

Advantage
Behavioral Health Systems
MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE
DISEASES SERVICE BOARD MEETING #203
June 25, 2013

BOARD MEMBERS PRESENT

Mae Davis . Elbert

Melanie Villalta - Athens-Clarke

Pat Ellis . Jackson

Linda Vinson . Walton

Valencia B. Riden . Barrow

R. Charles White . Walton

Mary Jo Matthews . Madison

Dennise Grayson - Oconee

BOARD MEMBERS ABSENT

Judy Spurgeon . Oglethorpe (EX)

Frusanna Hayes . Morgan

Vacant . Athens-Clarke

Vacant . Greene

Doc Eldridge . Athens-Clarke (EX)

Shirley Segars . Barrow (EX)

Vacant . Jackson

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Cindy Darden

Art Davis

Sherrie Maxwell

Tarin Tripp

Nan Cooley

Terri Weimorts

Brenda Smith

Janice Callaway

O. J. Booker

Sarah Addison

Rosalind Parks

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 amended. Moved (Linda Vinson); Seconded (Mae Davis); Passed (Unanimously).
- 1.2 Motion to accept the minutes of the May 28, 2013 CSB Meeting. Moved (Linda Vinson); Seconded (Lynn Berry-Riden); Passed (Unanimously).
- 1.3 Motion to accept the Bylaws and Policy Workgroup recommendations of the review of the ABHS policies (see Board Reports). Moved (Pat Ellis); Passed (Unanimously).
- 1.4 Motion to elect Dennise Grayson to serve as the CSB Secretary. Moved (Pat Ellis); Seconded (Linda Vinson); Passed (Unanimously).
- 1.5 Motion to adjourn. Moved (Linda Vinson); Passed (Unanimously).

2.0 OATH OF OFFICE

- 2.1 Mae Davis, Recruitment and Retention swore in Dennise Grayson. Ms. Grayson will represent the Oconee County community.

3.0 REPORT FROM CSB DIRECTOR

- 3.1 Dr. Darden reported on an article in the HIV Quarterly Newsletter, "Advantage Worker Makes Learning Fun", Alana Munday, Nurse. Since she began just over a year and a half ago, Ms. Munday has averaged fifty-four (54) tests a month for a total of 1030 individuals tested. Ms. Munday is driven to reach people who do not realize that they are

HIV-positive. Dr. Darden noted that Ms. Munday has resigned and that the position will be refilled due to it being funded through a grant.

- 3.2 Dr. Darden distributed the geographical map and reported on the NoGAP partnership. It is made up of six (6) CSBs that comprise North Georgia including Advantage, Avita, Cobb Douglas, Highland Rivers, Lookout Mountain and Viewpoint. The purpose of NoGAP is to have a collective body with similar goals and characteristics that can leverage more influence than the CSBs could individually.
- 3.3 Dr. Darden informed that the Management Team is working diligently on the FY2014 Strategic Plan. Management will further address the document this week, and once it is finalized, it will be provided to the CSB for review and approval.

4.0 NEW BUSINESS

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

- 4.1.1 Dr. Darden reported on the Evidence-Based Practices (EBPs). EBPs are treatment modalities that have been provided according to establish guidelines, researched, and based on quantitative data have been shown to be effective. By using such practices, ABHS will be able to train staff in effective interventions, thereby improving the outcomes of the clients.
 - 4.1.2 O.J. Booker, Chief Operating Officer updated on the Department of Community Health (DCH) audit results. Based on the February 2013 DCH audit the initial recoupment was \$66, 256. However, Sarah Addison, Quality Assurance submitted an appeal to DCH; the result was a little over \$11,000 of the initial recoupment was overturned. Therefore, ABHS's total recoupment is now \$54,696.
 - 4.1.3 Mr. Booker noted that Sage 100 Fund Accounting System has been purchased for the Business Office with a implementation date of July 1. A demonstration of the new system will be conducted for the Board at a later date. He noted that Enlighten Analytics, a software system designed to provide management with relevant and complete business intelligence will be implemented toward July 1.
 - 4.1.4 Mr. Booker reported on the HUD Monitoring Visits. During the months of May and June, ABHS has had multiple HUD funded homeless programs monitored by Athens Clarke County Department of Human and Economic Development, the Georgia Department of Community Affairs, and the Department of Housing and Urban Development, Atlanta Field Office. Results of the program monitoring visits revealed no findings or concerns from all of ABHS grant programs.
 - 4.1.5 Rosalind Parks, Developmental Disabilities noted that four (4) of ABHS service sites receive funding through United Way: Jackson County Jackson Creative, Madison County Fine Finish, Barrow County Custom Industries and Walton County Unlimited Services. Dr. Darden reported that Sherrie Maxwell, Human Resources will be attending an Award Breakfast on June 26th for the reason that ABHS is receiving an award due to the State contributions that are made through staff payroll deductions.
 - 4.1.6 Terri Weimorts, Behavioral Health Provider reported that September is Recovery Awareness Month. ABHS will be hosting their 2nd Annual Recovery Fest, September 14th, 3-7pm at the East Athens Community Park.
- 4.2 Ms. Villalta reported on the CSB Ad hoc position designated for a candidate who focus on public relations. She had contacted Liz Dalton, Athens-Clarke County regarding the position and she had agreed to being appointed to the CSB. However, the CSB Bylaws indicates that an Ad Hoc Chair position can not be added designated only for public relations/media. Ms. Villalta reported on options for filling the Ad Hoc Chair position in which it may be filled based on population, financial support by county or an elected official. Ms. Davis, Recruitment and Retention Workgroup recommended that the three (3) members representing Athens-Clarke County continue their service on the Board, and request the county officials to appoint a candidate to the Board to represent the African American community. Ms. Villalta recommended asking Ms. Dalton to join the Friends of Advantage (FOA) Board; Dr. Darden noted that Ms. Dalton could serve in a volunteer role

on the Ad Hoc Public Relations Workgroup. Ms. Villalta will follow up with Ms. Dalton regarding this issue. The CSB will continue their search within the African American community for a candidate to represent Athens-Clarke County. Ms. Villalta noted that the decision regarding the appointment for Ad Hoc position will be tabled until later.

- 4.3** Ms. Addison discussed the CSB FY2013 Strategic Plan to identify goals and objectives for FY2014: **Recruitment and Retention** – Ms. Villalta noted that Judy Spurgeon, Oglethorpe CSB Representative resigned her CSB duties today due to work obligations. The CSB currently has five (5) vacant positions including the Ad Hoc Chair, Athens-Clarke, Greene, Jackson and Oglethorpe counties. The Board agreed to filling all fifteen (15) available membership slots including the recruitment for the four (4) county vacancies. The membership vacancies will be filled by individuals with a media/marketing and financial backgrounds. **Board Member Education and Planning for the Future** – Dr. Darden requested the Board to conduct a facility inspection of all ABHS sites and add it in this year's CSB plan. **Advocacy and Public Awareness** – The Board agreed to increase public awareness. Board members will make contact with a public official in an effort to raise public awareness about ABHS services. Ms. Addison will draft the CSB FY2014 Strategic Plan and distribute for review prior to the July CSB Meeting. The plan will be further addressed and approved at the meeting.
- 4.4** Ms. Villalta read a resolution and requested approval from the Board authorizing the CEO to endorse the 2014 Department of Behavioral Health Developmental Disabilities contract: Be it resolved that the Community Service Board for Advantage Behavioral Health Systems does hereby authorize **Cindy A. Darden, Ph.D., Chief Executive Officer (CEO)** to endorse the 2014 Department of Behavioral Health Developmental Disabilities (DBHDD) Contract, revisions and budget documents for the agency. In the event of her absence, **Oliver J. Booker, Chief Operating Officer (COO)** is authorized to sign contracts, revisions and budget documents. Passed this 25th day of June, 2013.

5.0 OLD BUSINESS

- 5.1** Ms. Maxwell reported on the CEO Search. The position has been posted externally and internally. To date, she has received eighteen (18) applications.

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 May 31, 2013.
- 6.2** Recruitment & Retention Work Group . Ms. Davis reported on the CSB vacancies. The candidate chosen for Greene County was a conflict of interest therefore, the recruitment process will start over. She has provided information to a potential candidate for Jackson County. Ms. Davis resigns her duties as being Chairperson for the Workgroup effective July, but she will work closely with the upcoming leader of the group.
- 6.3** Advocacy & Awareness Work Group . no report requiring an action.
- 6.4** Bylaws and Policy Work Group . Pat Ellis, Chairperson reported that the workgroup met via telephone and reviewed the following policies:
- 300.100 Health and Safety . Overview
 - 300.110 Health and Safety . Medical Emergency
 - 300.115 Health and Safety . Staff Safety in Natural Settings
 - 300.120 Health and Safety - Disruptive Incidents
 - 300.130 Health and Safety . Safety Devices
 - 300.140 Health and Safety . Tobacco Products
 - 300.145 Health and Safety . Disaster Response Plan (with attachment)
 - 300.150 Health and Safety . HIV Education, Counseling and Testing
 - 300.200 Infection Control Overview
 - 300.202 Infection Control . Use and Storage of Hazardous Material
 - 300.205 Infection Control . Preventative Strategies
 - 300.210 Infection Control . Service Sites
 - 300.215 Infection Control . Contact Infections
 - 300.218 Infection Control . Anthrax
 - 300.220 Infection Control . Cytomegalovirus

300.225 Infection Control - Handwashing

- 6.5 Rights of Persons Served Work Group . Lynn Berry reported the workgroup met today and reviewed twenty-two (22) incidents that occurred in October 2012 including nine (9) minor, seven (7) critical and six (6) serious. Three (3) deaths were included in the critical incidents.
- 6.6 Board Education & Planning Work Group . no report requiring an action.
- 6.7 Ad Hoc Friends of Advantage Committee . Ms. Villalta reported on the FOA Afternoon Tea August 17th at Camp Kiwanis, Madison County.
- 6.8 Staff Support Work Group . Brenda Smith, Administrative Office informed that nominations have been requested for the quarterly CSB Employee Awards. The deadline for submission is June 28th. She will forward the nominations to the Workgroup for review and selections. The awards will be presented at the July meeting.
- 6.9 CSB Association Update . Dr. Darden reported on the June 24th meeting with Commissioner Frank Berry, DBHDD. They are addressing the State Health Benefit package and developmental disabilities. The Department of Justice (DOJ) continues in their reviews finding private providers residences that are not in compliance. Dr. Darden confirmed the Georgia Association of Community Service Boards (GACSB) annual Educational Exchange will be held October 20-22, 2013 in Savannah, Georgia. She encouraged CSB participation.

7.0 REPORTS FROM THE CSB CHAIRPERSON

- 7.1 Ms. Villalta reported on the CSB Workgroups. Some Board members have expressed an interest in the workgroups he/she wants to be appointed.
- 7.2 Ms. Villalta noted that the FY2014 CSB Officers will be sworn in at the next meeting. Due to the resignation of Ms. Spurgeon, a Board member needs to be elected to serve in the role of the Secretary; Ms. Grayson agreed to serve as the Secretary.
- 7.3 Ms. Villalta distributed the results of the Board assessments for review. The assessments results will be addressed at the July 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