

Advantage
Behavioral Health Systems
MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE
DISEASES SERVICE BOARD MEETING #198
November 27, 2012

BOARD MEMBERS PRESENT

R. Charles White . Walton
Mary Jo Matthews . Madison
Linda Vinson . Walton
Dr. Paul Roman . Morgan

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

BOARD MEMBERS ABSENT

Katie McDaniel . Oconee (EX)
Doc Eldridge . Athens-Clarke (EX)
Judy Spurgeon . Oglethorpe (EX)
Vacant . Athens-Clarke

Valencia B. Riden . Barrow (EX)
Pat Ellis . Jackson (EX)
Vacant . Greene
Vacant . Jackson

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Cindy Darden
Art Davis
Barbara Geter
Janice Callaway
Tammy Dalton

Brenda Smith
Michelle Creech
Laurie W. Bailey
Sherrie Maxwell
O. J. Booker

GUESTS

M. Janice Cobb

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 (Charles White); Seconded (Linda Vinson); Passed (Unanimously).
- 1.2** Motion to accept the minutes of the October 16, 2012 CSB Meeting. Moved (Shirley Segars); Seconded (Charles White); Passed (Unanimously).
- 1.3** Motion to accept the executive session to address the Chief Executive Officers (CEO) employment compensation and evaluation. Moved (Shirley Segars); Seconded (Charles White); Passed (Unanimously).
- 1.4** Motion to return to the open session of the meeting. Moved (Mae Davis); Seconded (Shirley Segars); Passed (Unanimously).
- 1.5** Motion to accept and endorse the CEO contract, effective October 1, 2012 through September 30, 2013. Moved (Linda Vinson); Seconded (Charles White); Passed (Unanimously).
- 1.6** Motion to accept the Bylaws and Policy Work Group recommendations for the minor changes to the ABHS Human Resources Policies. Moved (Charles White); Seconded (Paul Roman); Passed (Unanimously).
- 1.7** Motion to accept the revision of the CSB Bylaws including changing the election of the CSB Officers to be held in May. Moved (Charles White); Seconded (Paul Roman); Passed (Unanimously).
- 1.8** Motion to adjourn. Moved (Shirley Segars); Passed (Unanimously).

2.0 AWARDS PRESENTATION

- 2.1 Linda Vinson, Chairperson, Staff Support Work Group presented a plaque to M. Janice Cobb. Ms Cobb served as a Registered Nurse at the Walton County Clinic. She retired on October 31, 2012 with 26+ years of dedicated services.

3.0 EXECUTIVE SESSION

- 3.1 The Board addressed the CEO's employment compensation and evaluation. **No actions were taken.**

4.0 REPORT FROM CSB DIRECTOR

- 4.1 Dr. Darden updated on the ABHS audits and financials. Staff has found and corrected the errors that were creating the financial problems which appeared to be over-billing and making the financial assets appearing greater than they actually are. The problem occurred from an accumulation since FY2009. The financial audits of the agency in FY2009, FY2010 and FY2011 did not detect the error; however, it was detected in FY2012. Art Davis, Chief Financial Officer (CFO) reported that the FY2012 budget was adjusted. The process for clearing the problem has begun; the financial auditors recommended a one-time write-off of the account receivables over 180 days. Dr. Darden also reported that a number of different problems have been identified including the over-paying of contract employees and the HealthCare Staffing Agency (HCS) employees. This problem will be corrected beginning January 1, 2013.

5.0 NEW BUSINESS

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

- 5.1.1 Laurie W. Bailey, Clinical Director updated on changes in the Behavioral Health Services. Whenever a change happens, for example an employee transfers to a new position or leaves, we take a new look at the way we are organized to determine how best to move forward. A variety of elements are reviewed including responsibilities that need to be covered, the skill set among existing employees who might be ready to take on more responsibility, current structure and any areas of improvement, and the budget. Sometimes we rehire to fill the vacant position, and other times we do not refill the position, instead divide up the responsibilities among those employees remaining. Recently that opportunity to occurred in Behavioral Health.
- 5.1.2 O. J. Booker, Chief Operating Officer (COO) reported on the Revenue Cycle Improvement Team (RCIT). The revenue cycle includes all administrative and clinical functions that contribute to the capture, management and collection of patient service revenue. The objective of the team is to assess the entire revenue cycle, starting with the client's access into the care delivery setting and continuing through the clinical episode, ending when all financial matters associated with the episode of care are resolved.
- 5.1.3 Barbara Geter, Developmental Disabilities reported the Department of Behavioral Health Developmental Disabilities (DBHDD) has launched a newsletter/website - DD Connections and it is specifically emphasizes on developmental disabilities services.

6.0 BOARD REPORTS

- 6.1 Finance Work Group . Mr. Davis, CFO presented the revenues and expenditures compared to the budget period ending October 31, 2012.
- 6.2 Recruitment & Retention Work Group . Mae Davis, Chairperson reported on the CSB vacancies. Information for review was sent to Zeb Boste, potential candidate for Jackson County; she has been unsuccessful in contacting the potential candidates for Greene County. Ms. Davis noted that she and the Work Group will meet and address the recruiting process for CSB candidates. She is recommending that the County

Commissioners be responsible for appointing candidates to the Board. The Board may inform the Commissioners of characteristics to seek in a candidate for appointment.

- 6.3** Advocacy & Awareness Work Group . Ms. Villalta reported on the 2012 Annual Awards Dinner. She distributed a list of the Friends of Advantage (FOA) sponsors whom will be recognized at the event; invitations have been sent to the sponsors. She requested Board members to share this information with their local newspaper's staff and inform the Work Group members if someone is coming to compose an article of the event. Ms. Villalta recommended Mary Jo Matthews, CSB Representative for Madison County to write-up an article of the event for publishing.
- 6.4** Bylaws and Policy Work Group . Charles White reported the committee met via teleconference and reviewed the following policies:
1500.600 Human Resources: Workers Compensation
1500.601 Human Resources: Special Injury Leave
1500.602 Human Resources: Modified Assignment due to Temporary Disability
1500.603 Human Resources: Americans with Disabilities Act-General Policy
1500.604 Human Resources: Americans with Disabilities Act-Reasonable Accommodation
1500.700 Human Resources: Employee Grievance Procedure
1500.701 Human Resources: Non-Discrimination Complaint Process
1500.702 Human Resources: Mediation Procedure
1500.800 Human Resources: Confidentiality of Personal Information Concerning Employees
1500.801 Human Resources: Personnel Files
1500.802 Human Resources: Fees for Reproduction of Personnel Records
Mr. White noted that the CSB Bylaws have been revised to reflect the change in the election date for the CSB Officers. The election of officers will be held in May.
- 6.5** Rights of Persons Served Work Group . Ms. Davis reported the she and Tarin Tripp, Risk Manager met and reviewed incidents which occurred in May, June and July 2012. In May 2012, there were fifteen (15) incidents including ten (10) serious, one (1) minor and four (4) critical. In June 2012, there were sixteen (16) incidents including eleven (11) serious, one (1) minor and four (4) critical. In July 2012, there were thirteen (13) incidents including nine (9) serious, three (3) minor and one (1) critical.
- 6.6** Board Education & Planning Work Group . Ms. Villalta noted that a 20-minutes presentation is due in January 2013. These presentations are incorporated into the Board meetings on a quarterly basis to ensure members are well-informed and equipped in their advisory roles. Ms. Villalta will follow up with the Work Group on arranging a presentation.
- 6.7** Ad Hoc Friends of Advantage Committee . Tammy Dalton, FOA thanked Board members for their participation and volunteering at the Cruise In and Children Carnival on October 27th. She distributed flyers for advertising the adDRESS A NEED Project. The Designer Challenge will be held February 5, 2013 at the Hotel Indigo, Athens, Georgia. The Dress Sale is scheduled March 1-2, 2013.
- 6.8** Staff Support Work Group . Ms. Vinson reported that she and Ms. Villalta will address the program for the 2012 Annual Awards Dinner. The committee will meet to finalize plans for the event.
- 6.9** CSB Association Update . no report requiring an action.

7.0 REPORTS FROM THE CSB CHAIRPERSON

- 7.1** Ms. Villalta reported on the Annual Awards Dinner, December 11, 2012. The event is co-sponsored by Friends of Advantage. The CSB will present awards to ABHS staff, community leaders and volunteers. The FOA Board will honor sponsors.

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