

**Advantage**  
**Behavioral Health Systems**  
**MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE**  
**DISEASES SERVICE BOARD MEETING #194**  
**July 24, 2012**

**BOARD MEMBERS PRESENT**

Katie McDaniel . Oconee  
Mary Jo Matthews . Madison  
Linda Vinson . Walton  
Judy Spurgeon . Oglethorpe  
Valencia B. Riden . Barrow

R. Charles White . Walton  
Doc Eldridge . Athens-Clarke  
Shirley Segars . Barrow  
Melanie Villalta - Athens-Clarke

**BOARD MEMBERS ABSENT**

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

Lorraine Henderson . Greene  
Mae Davis . Elbert (EX)  
Pat Ellis . Jackson (EX)

**ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT**

Cindy Darden  
Art Davis  
Barbara Geter  
Janice Callaway  
Tammy Dalton  
Sherrie Maxwell

Brenda Smith  
O. J. Booker  
Michelle Creech  
Laurie W. Bailey  
Evan Mills

**GUESTS**

Chuck Hunt

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

**1.0 ACTIONS**

- 1.1** Motion to approve the agenda as revised. Moved (Doc Eldridge); Seconded (Kate McDaniel); Passed (Unanimously).
- 1.2** Motion to accept the minutes of the June 26, 2012 CSB Meeting. Moved (Kate McDaniel); Seconded (Lynn Riden); Passed (Unanimously).
- 1.3** Motion to close the Athens-Clarke County DUI School. Moved (Linda Vinson); Seconded (Kate McDaniel); Passed (Unanimously).
- 1.4** Motion to approve the Request for Proposal for the Advantage logo and website creation/design. Moved (Kate McDaniel); Seconded (Judy Spurgeon); Passed (Unanimously).
- 1.5** Motion to approve the FY2013 CSB Strategic Plan as amended. Moved (Kate McDaniel); Seconded (Charles White); Passed (Unanimously).
- 1.6** Motion to approve the new Work Groups. Moved (Kate McDaniel); Seconded (Lynn Riden); Passed (Unanimously).
- 1.7** Motion to amend the CSB Bylaws to include the three (3) vacancies for Athens-Clarke and Jackson counties and a Public Relations candidate. Moved (Kate McDaniel); Seconded (Shirley Segars); Passed (Unanimously).
- 1.8** Motion to accept the Bylaws and Policy Committee report. Moved (Shirley Segars); Passed (Unanimously).

- 1.9 Motion to adjourn. Moved (Linda Vinson); Seconded (Shirley Segars); Passed (Unanimously).

## 2.0 REPORT FROM CSB DIRECTOR

- 2.1 Dr. Darden reported that effective August 11<sup>th</sup>, Frank Berry will begin his tenure as the new Commissioner of the Department of Behavioral Health and Developmental Disabilities (DBHDD). The Developmental Disabilities Program will be restructured. A significant amount of funds have lapsed in the DD Program due to the waiting list for the Grant-in-Aid (GIA) slots were restricted and the six (6) months plus time period it took to add clients to Medicaid Waiver. The Advocacy Groups and the CSBs have been requested to meet with Bryce McLaulin, Division of DD to discuss additional changes. The groups will propose unlocking the waiting lists for GIA and Medicaid Waiver and a rate increase for DD.
- 2.2 Dr. Darden updated on the Georgia CSB Association (GACSB). Dr. Darden will serve as the Chairpersons for the CEO Interest Group, the Educational Exchange and Select Systems, which involves negotiating contracts with Managed Care Companies. She will be out of the office a lot due to these duties and therefore O.J. Booker, Chief Operating Officer (COO) will be the acting CEO. Board members were provided a brochure of the 2012 Educational Exchange, October 21 . 23, 2012; she encouraged participation.

## 3.0 NEW BUSINESS

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

- 3.1.1 Laurie Bailey, Clinical Director distributed and summarized the Athens-Clarke County DUI School. ABHS currently operates two (2) schools, one in Athens-Clarke County and one in Elbert County. The school in Athens-Clarke County has struggled for a few years primarily because there is so much competition for DUI Schools in the county. She is proposing to close the Athens-Clarke County School because ABHS is losing funds.
- 3.1.2 Mr. Booker noted that Seth LaVine will resume responsibilities of the Systems Administrator position beginning August 1, 2012.
- 3.1.3 Barbara Geter, Developmental Disabilities updated on the ~~New Day~~ in DD. ABHS was requested to complete a survey outlining the capacity to serve an individual on State contracted funds as well as how much more by way of capacity ABHS has to potentially serve additional individuals. There is interest in service expansion; several groups and CSBs are scheduled to meet with Dr. McLaulin and staff to address DD services.
- 3.1.4 Sherrie Maxwell, Human Resources Director previously worked for MedLink Georgia and began employment with ABHS in June 2012. Ms. Maxwell noted that she is working on reducing the number of EEOC charges.
- 3.1.5 Janice Callaway, Medical Department noted that there were 779 admissions to the Crisis Stabilization Unit (CSU) in FY2012 which was 158 more than last year; 92 of the admissions were from outside of the ten (10) county area. The bed census for the year is 12.34. Dr. Callaway noted that the Medical Department will be hosting medical, nurse practitioner and physician students. Telehealth services began in June 2012 with Walton County as the pilot site. Telehealth services began in Greene County on July 23<sup>rd</sup> and will begin in Elbert County on July 25<sup>th</sup> and Jackson County in September 2012.
- 3.2 Ms. Villalta reported on the October 23<sup>rd</sup> CSB Meeting which is the same date as the Annual Educational Exchange Conference. She proposed rescheduling the meeting date; the Board agreed to change the date to **October 16, 2012**.
- 3.3 Judy Spurgeon, Oglethorpe County CSB Representative reported on the ABHS Self-Assessment for Board Members and the ABHS Board Assessment. Ten of the twelve (12) Board members participated in the survey. A respondent commented the Board

needs to have regular training for members other than the yearly GACSB sponsored conference at least twice a year and make the training mandatory even if the two (2) sessions replace two (2) of the regular monthly meetings. Kate McDaniel, Oconee CSB Representative requested reviewing additional tools for evaluating the Board.

- 3.4** Mr. Booker introduced Evan Mills, Grants Specialist whom began employment on June 16<sup>th</sup>. Mr. Booker presented on the RFP for ABHS logo and website creation/design. The purpose of the project is to create a new logo, external website and applications including a design for letterhead, business cards and newsletter using new logo, color palette and typography. The total budget for this project is \$15,000. The RFP has not been submitted due to awaiting the Board's approval.
- 3.5** Michelle Creech, Continuous Quality Improvement reported on the FY2013 CSB Strategic Plan. This plan was developed during the CSB Work Session, July 17, 2012. The document consists of four (4) goals: **Recruitment and Retention** . continue to maintain compliance to governance standards, while maximizing member participation; **Board member education and planning for the future** . maintain an informed group of advisors, capable of steering the agency successfully into the future; **Advocacy and public awareness** . ensure stakeholders are continuously aware of the positive impact Advantage services have in our respective communities; and **Staff support** . continue to support and recognize the staff and their specific roles in the service Advantage provides to our communities. The Board identified objectives, actions, timelines and groups/persons responsible for updating on the goals. Board members made minor changes to the plan; Ms. Creech will follow up with the changes and provide the Board with an updated copy. Board members requested a copy of the list of client and advocacy organizations and addresses; Dr. Darden will follow up. Ms. Creech will update quarterly on the plan.
- 3.6** Ms. Villalta updated on the CSB Work Day, July 17<sup>th</sup>; she encouraged participation for these scheduled events. She reported on the new committees in which they will be referred to as work groups to include: Recruitment and Retention formerly the Membership & Nominations Committee; Advocacy and Public Awareness formerly the Legislative Committee; Board Education and Planning formerly the Ad hoc Public Relations Committee; and Staff Support formerly the Awards Committee. The following committees will remain the same: Finance, Bylaws & Policy, Rights of Persons Served and Ad hoc Friends of Advantage. Ms. Villalta recommended that Board members serve on one (1) committee and one (1) work group. She asked Board members to inform her of which committees and/or work groups he/she wants to be appointed.

#### **4.0 BOARD REPORTS**

- 4.1** Finance Committee . Art Davis, Chief Financial Officer (CFO) presented the revenues and expenditures compared to the budget period ending June 30, 2012.
- 4.2** Membership & Nominations Committee . Ms. Villalta reported that correspondence has been sent to Lorraine Henderson, Greene County CSB Representative regarding absenteeism. Mary Gannon Gunn, Athens-Clarke County Representative has been reappointed, but has not attended meeting. Athens-Clarke County official will be contacted regarding this issue. Ms. Villalta reported the Board consists of thirteen (13) positions representing the ten (10) county area by population and three (3) vacancies which can be allotted to any county for whichever reason including one each for Athens-Clarke and Jackson counties and one (1) for a public relations candidate from either of the ten (10) county area.
- 4.3** Legislative Committee . no report requiring an action.
- 4.4** Bylaws and Policy Committee . Shirley Segars, Committee member reported the committee held a teleconference reviewing sixteen (16) Human Resources policies which required no changes. The policies are:  
1500.250 Human Resources: Employment and Salary Verification  
1500.251 Human Resources: Reference Information within ABHS

- 1500.251 Attachment: Request for Reference
- 1500.252 Human Resources: Non-Agency Reference
- 1500.252 Attachment: Salary and Employment Verification
- 1500.275 Human Resources: Professional Licensing
- 1500.276 Human Resources: Physical Screening Disease Prevention for Employees
- 1500.300 Human Resources: Eligibility for Benefits
- 1500.301 Human Resources: Flexible Benefits
- 1500.302 Human Resources: State Health Benefit Plan . Health Insurance
- 1500.330 Human Resources: Calculation of Salary Payments
- 1500.331 Human Resources: Performance-Based Increases
- 1500.332 Human Resources: Temporary Salary Supplement
- 1500.333 Human Resources: Payroll Deductions
- 1500.333 Attachment: State of Georgia Flexible Benefits Program
- 1500.34 Human Resources: Criteria-Based Salary Adjustment

- 4.5** Rights of Persons Served Committee . Chuck Hunt, Volunteer noted that he and Tarin Tripp, Risk Manager met. They reviewed four (4) corporate compliance issues and thirteen (13) incidents.
- 4.6** Ad Hoc Public Relations Committee . no report requiring an action.
- 4.7** Ad Hoc Friends of Advantage Committee . Tammy Dalton reported on the Afternoon Tea with Friendsq August 11, 2012. The next scheduled event is Cruise In & Children Carnival, October 27, 2012.
- 4.8** CSB Association Update . Dr. Darden noted that the quarterly meeting and reception for the new DBHDD Commissioner will be held August 9, 2012 in DeKalb.

**5.0 REPORTS FROM THE CSB CHAIRPERSON**

**5.1** No report at this time.

**6.0 PUBLIC ACCESS**

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

**7.0 ADJOURNMENT**

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DATE

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APPROVED BY: Judy Spurgeon  
SECRETARY

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SUBMITTED BY: BRENDA SMITH

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APPROVED BY: Melanie Villalta  
CHAIR PERSON