

Advantage
Behavioral Health Systems
MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE
DISEASES SERVICE BOARD MEETING #207
October 29, 2013

BOARD MEMBERS PRESENT

Dennise Grayson . Oconee
Melanie Villalta - Athens-Clarke
Pat Ellis . Jackson
Mae Davis . Elbert

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

BOARD MEMBERS ABSENT

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

Valencia B. Riden . Barrow
Vacant . Athens-Clarke
Vacant . Oglethorpe

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

Cindy Darden
Art Davis
Sherrie Maxwell
Tammy Dalton
Rosalind Parks
Mildred Williams
Debbie Loftiss
Cynthia Smith

Brenda Smith
Janice Callaway
O. J. Booker
Sarah Addison
Betsy Stewart
Tarin Tripp
Nan Cooley
Pamela Martin

GUESTS

Michael Daniel, Attorney

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

1.0 ACTIONS

- 1.1** Motion to approve the agenda. Moved (Doc Eldridge); Seconded (Frusanna Hayes); Passed (Unanimously).
- 1.2** Motion to accept the minutes of the September 24, 2013 CSB Meeting. Moved (Doc Eldridge); Seconded (Pat Ellis); Passed (Unanimously).
- 1.3** Motion to accept the executive session of the meeting. Moved (Doc Eldridge); Seconded (Pat Ellis); Passed (Unanimously).
- 1.4** Motion to return to the open session of the meeting. Moved (Doc Eldridge); Seconded (Mae Davis); Passed (Unanimously).
- 1.5** Motion to approve the Shelter Plus Care Program Participation Agreement Resolution. Moved (Frusanna Hayes); Seconded (Pat Ellis); Passed (Unanimously).
- 1.6** Motion to accept the review of the ABHS policies in the 500 series. Moved (Pat Ellis); Passed (Unanimously).
- 1.7** Motion to adjourn. Moved (Frusanna Hayes); Passed (Unanimously).

2.0 CSB EMPLOYEE AWARDS

2.1 Ms. Villalta presented the CSB Employee Awards to the following staff: **Team Spirit Award** . Greene County Clinic Staff (Cynthia Smith, Pamela Martin, Helen Kabat, Dianne Parker and Kara Holcomb; **Going Above and Beyond Award** . Mildred Williams, Unlimited Services, Walton Developmental Disabilities Center. The CSB Awards are presented on a quarterly basis and recipients receive a framed certificate and a small monetary gift.

3.0 EXECUTIVE SESSION

3.1 Board members discussed or deliberated upon the appointment, employment, compensation, and hiring of an Authority officer. Michael Daniel, Attorney provided legal counsel pertaining to pending or threatened litigation, settlement, claim, administrative proceeding or settlement. In attendance were Board Members, Dr. Darden, Sherri Maxwell, Human Resources and Attorney Daniel. **No actions were taken.**

4.0 NEW BUSINESS

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

4.1.1 Dr. Nan Cooley, Manager, Child & Adolescent Program reported on services being rendered. Dr. Cooley is a licensed clinical psychologist specializing in children, families, and trauma. The Program currently have five (5) clinicians, and four (4) of them are on the ground implementing the agency's integrative health initiative. Staff is doing great things with the children, teens, and parents needing mental health services. With more youth in services, ABHS has been able to again increase offering the group therapy model.

4.1.2 Dr. Darden read the Exhibit A . Shelter Plus Care Program Participation Agreement Resolution:

WHEREAS, Sponsor has been offered an award of funds (the %Agreement+) from the Georgia Department of Community Affairs for the Shelter Plus Care Program serving eligible clients (as applicable); and

WHEREAS, Sponsor has reviewed the Agreement and finds the terms to be acceptable; and

WHEREAS, Sponsor acknowledges that payment under this program will be based on representations and certifications made by representatives of Sponsor, as designated herein.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of Sponsor that the terms of the Agreement be accepted by Sponsor and that the President and Secretary, or others specifically named by Sponsor, be authorized to accept the terms of the Agreement and to sign any and all pertinent documents pertaining thereto on behalf of Sponsor.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the following persons be authorized (Evan Mills, Ryan Halsey, Terri Weimorts and Kathy Bennett) to draw funds from DCA on behalf of Sponsor:

NOW, THEREFORE, BE IT FURTHER RESOLVED, that this Resolution be executed in two parts, and together with a certified copy of the minutes of the meeting, returned as an exhibit to each Agreement as follows: State Housing Trust Fund, GA Department of Community Affairs, 60 Executive Park South NE, Atlanta, Georgia 30329.

Read and approved by Sponsor on this the 29th day of October, 2013.

5.0 OLD BUSINESS

5.1 No business to report at this time.

6.0 BOARD REPORTS

- 6.1** Finance Work Group . no report requiring an action.
- 6.2** Recruitment & Retention Work Group . no report requiring an action.
- 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 today and reviewed the following policies:
 - 500.100 Clinical Records: Centralized Records
 - 500.104 Clinical Records: Subpoenas, Court Orders & Production of Documents
 - 500.105 Clinical Records: Ownership of Records
 - 500.107 Clinical Records: Information Requests
 - 500.115 Clinical Records: Access to the Record by Client
 - 500.123 Clinical Records: Chart Retention
 - 500.125 Clinical Records: Progress Notes (with attachment)
 - 500.126 Clinical Records: Abbreviations & Symbols (with 2 attachments)
 - 500.130 Clinical Records: Person Centered Treatment Plan
 - 500.135 Clinical Records: Assessment
 - 500.140 Clinical Records: Nursing Assessment
 - 500.150 Clinical Records: Emergency Services
- 6.5** Rights of Persons Served Work Group . no report requiring an action.
- 6.6** Board Education & Planning Work Group . no report requiring an action.
- 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 No information to report at this time.

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