

**Advantage**  
**Behavioral Health Systems**  
**MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE**  
**DISEASES SERVICE BOARD MEETING #196**  
**September 25, 2012**

**BOARD MEMBERS PRESENT**

Mae Davis . Elbert

Mary Jo Matthews . Madison

Linda Vinson . Walton

Pat Ellis . Jackson

R. Charles White . Walton

Judy Spurgeon . Oglethorpe

Melanie Villalta - Athens-Clarke

**BOARD MEMBERS ABSENT**

Katie McDaniel . Oconee (EX)

Doc Eldridge . Athens-Clarke (EX)

Shirley Segars . Barrow (EX)

Vacant . Athens-Clarke

Valencia B. Riden . Barrow (EX)

Dr. Paul Roman . Morgan (EX)

Vacant . Jackson

Vacant . Greene

**ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT**

Cindy Darden

Art Davis

Barbara Geter

Laurie W. Bailey

Cynthia Darby

Rosalind Parks

Brenda Smith

Michelle Creech

Tammy Dalton

Janice Callaway

Evan Mills

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

**1.0 ACTIONS**

- 1.1** Motion to approve the agenda as revised. Moved (Pat Ellis); Seconded (Linda Vinson); Passed (Unanimously).
- 1.2** Motion to accept the minutes of the August 28, 2012 CSB Meeting. Moved (Linda Vinson); Seconded (Mary Jo Matthews); Passed (Unanimously).
- 1.3** Motion to accept the resolution for the Participation Agreements for Shelter Plus Care Programs. Moved (Linda Vinson); Seconded (Charles White); Passed (Unanimously).
- 1.4** Motion to approve a \$1500 budget with up to \$300 overage for the CSB Annual Dinner/Meeting. Moved (Judy Spurgeon); Seconded (Linda Vinson); Passed (Unanimously).
- 1.5** Motion to approve the CSB Bylaws as amended. Moved (Mary Jo Matthews); Seconded (Mae Davis); Passed (Unanimously).
- 1.6** Motion to approve the ABHS Human Resources policies. Moved (Pat Ellis); Seconded (Mae Davis); Passed (Unanimously).
- 1.7** Motion to adjourn. Moved (Pat Ellis); Seconded (Linda Vinson); Passed (Unanimously).

**2.0 REPORT FROM CSB DIRECTOR**

- 2.1** Dr. Darden reported that Frank Berry, Commissioner, Department of Behavioral Health Developmental Disabilities (DBHDD) along with two (2) of his staff and Representative Terry England is scheduled to visit ABHS on October 10, 2012. Dr. Darden will address the agency's financial circumstances despite being underfunded for our population. Laurie Bailey, Clinical Director and Judge Susan Tate will discuss the Accountability Courts. They will visit the Women's Recovery Center, the Temporary Assistance for

Needed Families (TANF) Program, and meet with the staff and women served in the program.

- 2.2 Dr. Darden updated on the progress in reviewing the agency's budget. Various committees have been appointed to review pay rates for contractors and productivity. A consultant has reviewed the agency's revenue cycle and Management has agreed to cutback in the Administrative area. She will highlight on an article in the ABHS Connection ~~Why We Can't Give Raises~~.

### 3.0 **NEW BUSINESS**

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

3.1.1 Ms. Bailey reported the Assertive Community Treatment (ACT) Team has been established and is currently in training. Effective October 1<sup>st</sup>, the Team will begin serves for thirty (30) clients. They had a Retreat/Training, September 24<sup>th</sup> and invited the former ACT Team Leader, Judy Salmon.

3.1.2 Ms. Bailey reported that staff has completed three (3) grants for expanding the Specialty Courts in Clarke and Elbert Counties.

3.1.3 Rosalind Parks, Developmental Disabilities noted that staff is in the process of filling Grant in Aid (GIA) vacancies.

- 3.2 Dr. Darden read resolutions for the Shelter Plus Care Program Participation Agreements for the amounts of \$417,864 and \$629,280:

**WHEREAS**, Advantage Behavioral Health Systems (ABHS) hereinafter referred to as ~~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, Kathy Bennett, Art Davis, Evan Mills and Laurie Bailey be authorized to draw funds from DCA on behalf of Sponsor.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that these Resolutions 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, GA 30323.

Read and approved by Sponsor on this the 25<sup>th</sup> day of September, 2012.

- 3.3 Ms. Villalta addressed the CSB Annual Dinner/Meeting. The event has been rescheduled to December 11, 2012. The Staff Support Work Group met and recommended celebrating ABHS 2012 accomplishments and to include Friends of Advantage (FOA) by honoring Sponsors. An invitation will be extended to Sponsors who have contributed to the FOA events in the excess of \$50 or more. The estimated cost of the event is \$1500.

### 4.0 **OLD BUSINESS**

- 4.1 Pat Ellis, Bylaws, Policy Work Group distributed for review the revisions of Appendix E Contingency Plan If Board Membership Exceeds 13 of the CSB Bylaws. The revisions are: memberships beyond the minimum of thirteen (13), up to a total of sixteen (16) may

be filled based on specific skills needed within the Board representation, or identified geographic and/or demographic characteristics of the represented counties. Examples of specific designation qualifiers include, but are not limited to, the following . an applicant with political background/influence, media/marketing background or financial expertise and a county's population size, or financial contribution to the organization; and the Community Service Board annually designates a representative to the Georgia Community Service Board (GACSB). The Board Chairperson may nominate a representative, and Board Members shall vote to appoint the nominee. The responsibilities of this position include representing and advocating for Advantage and the services it provides at the state level, and sharing ongoing information from the GACSB Association with the Board members. The nomination and appointment process should occur on an annual basis.

## **5.0 BOARD REPORTS**

- 5.1** Finance Work Group . Art Davis, Chief Financial Officer (CFO) presented the revenues and expenditures compared to the budget period ending August 31, 2012.
- 5.2** Recruitment & Retention Work Group . Mae Davis, Chairperson reported on vacancies on the Board. She has three (3) candidates for Athens-Clarke County and two (2) for Greene County. Dr. Darden informed that the Board needs a representative with mental health background. Ms. Davis plans to contact the candidates and give them an overview of ABHS and the Board including responsibilities and training. She will then follow up with the County Commissioners regarding appointment.
- 5.3** Advocacy & Awareness Work Group . no report requiring an action. Dr. Darden compiled and distributed a list of Advocacy Groups for the Board.
- 5.4** Bylaws and Policy Work Group . Ms. Ellis reported the committee met today and reviewed ten (10) Human Resources policies. They are:  
 1500.400 Performance Management Planning and Evaluations  
 1500.401 Human Resources: Evaluations of Contractors  
 1500.430 Human Resources: Promotions  
 1500.431 Human Resources: Demotions  
 1500.432 Human Resources: Intradepartmental Transfer of Employees  
 1500.433 Human Resources: Intradepartmental Transfers  
 1500.460 Human Resources: Separations from Employment  
 1500.461 Human Resources: Retirement  
 1500.462 Human Resources: Unemployment Compensation  
 1500.463 Human Resources: Reduction in Force
- 5.5** Rights of Persons Served Work Group . Ms. Davis and Tarin Tripp, Risk Manager met today. They reviewed thirteen (13) incidents which occurred in May 2012, including eleven (11) serious, one (1) critical and one (1) minor.
- 5.6** Board Education & Planning Work Group . no report requiring an action. Ms. Villalta noted that based on the CSB Strategic Plan, a formal presentation will be incorporated into Board meetings on a quarterly basis. This month's topic was reading financials and she requested it be presented in October.
- 5.7** Ad Hoc Friends of Advantage Committee . Ms. Villalta noted that the Annual Dinner/Meeting will be held December 11, 2012 at the Foundry Park, Athens, Georgia. Tammy Dalton, FOA commended the Board for their relational embracement with FOA. She highlighted on the Crusin and Children Carnival October 27, 2012 at the Varsity, Athens, Georgia. She requested bags of unwrapped candies for the event; and blankets for the Crisis Stabilization Unit (CSU).
- 5.8** Staff Support Work Group . Linda Vinson, Chairperson reported on the proposal to change the names of the quarterly CSB Awards including **Going Above and Beyond Award** formerly the Commitment to Service Award, **Made It Happen Award!** formerly the Excellence in Administrative Support Award, and **Gone the Extra Mile Award** formerly the Excellence in Management Award. A new category was added to include **Team**

**Spirit Award.** The Work Group approved the proposal and the changes will be effective October 1<sup>st</sup>. Dr. Geter noted that Kate and William McDaniel, Oconee CSB was recognized by the northeast Georgia community as exceptional volunteers in the Athens Banner Herald, September 23<sup>rd</sup>.

- 5.9** CSB Association Update . Dr. Darden updated that the Association is being asked to respond and serve on various committees due to the newly appointed Commissioner, Mr. Berry.

**6.0 REPORTS FROM THE CSB CHAIRPERSON**

**6.1** Ms. Villalta reminded the Board of the GACSB Educational Exchange, October 21 . 23, 2012, St. Simons Island, Georgia.

**6.2** Ms. Villalta addressed the CEO Evaluation; Board members were provided a copy of the document. She requested that Board Members complete and forward the evaluation to the Administrative Office.

**6.3** Ms. Villalta noted that the Board is invited to attend the 2012 Employee Appreciation Festival, October 5, 2012, 1-4pm at the Harris Shoals Park, Watkinsville, Georgia; she encouraged participation.

**7.0 PUBLIC ACCESS**

**7.1** No one present to address the Board.

**8.0 ADJOURNMENT**

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DATE

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APPROVED BY: Judy Spurgeon  
SECRETARY

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SUBMITTED BY: BRENDA SMITH

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APPROVED BY: Melanie Villalta  
CHAIR PERSON