



**Advantage Behavioral Health Systems
Mental Health, Developmental Disabilities, and Addictive Diseases
Service Board Meeting #237
July 26, 2016**

Board Members Present:

David Kidd - Oglethorpe	Reginald Hunter - Madison
Charles Hunt - Oconee	Mary Lay - Barrow
Kevin Poe – Jackson	Jerry NeSmith - Athens-Clarke
Larry Magers - Athens-Clarke	Patti Knick - Jackson

Board Members Absent:

Joe Chapman - Walton (EX)	Mae Davis - Elbert (EX)
Frusanna Hayes - Morgan (EX)	Barbara Fuqua – Greene (EX)
Vacant - Walton	

Advantage Behavioral Health Systems Staff Present:

O. J. Booker	Laurie Wilburn-Bailey
Athena Payne	Evan Mills
Tarin Tripp	Shelly Winkle
Fabian Kasongo	Brian Godwin
Neil Griffith	Tammy Dalton
Mike Clement	David Sherrill
Justin Dudkiewicz	Janice Callaway
Catherine Clayton	Rebecca White
Teasia Snowden	Michael Sakara

Public Present:

Evan Elder (FOA)

- 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 (Larry Magers); Passed (Unanimously).
- 3.0 Reading and Approval of Minutes:** Motion was made to approve the minutes for the May 24th CSB Meeting: Moved (Kevin Poe); Seconded (Patti Knick); Passed (Unanimously).
- 4.0 Report from Chief Executive Officer:** Mr. Booker introduced and welcomed Catherine (“Cat”) Clayton as our new Community Relations Coordinator. Ms. Clayton comes to us with bachelor’s degrees in journalism and drama and has worked with us for two years in peer support, bringing with her valuable lived experience.
 - 4.1** Mr. Booker stated that the 240 Mitchell Bridge Road appraiser that was hired by the bank came back with a very low estimate of value for the building. This low estimate created a gap between loan funds available and estimated construction budget. Advantage contested the bank’s appraisal and as a result, the bank raised the building’s value by \$200,000. This will result in an increase in the loan of \$180,000; however, we are still somewhat short of enough bank funds to meet our construction goal. Since we are still in the renovation and

preconstruction phase, it is hard to tell how much the shortage is, but Mr. Booker will let the Board know as soon as he has the information. The completion is still scheduled for February, with the current schedule being: Completed Plans submitted for permitting – July 12th, Demolition complete NLT – July 22nd, Permitting complete – August 9th, and Construction notice to proceed – August 15th.

- 4.2 Mr. Booker stated that the Resiliency Clubhouse team has located a 4000 SF building on Baxter Street in Athens and are talking to the owner/landlord now about renovations. Advantage will have 90 days from the signing of the contract to begin services so we need to act quickly. Jewell Gooding, the DBHDD Program Director, visited Athens on Monday to see the proposed property and discuss the program with us. This clubhouse program will offer many community connection opportunities such as music and art and more.
- 4.3 Mr. Booker stated that he would like individual standard operating procedure (SOP) manuals created for Board member that had both the standard CSB information as well as information that was unique to their specific counties. These SOP manuals could be taken home and kept in the member's possession or stored here at Advantage and used only during Committee meetings. Mr. Booker asked that Ms. Clayton please provide the individual county information for each Board member to Ms. Winkle to place in the SOP.
- 4.4 Mr. 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 (Emergency Solutions Grant), S+C Support Services, S+C Harm Reduction and/or HOPWA (Housing Opportunities for Persons With Aids) 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:
Note: While only two (2) persons are needed to draw funds, at least three (3) persons must be “authorized” by the governing entity of the organization to draw funds from DCA. The persons “authorized” to draw funds may not also execute this Resolution!
Evan Mills, Director of Development, Laurie Bailey, Clinical Director, Athena Payne, CFO and Oliver J. Booker, CEO.
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 by Organization on this 26 day of July, 2016.
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 (Patti Knick); Passed (Unanimously).

5.0 New Business:

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

5.2 Chief Financial Officer Report - Athena Payne presented the financial statements for the period ending June 30, 2016 with a narrative.

Fund Balance:

Beginning	\$ 1,982,837
Year to Date 2/29/16	\$ 382,697
Ending Fund Balance	\$ 2,365,534
Current Cash Balance	\$ 1,216,216

Cash on Hand and Financial Statements

Approximately 18.7 days cash on hand. The balance does not include a cash advance from DBHDD. This amount should be adequate for current operations.

The revenue over expenditures for June was a deficit of \$158,850. This is a draft version because there will be some additional changes since this is the fiscal year end and the books are still open. This is due primarily to year-end accounts receivable write-offs which reduced revenue. The current ratio is 2.1 to 1, the working capital is \$2,913,437 and the debt ratio is 80.2% and the debt to net assets of 4.7 to 1.

Budget Variances

There are several budget variances 10% or greater over proposed budget and they are as follows:

Employer Health Benefits	\$250,040
Motor Vehicle Gas	\$4,773
Supplies	\$6,886
Travel Expense	\$1,754
Training	\$3,075
Equipment Purchases	\$9,372
Contracts	\$26,382
Telecommunications	\$2,727

In addition there are several expenses under budget by 10% or greater and they are as follows:

Food Supplies	\$5,009
Pharmaceutical Expense Filling Fees	\$12,794
Other Operating (includes Professional Fees, Consulting, Software Hosting)	\$14,917
Repairs and Maintenance (includes Housekeeping)	\$4,828
Utilities	\$5,656
Insurance and Bonding	\$5,434
Direct Benefits to Clients	\$7,921
Printing	\$1,439
Respite	\$3,038
Contract Service Providers	\$106,854

Revenue

The revenue booked for June was \$2.4 million which was approximately \$405K larger than normal monthly revenue. This was primarily due to additional Medicaid waiver billing of \$171K, additional outpatient Medicaid billing of \$141K and additional Medicare billing of \$50K. However, revenue was reduced by write-offs of \$500,000 to adjust for old claims more than 365 days old that will not be collected. Revenue written down was the outpatient Medicaid, Medicare, client fees and private insurance.

Expense

Employee health benefits was over budget due to an additional \$300,000 booked for insufficient payment of employer contributions due to the State for fiscal 2016. This was due to an error in payroll system profiles set up function.

Motor vehicles gasoline also includes expenses for leased vehicles. There have been several new leases on vans and cars which contribute to the over budget status. However, the offset is lower motor vehicle repairs due to surplus old vehicles.

There are some reclassifications that will be made between contracts and contract service providers. The contracts line was over budget due to \$40K paid to several contract service providers, which was classified as contracts. The impact of the aforementioned entry caused contract service providers to be under budget. In addition a reversed accrual of \$51K in June for expected Salveo (contract service provider) expenses were not journalized after final reconciliation with the vendor. This also contributed to contract service providers being more than \$100K under budget.

Other Operating was under budget due to a missing Qualifacts (software hosting) invoice that needs to be accrued of approximately \$20K and lower professional fees due to decreased attorney's fees.

Repairs and maintenance was lower due to less expense on waste disposal of approximately \$5,000.

All pharmaceutical expense and filling fees have not been received for June 2016 which caused this category to be under budget.

- 5.3 Clinical Services Report** - Laurie Wilburn Bailey stated that DBHDD introduced a new Suicide Policy that requires more intensive assessment, treatment, and follow-up. This has greatly increased the administrative activities as we work to implement the policy. We are very fortunate to have received this grant, because it has offered more training opportunities and covered some of the administrative costs that other CSBs have had to figure out how to fund. In an effort to meet the new policy requirements, we have done the following: Updated current Advantage policies and procedures to include the new requirements-this task is about 80% completed. We have ensured that all new requirements are included in the policies, but we still have a couple of policies to update to remove duplications. Created new forms-instead of having to ask staff to do another assessment in addition to the current documentation at each session, we took the 4 required questions and incorporated them into our existing progress notes. These notes are currently being created in our electronic health record. Training: we have sent staff to Train the Trainer trainings, and they've returned and starting training staff. We are working to incorporate the newly required trainings into New Employment Orientation or on the list of mandatory trainings to be completed within the first 90 days.
- 5.4 Intellectual and Developmental Disabilities Report** - Tarin Tripp stated that Advantage was asked by the Georgia Council for Developmental Disabilities to attend a two-day workshop to learn about Project SEARCH and after attending the workshop, decided that this would be a good fit for Advantage. A team will be attending the National Conference in Orlando August 2-5th to kick off the beginning of program development. Project SEARCH is a high school transition program is a unique, business led, one year school-to-work program that takes place entirely at the workplace. A total workplace immersion facilitates a seamless combination of classroom instruction, career exploration, and hands-on training through worksite rotations.
- 6.0 Old Business:**
David Kidd stated that there was no old business to discuss.

7.0 Board Reports:

Finance and Audit Workgroup - Kevin Poe recommended that the Board take a few weeks to review and decide on the FY17 budget before submitting their vote via e-mail by close of business on August 23, 2016. Shelly Winkle will send a reminder notice out to the Board on Friday, August 19, 2016 regarding the August 23, 2016 vote.

7.1 Board Recruitment and Board Retention Workgroup – Patti Knick stated that it was time to nominate and vote on new Board Officers. Jerry NeSmith nominated David Kidd to hold the office of Chairman, Kevin Poe to hold the office of Vice Chairman and Charles Hunt to hold the office of Secretary. Motion to close the nomination. Moved (Jerry NeSmith); Seconded (Charles Hunt); Passed (Unanimously). Motion to approve the nominated officers. Moved (Jerry NeSmith); Seconded (Mary Lay); Passed (Unanimously).

7.2 Advocacy and Outreach Workgroup - Barbara Fuqua was not present, no report requiring action.

7.3 Risk Management and Quality Assurance Workgroup – Janice Callaway stated that the Risk Management and Quality Assurance committee met today and have expanded their membership to make certain that it represents all of the areas that might have risks. Today they discussed the calendar for the upcoming year regarding meeting schedules and the types of reports they need to produce such as Hot Topics, HIPPA review, Rights of Persons Served, Comprehensive Loss Plan and Customer Service.

7.4 Human Resources Workgroup - David Kidd was present, no report requiring action.

7.5 Ad Hoc Friends of Advantage Committee - Tammy Dalton stated that FOA Afternoon Tea would be held August 20, 2016 at the Commerce Civic Center; tickets are \$25 each if anyone was interested in attending. Ms. Dalton also stated that October 2-6, 2016 was National Mental Illness Awareness week and that FOA is currently identifying local restaurants in each county that will allow us to place table cards from Advantage with mental health awareness information and facts listed on them. Each participating restaurant will be asked if they are willing to give a percentage of the profits that week to help bridge gaps in funding. Ms. Dalton asked if anyone has any contacts or leads for this project in their county to please contact her.

8.0 Report from CSB Chairperson:

8.1 David Kidd stated that he had no further announcements.

9.0 Public Access:

9.1 No one was present to address the Board.

10.0 Adjournment:

10.1 Motion to adjourn. Moved (Kevin Poe); Seconded (Jerry NeSmith); Passed (Unanimously).

10.2 Meeting adjourned at 5:45 p.m.

Date:

Approved By: David Kidd
Chairperson

Submitted By: Shelly Winkle
Exec. Admin. Asst.

Approved By: Charles Hunt
Secretary