

**Advantage**  
Behavioral Health Systems  
**MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE  
DISEASES SERVICE BOARD MEETING #208**  
**November 26, 2013**

**BOARD MEMBERS PRESENT**

Frusanna Hayes . Morgan  
Melanie Villalta - Athens-Clarke  
Pat Ellis . Jackson

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

**BOARD MEMBERS ABSENT**

Linda Vinson . Walton (EX)  
Shirley Segars . Barrow (EX)  
Mae Davis . Elbert (EX)  
Vacant . Greene  
Vacant . Jackson

Valencia B. Riden . Barrow  
Dennise Grayson . Oconee (EX)  
Vacant . Oglethorpe  
Vacant . Athens-Clarke

**ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT**

Cindy Darden  
Janice Callaway  
Sherrie Maxwell  
Tammy Dalton  
Barbara Geter

Brenda Smith  
O. J. Booker  
Tarin Tripp  
Evan Mills

**GUESTS**

Chuck Hunt

**The meeting was opened by Doc Eldridge, Community Service Board (CSB) Vice Chairman.**

**1.0 ACTIONS**

- 1.1** Motion to approve the agenda. Moved (Charles White); Seconded (Pat Ellis); Passed (Unanimously).
- 1.2** Motion to accept the executive session to discuss or deliberate upon the appointment, employment, compensation and hiring of an Authority Officer and/or employee. Moved (Melanie Villalta); Seconded (Mary Jo Matthews); Passed (Unanimously).
- 1.3** Motion to return to the open session of the meeting. Moved (Mary Jo Matthews); Seconded (Pat Ellis); Passed (Unanimously).
- 1.4** Motion to accept the minutes of the October 29, 2013 CSB Meeting. Moved (Charles White); Seconded (Melanie Villalta); Passed (Unanimously).
- 1.5** Motion to appoint Oliver J. Booker, Chief Operating Officer (COO) to the Chief Executive Officer (CEO) position. Moved (Melanie Villalta); Seconded (Mary Jo Matthews); Vote by proxy in support of the appointment (3); Passed (Unanimously).
- 1.6** Motion to accept the Bylaws and Policies Workgroup review of the ABHS policies in the 600 series. Moved (Mary Jo Matthews); Seconded (Charles White); Passed (Unanimously).
- 1.7** Motion to adjourn. Moved (Mary Jo Matthews); Passed (Unanimously).

## **2.0 EXECUTIVE SESSION**

**2.1** Board members discussed the appointment of the Chief Executive Officer's position; no actions were made. In attendance were board members, Dr. Darden and Sherrie Maxwell, Human Resources Department.

## **3.0 REPORTS FROM THE CSB DIRECTOR**

**3.1** Dr. Darden invited the Board to attend her retirement celebration on January 10, 2014, 3 . 5pm, at the Athens Community Council on Aging, Athens, Georgia.

## **4.0 NEW BUSINESS**

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

**4.1.1** O.J. Booker, COO reported on the annual financial audit which was conducted in October. The audit went well and the auditors did not have any findings.

**4.1.2** Mr. Booker reported that ABHS has contracted with Barbara June, Billing Manager for Cobb/Douglas CSB to assist during the transition of ABHS former Billing Manager's retirement. She will oversee the Billing Department staff and procedures. Mr. Booker noted that ABHS has contracted with Wayne Craige, Viewpoint CSB to manage the Information System including bandwidth issues and replacement of computers. The XP operating system will not be supported by Microsoft after March 2014, making it necessary to replace all XP workstations by Summer 2014.

## **5.0 OLD BUSINESS**

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

## **6.0 BOARD REPORTS**

**6.1** Finance Work Group . Mr. Booker presented the financial report for the period ending October 31, 2013. ABHS currently has sixty-four (64) days of cash on hand. He is currently recruiting for a Chief Financial Officer (CFO); Art will resume the responsibilities of the Senior Accountant.

**6.2** Recruitment & Retention Work Group . no report requiring an action.

**6.3** Advocacy & Awareness Work Group . no report requiring an action. Mary Jo Matthews proposed publishing news articles regarding awareness and successes of ABHS clients and staff.

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

600.100 Medical Services . Agency Medical Director

600.110 Medical Services . Medical Director Responsibilities

600.113 Medical Services . Physician Extender Responsibilities

600.130 Medical Services . Hospitalization of Clients

600.131 Medical Services . Pregnancy Status of Female Clients

600.135 Medical Services . Pharmacotherapy . Pharmacotherapy Overview

600.136 Medical Services . Pharmacotherapy . Prescribing Process

600.137 Medical Services . Pharmacotherapy . Metabolic Syndrome

600.138 Medical Services . Pharmacotherapy . Medication Therapy Monitoring Overview

600.139 Medical Services . Pharmacotherapy . Laboratory Procedures

600.140 Medical Services . Pharmacotherapy . Medication Administration

600.141 Medical Services . Pharmacotherapy Chemical Restraint

600.142 Medical Services . Medication Management: Medication Error Reporting

600.144 Medical Services . Pharmacotherapy: Allergy and Adverse Drug Reaction

600.145 Medical Services . Prescriptions for Stimulant Medications

- 6.5 Rights of Persons Served Work Group . Frusanna Hayes, Morgan County Representative noted that the committee met and reviewed incidents that occurred in October 2013.
- 6.6 Board Education & Planning Work Group . Tammy Dalton reported on the Friends of Advantage (FOA) Employee Giving Campaign. The goal is to reach each site, employee and give everyone the opportunity to give through payroll deduction to help broaden means to bridge the gaps in meeting unfunded needs to those ABHS serve. She and Evan begun campaigning this month.
- 6.7 Ad Hoc Friends of Advantage Committee . no report requiring an action.
- 6.8 Staff Support Work Group . no report requiring an action.
- 6.9 CSB Association Update . no report requiring an action.

**7.0 REPORTS FROM THE CSB CHAIRPERSON**

- 7.1 Mr. Eldridge requested creating and distributing a press release for Dr. Darden's retirement and the appointment of Mr. Booker, CEO.
- 7.2 Board members were reminded to schedule and complete the Facility Review and submit responses to the Administrative Office by December 5, 2013.

**8.0 PUBLIC ACCESS**

- 8.1 No one present to address the Board.

**9.0 ADJOURNMENT**

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