement private insurance and other third party revenue; and

**WHEREAS**, ADVANTAGE BEHAVIORAL HEALTH SYSTEMS must develop both clinical and non-clinical staff performance standards and require that ALL staff must equally meet those applicable standards; and

**WHEREAS**, the Board of Directors of ADVANTAGE BEHAVIORAL HEALTH SYSTEMS recognize the magnitude and significance of the management challenges that must be accomplished within the months ahead; and

**WHEREAS**, the president and CEO will need the full support of all Board members to design, build and implement a more responsive, cost effective, and thriving service delivery system;

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF ADVANTAGE BEHAVIORAL HEALTH SYSTEMS** does hereby pledge its full support to the CEO to implement client-centered accountable care initiative that proactively address

the realities of current behavioral healthcare practices as outlined in the recitals above, and that include all the requirements and performance standards necessary to ensure quality and timely services for all residents of Clarke, Oconee, Morgan, Oglethorpe, Barrow, Elbert, Greene, Jackson, Madison and Walton Counties, Georgia.  
**Signed this 4<sup>th</sup> day of February, 2014.**

## **6.0 EXECUTIVE SESSION**

**6.1** Board members discussed a personnel issue. In attendance was Steve Barber, CFO, Art Davis, Accountant, and Mr. Booker. No actions were taken.

## **7.0 OLD BUSINESS**

**7.1** No business to report at this time.

## **8.0 BOARD REPORTS**

**8.1** Finance Work Group . Mr. Davis reported on the statement of revenues and expenditures for the period ending December 31, 2013.

**8.2** Recruitment & Retention Work Group . no report requiring an action. Ms. Villalta reported on the proposed CSB legislation. If the legislation is approved, thirty-three (33) percent of the ABHS Board will be made up of elected officials. The elected officials are appointed based on county contribution, both cash and in-kind. As Board members complete their terms, the new board composition rules come into effect.

**8.3** Advocacy & Awareness Work Group . no report requiring an action. Mary Jo Matthews wants to meet with the Workgroup to brainstorm ways for publicizing services and human interests of ABHS.

**8.4** Bylaws and Policy Work Group . Pat Ellis, Chairperson reported that the workgroup met and reviewed the following policies:

600.150 Medical Services: Pharmacotherapy Access to Medications: Sources, Storage, Security, and Release: Non-Community and Community-Based Programs

600.151 Medical Services: Pharmacotherapy Access to Medications: Sources, Storage, Security, and Release: Drug Samples

600.152 Medical Services: Pharmacotherapy Access to Medications: Sources, Storage, Security, and Release: Medication Assistance Program (MAP)

600.153 Medical Services: Pharmacotherapy Access to Medications: Sources, Storage, Security, and Release: ABHS Formulary Medication at Contracted Pharmacies

600.154 Medical Services: Pharmacotherapy Access to Medications: Sources, Storage, Security, and Release: Medications through Medicaid, Medicare and Insurance

600.155 Medical Services: Pharmacotherapy Access to Medications: Sources, Storage, Security, and Release: Medications Dedicated to Employee Health and Clients of High Risk Status

600.156 Medical Services: Pharmacotherapy Access to Medications: Sources, Storage, Security, and Release: Personal Medications brought onto Program Sites by Clients And Employees

600.157 Medical Services: Pharmacotherapy Access to Medications: Sources, Storage, Security, and Release: Over-the-Counter (OTC) Medications

600.159 Medical Services: Pharmacotherapy: Destruction & Disposal of Therapeutic Medication and Illicit Drugs

600.160 Medical Services: Pharmacotherapy: Medication Education

600.170 Medical Services: Pharmacotherapy: Pharmacy and Therapeutics Committee

600.171 Medical Services: Pharmacotherapy: Formulary System

600.173 Medical Services: Pharmacotherapy: Medication Usage Evaluation

- 8.5 Rights of Persons Served Work Group . no report requiring an action.
- 8.6 Board Education & Planning Work Group . Charles White, Chairperson reported that staff will present on Psychosocial Rehabilitation Services at the next meeting.
- 8.7 Ad Hoc Friends of Advantage Committee . Tammy Dalton reported on the upcoming events sponsored by FOA: Designer Challenge and Top Model, February 6, 2014, Athens Technical College; adDRESS a Need Sale, March 7 . 23, 2014, Georgia Square Mall, Athens, Georgia; and Community Giving Campaign, April/May 2014.
- 8.8 Staff Support Work Group . no report requiring an action.
- 8.9 CSB Association Update . no report requiring an action.

**9.0 REPORTS FROM THE CSB CHAIRPERSON**

- 9.1 Ms. Villalta read the following resolution and requested the Board's approval:  
 Be it resolved that the Community Service Board for Advantage Behavioral Health Systems does hereby authorize **Oliver J. Booker, Chief Executive Officer (CEO)** to endorse the 2014 Department of Behavioral Health Developmental Disabilities Contract, revisions and budget documents for the agency. In the event of his absence, **Sherrie Maxwell, Chief Operating Officer (COO)** is authorized to sign contracts, revisions and budget documents.

Passed this 4<sup>th</sup> day of February, 2014.

**10.0 PUBLIC ACCESS**

- 10.1 No one present to address the Board.

**11.0 ADJOURNMENT**

DATE	APPROVED BY: Dennise Grayson SECRETARY
SUBMITTED BY: BRENDA SMITH	APPROVED BY: Melanie Villalta CHAIR PERSON