



ADVANTAGE

**Advantage Behavioral Health Systems
Mental Health, Developmental Disabilities, and Addictive Diseases
Service Board Meeting #227
July 28, 2015**

Board Members Present:

Kevin Poe - Jackson
David Kidd - Oglethorpe
Barbara Fuqua - Greene
Charles Hunt - Oconee

Jerry NeSmith - Athens-Clarke
Reginald Hunter - Madison
Denise Putman - Walton

Board Members Absent:

Mae Davis - Elbert (EX)
Vacant - Athens-Clarke
Vacant - Walton

Frusanna Hayes - Morgan (EX)
Vacant - Barrow
Vacant - Jackson

Advantage Behavioral Health Systems Staff Present:

O. J. Booker
Sherrie Maxwell
Shelly Winkle
Laurie Wilburn-Bailey
Michael Paktinat
Lorraine Terrell
Kellie Warren
Denise Kistner

Rosalind Parks
Tammy Dalton
Athena Payne
Janice Callaway
Ashleigh Hall
Julie Byrum
Melanie Hopp
Neil Griffith

Public Present:

- 1.0 Call to order** at 4:15 p.m. by Community Service Board Chairperson, David Kidd.
- 2.0 Review and acceptance of the agenda:** Motion to approve the agenda (Jerry NeSmith); Seconded (Kevin Poe); Passed (Unanimously).
- 3.0 Reading and Approval of Minutes:** Motion was made to approve the minutes for the June 10, 2015 Tele-meeting Moved (Jerry NeSmith); Seconded (Charles Hunt): Passed (Unanimously). Motion was made to approve the minutes for the June 23, 2015 CSB Meeting. Moved (Jerry NeSmith); Seconded (Charles Hunt): Passed (Unanimously).
- 4.0 Oath of Office:** Denise Putman of Walton County and Reginald Hunter of Madison County were sworn into office by David Kidd.
- 5.0 Presentation of CSB Award:** David Kidd presented Julie Byrum with a framed certificate and a check for \$100 as recognition for ~~%~~Going Above and Beyond+as an Advantage employee with the Women's Services ITP Treatment program.

6.0 Presentation: Lorraine Terrell is the Site Manager for GRO Industries stated that GRO Industries is a not-profit agency designed to provide services to persons with developmental disabilities residing in the Greene-Oglethorpe county areas. The primary focus of this day program is to promote community presence and participation and provide employment opportunities. Ms. Terrell stated that they serve approximately 28 clients on average per day between the hours of 8:30 a.m. and 2:30 p.m., Monday through Friday. Services provided include training in the areas of daily living skill (including leisure/recreational skills), communication training, mobility training, and programming to reduce inappropriate and or maladaptive behavior. Services are provided either in the community or in the facility and are provided individually as well as in a group setting.

7.0 Report from Chief Executive Officer:

7.1 O.J. Booker read a Resolution, for the record, that allows us to enter into an agreement with the Georgia Housing and Finance Authority for a grant funds for housing programs and asked for their Board approval.
%Advantage Behavioral Health System (BHS) (herein referred to as %Organization+) WHEREAS, Organization has been offered an award of funds (the %Agreement+) from the Georgia Housing and Finance Authority for ESG, S+C Harm Reduction and/or HOPWA programs serving eligible clients (as applicable); and WHEREAS, Organization has reviewed the Agreement and finds the terms to be acceptable, and WHEREAS, Organization acknowledges that payment under each program will be based on representations and certifications made by officials of Organization, as designated herein.
NOW, THEREFORE, BE IT RESOLVED, by the governing authority of Organization that the terms of the Agreement be accepted by Organization and that the following officers or members specifically named by Organization be authorized to accept the terms of the Agreement and to sign any and all pertinent documents pertaining thereto on behalf of Organization.
NOW, THEREFORE, BE IT FURTHER RESOLVED that the following persons be authorized (at least 2 signatures are required per draw) to draw funds from DCA on behalf of Organization: Evan Mills, Director of Development, Laurie Bailey, Clinical Director, and Kathy Bennett, Finance Clerk.
NOW, THEREFORE, BE IT RESOLVED, that this Resolution be executed, and together with a **certified copy of the minutes of the meeting**, returned as an exhibit to each Agreement as follows: Office of Homeless and Special Needs Housing, Georgia Department of Community Affairs, 60 Executive Park South NE, Atlanta, Georgia 30329. Read and approved July 28, 2015 By: David A. Kidd, Title: Chairman of Community Service Board, Attest: Shelly Winkle, Title: Executive Administrative Assistant. Motion to adopt the Resolution, Moved (Kevin Poe); Seconded (Barbara Fuqua); Passed (Unanimously).

7.2 Mr. Booker stated that on the 240 Mitchell Bridge Road Project we are still going through space planning and have reviewed this today with the new board members. We have a purchase agreement for \$2.7 million dollars to purchase the building and convert it into a consolidated facility for clinical services in Clarke County. Mr. Booker stated that this purchase would allow us to empty out three buildings and combine them into one space. The projected completion/move-in date is summer of 2016.

8.0 New Business:

8.1 Administrative Reports: (Received in Board packages for review.)

8.1.1 Chief Operating Officer Report - Sherrie Maxwell was present. No questions resulting from her reports.

8.1.1.1 Ms. Maxwell requested approval of the ABHS Strategic Plan FY16. Motion to approve the Strategic Plan FY16, Moved (Kevin Poe); Seconded (Barbara Fuqua); Passed (Unanimously).

- 8.1.2** Chief Financial Officer - Athena Payne reported that the budgets for 2016 are in progress and will be read for the August Board meeting. Afterwards, she presented a draft of the financial statements for the period ending June 30, 2015 with a narrative.
- **Page 1:** Days Cash on Hand was approximately 34 days. Cash flow is adequate for current operations.
 - **Page 2 & 3:** The Balance Sheet was reviewed and the following related ratios: The Current Ratio is 2.6 to 1, the Working Capital is \$ 3,401,996 and the Total Debt to Equity is .72 to 1.
 - **Page 4 & 5:** Regarding the *Statement of Revenue and Expenditures*, the CFO presented a draft of the financial statements for the fiscal year ended June 30, 2015. However, we are not anticipating any material adjustments as a result of the audit for fiscal year 2015. The overall financial stability of the organization is good even though the result of operations for the fiscal year ending 06/30/15 is a deficit.

There are several budget variances 10% or greater over budget.

Mrs. Payne stated that some of the larger variances were in Repairs and Maintenance and Other Operating Expense (which includes Audit, Legal, Accounting and Architectural fees). The CFO highlighted some of the large vendor expenses that are included in Other Operating Expense and Repairs and Maintenance. In addition there are several expenses under budget by 10% or greater and they are as follows:

Employee Benefits, Printing, Direct Benefits to Clients and Equipment Purchases (greater than \$1,000).

Mrs. Payne shared that the Business Office and the Chart Auditors are making efforts to improve our Billing Revenue by collaborating to decrease the number of Failed Claims. Management reports have been created to identify the most frequent errors by location and employee. The Chart Auditors are then focusing on training in these deficient areas.

- 8.1.3** Clinical Services Report - Laurie Wilburn Bailey reported that she has started three new programs during June and July and each month, for the next three months she will include a highlight of one of these programs and this month the highlighted program is EPIC. The EPIC program is for 16-25 year olds experiencing their first episode of psychosis.
- 8.1.4** Quality Assurance Report . Janice Callaway was present. No questions resulting from her reports.
- 8.1.5** Developmental Disabilities Report - Rosalind Parks was present. No questions resulting from her report.

9.0 Old Business:

- 9.1** No old business.

10.0 Board Reports:

- 10.1** Finance Workgroup - Kevin Poe was present, no report requiring action.
- 10.2** Recruitment and Retention Work Group - Fru Hayes was absent, no report requiring action.

- 10.3 Advocacy and Awareness Work Group - Barbara Fuqua was present, no report requiring an action.
- 10.4 Bylaws & Policy Committee - Vacant. Jerry NeSmith volunteered to join and serve on this committee.
- 10.5 Rights of Persons Served Committee . Charles Hunt reported that the client that attempted suicide was a result of a personal/medical crisis and she is still in the hospital. Mr. Hunt stated that overall the number of reported incidents and schedule conflicts have decreased this quarter.
- 10.6 Board Education and Planning Work Group . Vacant.
- 10.7 Ad Hoc Friends of Advantage Committee - Tammy Dalton stated
 - 10.7.1 Ms. Dalton stated that it was time to start planning for the Annual Meeting which is typically held the first Tuesday in December. Ms. Dalton requested assistance in planning and suggestions for a speaker for this year's meeting.
 - 10.7.2 Ms. Dalton reminded everyone that the %Afternoon Tea with Friends+will be held Saturday, August 15th in Bowman, GA.
- 10.8 Staff Support Work Group . David Kidd was present, no report requiring an action.
- 10.9 CSB Association Update - Fru Hayes was absent, no report requiring action.
- 11.0 **Report from CSB Chairperson:**
 - 11.1 David Kidd stated that we would send out a listing to all board members explaining each of the different work groups and committees available stating where the most help is needed and request that you chose an area of interest to participate in.
 - 11.2 Mr. Kidd also stated that a new Board member orientation would be scheduled once the other two new Board members have taken their Oath.
- 12.0 **Public Access:**
 - 12.1 No one was present to address the Board.
- 13.0 **Adjournment:**
 - 13.1 Motion to adjourn. Moved (Jerry NeSmith); Seconded (Charles Hunt); Passed (Unanimously).
 - 13.2 Meeting adjourned at 6:00 p.m.

Date:

Approved By: David Kidd
Chairperson

Submitted By: Shelly Winkle
Exec. Admin. Asst.

Approved By: Charles Hunt
Secretary