

Advantage
Behavioral Health Systems
**MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE
DISEASES SERVICE BOARD MEETING #211**
March 25, 2014

BOARD MEMBERS PRESENT

Mae Davis . Elbert	Frusanna Hayes . Morgan
Melanie Villalta - Athens-Clarke	Mary Jo Matthews . Madison
Pat Ellis . Jackson	R. Charles White . Walton
Doc Eldridge . Athens-Clarke	Linda Vinson . Walton
Shirley Segars . Barrow	Dennise Grayson . Oconee

BOARD MEMBERS ABSENT

Valencia B. Riden . Barrow (EX)	Vacant . Athens-Clarke
Vacant . Oglethorpe	Vacant . Jackson
Vacant . Greene	

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

O. J. Booker	Brenda Smith
Janice Callaway	Steve Barber
Sherrie Maxwell	Evelyn Hanes
Tammy Dalton	Art Davis
Barbara Geter	Laurie Wilburn Bailey
Terri Weimorts	Pat Marshall
Rosalind Parks	Betsy Stewart
Glenda Johnson	Tarin Tripp

GUESTS

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

1.0 ACTIONS

- 1.1** Motion to approve the agenda. Moved (Shirley Segars); Seconded (Linda Vinson); Passed (Unanimously).
- 1.2** Motion to accept the minutes of the February 25, 2014 CSB Meeting. Moved (Doc Eldridge); Seconded (Frusanna Hayes); 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 (Doc Eldridge); Passed (Unanimously).
- 1.4** Motion to adjourn. Moved (Mary Jo Matthews); Passed (Unanimously).

2.0 RESOLUTION

- 2.1** Ms. Villalta presented and read a resolution honoring Cindy A. Darden, Ph.D., former Chief Executive Officer. A copy of the resolution will be attached to the meeting minutes and a framed copy of the document will be given to Dr. Darden. Dr. Darden retired on January 10, 2014 with over thirty-six (36) years in behavioral health.

3.0 PRESENTATION – Intensive Alcohol & Drug Program (ITP)

3.1 Terri Weimorts, Program Manager reported on the ITP which is a time-limited treatment service for adults who require structure and support to achieve and sustain recovery from substance related disorders. ITP serves adults with a diagnosed addictive disease who need more than community support or weekly treatment. Individuals must be able to function in a community environment even if they have some impairment. ABHS receives referrals from hospitals and Crisis Stabilization Units, other services within Advantage, community agencies such as the Day Reporting Center (DRC), Department of Family & Children Services (DFCS), probation and parole. Services are offered Monday . Friday, 8:30 . 3:00 pm with five (5) hours structured programming per day. ABHS offers gender-specific Intensive Treatment Services which provides a safe setting for each gender, encouraging and supporting open/honest participation and the opportunity to meet each client's unique needs. Clients receiving services in the ITP and Women Services Programs presented testimonials and successes of the programs. Staff members present were Glenda Johnson and Pat Marshall.

4.0 REPORTS FROM CSB DIRECTOR

4.1 Mr. Booker reported that he and Laurie Wilburn Bailey, Clinical Director gave a CSB 101+ presentation to the Georgia State Office of Rural Health (SORH) on March 6, 2014. The focal point was services offered at ABHS. The audience consisted of physical health administrators therefore, they adjusted their thinking caps to make it more understandable to them. Ms. Villalta recommended for Board members to become updated and trained to speak on ABHS services.

5.0 NEW BUSINESS

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

- 5.1.1** Sherrie Maxwell, Chief Operating Officer (COO) provided Board members a copy of the untitled newsletter which highlights the MTM project. Titles for the newsletter are being considered and a \$25 gift card will be awarded to the one whose name is selected. Ms. Maxwell noted that the newsletter will be published on a monthly basis; next month's edition will include a stamp out the rumor mill column.
- 5.1.2** Ms. Bailey reported that she has conducted two (2) presentations to the Housing Authority on Mental Health 101 and will present the same to the Housing Authority statewide.

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 ending February 28, 2014.
- 7.2** Recruitment & Retention Work Group . Mae Davis, Workgroup Chairperson reported on vacant CSB positions. Candidates need to be appointed for Greene and Oglethorpe Counties. Ms. Hayes will assist in recruiting a representative for Greene County. Ms. Davis asked that correspondence be sent to the Oglethorpe County Commissioners regarding the Board vacancy; the Administrative Office will follow up. Ms. Villalta reported that the Board composition will change due to the Governor's proposed legislation which has passed and will become law as soon as it is signed. The Georgia Association of Community Service Board (GACSB) will provide guidance on the

implementation. Mr. Booker and the CSB Bylaws and Policy Workgroup will revise the CSB Bylaws and Governance Policies to include the new legislation.

- 7.3** Advocacy & Awareness Work Group . no report requiring an action.
- 7.4** Bylaws and Policy Work Group . Pat Ellis, Chairperson reported that the workgroup met and reviewed the following policies:
- 1100.000 Financial Plan
 - 1100.010 Risk Management for Loss Exposure Plan
 - 1100.020 Insurance Coverage
 - 1100.100 Disclosure of Tax Status
 - 1100.110 Retention and Safeguarding of Financial Records
 - 1100.120 Capital Funds, Investments and Debt
 - 1100.130 Contracts and Leases
 - 1100.140 External Independent Audits
 - 1100.150 Internal Control Processes
 - 1100.160 Gifts and Donations
 - 1100.200 Budget Creation and Controls
 - 1100.300 Training for Agency Budget Management, Billing/Coding Practices, and ClientsqBudgetary Issues
 - 1100.400 Fee for Services
 - 1100.410 Funds of Clients
 - 1100.500 Purchasing
 - 1100.510 Fixed Assets
 - 1100.520 Petty Cash
 - 1100.530 Payroll
 - 1100.535 Mandatory Direct Deposit
 - 1100.540 Travel
 - 1100.550 Billing Practices
 - 1100.600 Facilities Management
 - 1100.700 Fiscal Development: Funding Grants and Contracts General
 - 1100.710 Fiscal Development: Limited Grant Submissions
 - 1100.720 Fiscal Development: Grant & Contract Approval
 - 1100.730 Fiscal Development: Grant & Contract File Storage and Sharing
 - 1100.740 Fiscal Development: Grant & Contract Billing and Reporting
 - 1100.750 Fiscal Development: Grant & Contract Cost Center Assignment
- 7.5** Rights of Persons Served Work Group . Ms. Hayes reported the workgroup met today. A detailed report of incidents which occurred in January . March 2014 will be reviewed next month.
- 7.6** Board Education & Planning Work Group . Charles White, Workgroup Chairman noted that Mr. Booker and Ms. Bailey will present the CSB 101qat the next meeting.
- 7.7** Ad Hoc Friends of Advantage Committee . Tammy Dalton updated on upcoming FOA events. A Letter Signing Party is scheduled for April 8, 2014 at 4:30 pm, Training Room, Athens, Georgia. The purpose is to kick off the Annual Community Campaign. FOA and CSB members were requested to provide twenty (20) names and addresses for submitting letters for donations and educational opportunities. The Afternoon Tea will be held in August and the Children Carnival and Cruisin Car Show is scheduled for October 2014. Ms. Dalton noted that FOA profited \$16,500 from the adDRESS A Need Sale; this does not include donations from sponsors.
- 7.8** Staff Support Work Group . Linda Vinson, Workgroup Chairperson noted that Employee Recognition Awards will be presented at the next meeting.
- 7.9** CSB Association Update . Ms. Villalta reported that the GACSB Retreat will be held May 14 & 15, 2014 in Dublin Georgia. She noted that a CSB representative needs to be identified for representing Advantage at the Association functions; Ms. Hayes agreed to accept the responsibilities of this role.

8.0 REPORTS FROM THE CSB CHAIRPERSON

8.1 Ms. Villalta noted that Board members were provided an updated list of the 2014 Workgroups and assigned members. Board members may contact her with changes and/or concerns.

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