

Advantage
Behavioral Health Systems
MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE
DISEASES SERVICE BOARD MEETING #215
July 22, 2014

BOARD MEMBERS PRESENT

| | |
|----------------------------------|----------------------------|
| Linda Vinson – Walton | R. Charles White – Walton |
| Melanie Villalta - Athens-Clarke | Pat Ellis – Jackson |
| Doc Eldridge – Athens-Clarke | Dennise Grayson – Oconee |
| Mae Davis – Elbert | Mary Jo Matthews – Madison |
| Shirley Segars – Barrow | |

BOARD MEMBERS ABSENT

| | |
|------------------------------|------------------------|
| Frusanna Hayes – Morgan (EX) | Vacant – Oglethorpe |
| Vacant – Greene | Vacant – Athens-Clarke |
| Vacant – Barrow | Vacant – Jackson |

ADVANTAGE BEHAVIORAL HEALTH SYSTEMS STAFF PRESENT

| | |
|-----------------|-------------------|
| O. J. Booker | Steve Barber |
| Janice Callaway | Barbara Geter |
| Sherrie Maxwell | Elizabeth Stewart |
| Brenda Smith | Tarin Tripp |
| Katie McFarland | Tamisha Rogers |
| Rosalind Parks | Tammy Dalton |
| Shelia Bridges | Kim Roach |
| Kathy Nowell | Diane Sears |
| Shirley Buice | |

GUESTS

Charles Hunt

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

1.0 ACTIONS

- 1.1** Motion to approve the agenda as revised. Moved (Pat Ellis); Seconded (; Passed (Unanimously).
- 1.2** Motion to accept the minutes of the June 24, 2014 CSB Meeting. Moved (Melanie Villalta); Seconded (Linda Vinson); Passed (Unanimously).
- 1.3** Motion to approve the submitted design for the development of a new corporate identity in the form of a logo. Moved (Linda Vinson); Seconded (Dennise Grayson); Passed (Unanimously).
- 1.4** Motion to approve the 2015 CSB Strategic Plan. Moved (Melanie Villalta); Seconded (Linda Vinson); Passed (Unanimously).
- 1.5** Motion to adopt the changes to the CSB Bylaws (see Old Business 6.2). Moved (Pat Ellis); Seconded (Mary Jo Matthews); Passed (Unanimously).
- 1.6** Motion to accept the reading of the ABHS policies by the Bylaws and Policy Workgroup (see Board Reports 7.4). Moved (Pat Ellis); Seconded (Melanie Villalta); Passed (Unanimously).
- 1.7** Motion to accept the closed Executive Session. Moved (Linda Vinson); Seconded (Pat Ellis); Passed (Unanimously).

- 1.8 Motion to return to the open session of the meeting. Moved (Charles White); Seconded (Dennise Grayson); Passed (Unanimously).
- 1.9 Motion to approve a pay increase for Mr. Booker, CEO. Moved (Linda Vinson); Seconded (Mae Davis); Passed (Unanimously).
- 1.10 Motion to adjourn. Moved (Mary Jo Matthews); Passed (Unanimously).

2.0 EMPLOYEE RECOGNITION AWARDS

2.1 Linda Vinson, Staff Support Workgroup presented awards to the following staff: Going Above and Beyond Award – Tamisha Rogers, Jackson County Drug Court Program; Made it Happen Award – Mary Mahoney, Jackson County Clinic; and Team Spirit Award – Jackson Creative Resource Community Staff. These awards are presented on a quarterly basis and each recipient receives a framed certificate, a small monetary gift and recognition at the CSB Meeting.

3.0 COMMISSION ON ACCREDITATION OF REHABILITATIVE FACILITIES (CARF) PRESENTATION

3.1 Elizabeth Stewart, Ph.D., Quality Assurance conducted a presentation on CARF. The presentation is titled 'CSB CARF Presentation' which focused on the following: CSB member job responsibilities; Board governance policies; policies at Board members; policies about Board performance; Board relationship with the Executive Director; Board meetings; policies about Executive Director development; policies on Executive compensation; and annual review of policies. The anticipated survey date is late August or early September 2014.

4.0 REPORTS FROM CSB DIRECTOR

- 4.1 Mr. Booker reported that Commissioner Frank Berry, Department of Behavioral Health Developmental Disabilities (DBHDD) and Representative Chuck Williams are scheduled to visit and tour ABHS on August 18, 2014. He will send an invitation to Board members and additional information regarding the tour.
- 4.2 Mr. Booker distributed and reported on the FY2015 CEO Succession Plan. During the absence of the CEO, the authority of the CEO is assumed by the Chief Operating Officer (COO), with the support of the Executive Management Team (Chief Financial Officer, Clinical Director, Developmental Disabilities Director, Continuous Quality Improvement (CQI) Director). The COO can sign any documents and make any necessary decisions with the authority of the CEO. In the event that the COO is not able to assume these duties, the Clinical Director assumes the authority of the CEO in the same manner. Notification of succession should be made immediately to the Chairperson of the CSB, the Regional Director for DBHDD, and to the staff of ABHS. In temporary, predictable events, such as vacations, this will be initiated by the CEO. In emergency cases, this will be initiated by the COO.
- 4.3 Mr. Booker informed the Board that he and staff has been working on a project to develop a new corporate identity in the form of a logo. Evan Mills, Director of Business Development presented on the logo design process and the finalist period. 99 Design.com assisted with the project in which designers submit drawings for competing in a design contest. The drawings were narrowed to nine (9) designs in which a survey was created based on the nine (9) designs and was sent to Executive Management and identified staff for feedback. The results indicated that four (4) of the designs be eliminated. The remaining five (5) designs were surveyed with Executive Management for their vote. Mr. Mills shared with the CSB the design chosen by Executive Management for approval. The new logo symbolizes everything Advantage stands for, hope, support, promotion of recovery and fostering independence to those living with behavioural health concerns and developmental disabilities.

5.0 NEW BUSINESS

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

- 5.1.1 Sherrie Maxwell, Chief Operating Officer reported that ABHS will host an Open House at the Walton County Clinic on July 29th, 2-4pm to inform the community and stakeholders of the changes being made to improve access for our clients. The Administrative Office will send an email to remind Board member of the upcoming event.

6.0 OLD BUSINESS

- 6.1 Dr. Stewart distributed and reported on the revised FY2015 CSB Strategic Plan. The plan consists of four (4) goals including recruitment and retention, board member education and planning for the future, advocacy and public awareness and staff support.
- 6.2 Pat Ellis, Bylaws and Policy Workgroup reported on the revised CSB Bylaws. The changes reflect SB349 regarding the membership of governing boards and the powers, authority, duties and functions of the CSBs.

7.0 BOARD REPORTS

- 7.1 Finance Work Group – Steve Barber, Chief Financial Officer (CFO) presented the financials for the period ended June 30, 2014 with 100% of the fiscal year expired.
- 7.2 Recruitment & Retention Work Group – The Recruitment and Retention Workgroup will meet on July 23rd at 3pm to address CSB membership and appointments.
- 7.3 Advocacy & Awareness Work Group – no report requiring an action.
- 7.4 Bylaws and Policy Work Group – Ms. Ellis, Chairperson reported that the workgroup met and reviewed the following ABHS policies:
- 100.250 Organizational Leadership: Executive Director
 - 100.251 Organizational Leadership: Executive Director Review
 - 100.252 Organizational Leadership: Compensation Philosophy
 - 100.253 Organizational Leadership: Compensation Review
 - 100.255 Organizational Leadership: Organizational Charts
 - 100.256 Organizational Leadership: Information Dissemination
 - 100.265 Organizational Leadership: Culturally Diverse Leadership
 - 300.230 Toy Sanitation
 - 300.235 Prevention of Transmission of Airborne Droplet Infection
 - 300.240 Rubella
 - 300.245 Bacterial Meningitis
 - 300.250 Prevention of Transmission of Blood Borne Pathogens
 - 300.255 Hepatitis B
 - 300.260 Sexually Transmitted Diseases
 - 300.265 Standards and Universal Precautions
 - 300.270 Blood Body Fluid Spill Cleanup
 - 300.275 Biohazard Waste
 - 300.280 Post Exposure Response to Potential Blood Borne Infection
 - 300.285 Skin Infection
 - 300.290 Contamination with Head Lice
 - 300.295 Food Sanitation
 - 300.300 Laundry
 - 300.305 Reporting Infection

Melanie Villalta, Immediate Past Chair swore in the 2015 CSB Officers: Doc Eldridge, CSB Chair; Linda Vinson, Vice Chairperson; and Dennise Grayson, Secretary.

- 7.5 Rights of Persons Served Work Group – Mae Davis, Workgroup Chairperson reported that during the fourth quarter there was a total of 114 incidents and eleven (11) 911 calls. Training is being offered including suicide intervention and safety measures.
- 7.6 Board Education & Planning Work Group – Charles White, Workgroup Chairman noted that the Elbert County Clinic Staff is scheduled to present at the next meeting.
- 7.7 Ad Hoc Friends of Advantage Committee – Ms. Villalta requested to start planning for the 2014 Annual Dinner. Board members interested in assisting with the planning may contact her. Tammy Dalton mentioned the upcoming FOA events including the ‘Afternoon Tea with Friends’, August 16th, Commerce Civic Center and the Cruise In & Children Carnival, October 19th at the Varsity, Athens, Georgia.
- 7.8 Staff Support Work Group – no report requiring an action.
- 7.9 CSB Association Update – Mr. Booker reported that the GACSB 17th Educational Exchange will be held October 19-21, 2014 at the Lake Lanier Island Resort. He encouraged participation and will provide additional information.

8.0 REPORTS FROM THE CSB CHAIRMAN

- 8.1 Mr. Eldridge presented and read a resolution honoring Melanie Villalta, Immediate Past Chairperson. A copy of the resolution will be attached to the meeting minutes and a framed copy of the document will be given to Ms. Villalta.

9.0 PUBLIC ACCESS

- 9.1 No one present to address the Board.

10.0 ADJOURNMENT

DATE

APPROVED BY: Dennise Grayson
SECRETARY

SUBMITTED BY: BRENDA SMITH

APPROVED BY: Doc Eldridge
CHAIRMAN