



**Advantage Behavioral Health Systems
Mental Health, Developmental Disabilities, and Addictive Diseases
Service Board Meeting #239
September 27, 2016**

Board Members Present:

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|-------------------------|---------------------------|
| David Kidd – Oglethorpe | Reginald Hunter – Madison |
| Charles Hunt – Oconee | Mary Lay – Barrow |
| Kevin Poe – Jackson | Mae Davis – Elbert |
| Patti Knick – Jackson | Frusanna Hayes – Morgan |
| Joe Chapman – Walton | |

Board Members Absent:

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| Larry Magers – Athens-Clarke | Jerry NeSmith - Athens–Clarke |
| Vacant – Greene | Vacant – Walton |

Advantage Behavioral Health Systems Staff Present:

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| O. J. Booker | Laurie Wilburn-Bailey |
| Athena Payne | Evan Mills |
| Tarin Tripp | Shelly Winkle |
| Brian Godwin | Catherine Clayton |
| Neil Griffith | Tammy Dalton |
| David Sherrill | Nickie Leazer |
| Justin Dudkiewicz | Kadesha Clark |

Public Present:

- 1.0 Call to order** at 4:10 p.m. by Community Service Board Chairperson, David Kidd.
- 2.0 Review and acceptance of the agenda:** Motion to approve the agenda (Fru Hayes); Seconded (Kevin Poe); Passed (Unanimously).
- 3.0 Reading and Approval of Minutes:** Motion was made to approve the minutes for the August 29th CSB Meeting: Moved (Fru Hayes); Seconded (Chuck Hunt); Passed (Unanimously). Motion was made to table the minutes for the July 26th CSB Meeting until a correction could be made: Moved (Patti Knick); Seconded (Joe Chapman); Passed (Unanimously).
- 4.0 Report from Chief Executive Officer:** Mr. Booker introduced and welcomed Jill Trammell as our new Chief Operations Officer. Ms. Trammell is an experienced leader working for non-profits, behavioral healthcare and developmental disability providers in DBHDD's Regions I & II, since 1997. Ms. Trammell has an MBA in Organizational Leadership and a Psychology degree from Brenau University. She is certified in Lean Leadership and is experienced in the implementation of change management and accreditation standards. As an Executive Director of residential programs for providers serving at-risk youth, she has created programs and policies for the Board of Directors, as well as, negotiated and improved contract relations with both Georgia and Florida State agencies.

Mr. Booker also introduced and welcomed Kadesha Evans as our new Director of Nursing. Dr. Evans joined Advantage as the Director of Nursing in 2016 after spending nearly 10 years in the acute care setting. She is a graduate of St. Margaret's School of Nursing in Pittsburgh, PA (RN Diploma), holds a Bachelor's of Science in Nursing (BSN) from Slippery Rock University, and a

Master's of Science in Nursing Leadership (MSN) and Doctor of Nursing Practice (DNP) from Chatham University in Pittsburgh, PA. Dr. Evans serves as the Vice President of the Chi Zeta chapter of Sigma Theta Tau International and is one of the founding members of a community organization in Athens, the Inclusive Health Council, geared towards reducing health disparities and creating health equity for our community's LGBTQ population.

Mr. Booker stated that the Phase I construction contract for the 240 Mitchell Bridge Rd. project was signed Tuesday, August 30. As of now, all the mansard panels on the roof have been removed, roofing materials have been ordered, and roofing should begin in the next two weeks. The old gas piping and HVAC mechanical equipment is being removed now. I have authorized a landscaping firm to clean up the property. We will bid a permanent contract out later.

Mr. Booker stated that for our Youth Mental Health Clubhouse, we have selected a 10,000 square-foot building at 130 Mill Center Blvd. in Athens to be our new "Club Remix" headquarters. 3000 ft.² are offices and the remaining 7000 ft.² is concrete floor. The building also includes a 3000 square-foot mezzanine for storage.

Mr. Booker stated that we have entered into a 50-50 cost-sharing joint information systems agreement with Avita Community Partners for three employees to manage and direct our management information systems function. Between the two agencies, there will be five employees total. Two out of the five will be employed solely by each respective agency. Based on our past expense history, this should be cost neutral. Avita has had a long and stable MIS department, and we will be able to utilize the work product they have assembled over the years, especially related to our electronic health record, which we have in common.

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 July 31, 2016 with a narrative.

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| Fund Balance: | |
| Beginning | \$ 2,226,785 |
| Year to Date 8/31/16 | \$ 210,464 |
| Ending Fund Balance | \$ 2,437,249 |
| Current Cash Balance | \$ 886,916 |

Cash on Hand and Financial Statements

Approximately 13.3 days cash on hand, excluding the cash advance from DBHDD of \$ 1,195,071 million, this leaves 0 days cash on hand. The cash balance, even though lower than normal, is still sufficient for current operations. We expect to receive outstanding accounts receivables due of approximately \$400k to \$600k within 30 days that will assist in building up the cash balance.

The excess revenue over expenditures for August was \$54,324. The current ratio is 1.8 to 1, the working capital is \$2,883,351 and the debt ratio is 80.8% and the debt to net assets is 4.0 to 1.

Budget Variances

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

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| Personal Liability Insurance | \$2,276 |
| Food Supplies | \$8,722 |
| Other Operating | \$3,473 |
| Professional Fees | \$4,235 |
| Software Hosting | \$2,890 |
| House Keeping | \$4,124 |

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| Leased Vehicles (previously coded to Motor Vehicle Gas) | \$5,849 |
| Telecommunications | \$9,942 |

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

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|--|-----------|
| Salaries | \$124,778 |
| Employee Health Benefits | \$56,241 |
| 401K | \$6,014 |
| Supplies | \$2,218 |
| Pharmaceutical Expense and Filing Fees | \$11,947 |
| Depreciation | \$12,129 |
| Interest Expense | \$12,585 |
| Direct Benefits to Clients | \$4,885 |
| Computer Software | \$4,459 |
| Training | \$8,917 |
| Contracts | \$30,677 |

Revenue:

The Fee for Service recognition for Core Services and Addictive Disease for the month was \$300k. This exceeds the monthly amount previously received in MIER payments for Core Mental Health Services, which means we are on track to achieve the maximum reimbursable limit.

Expenses:

Salaries were under budget by \$125k due to the budget being based on full staffing; however there are still many positions to be filled. Employee Health Benefits is a percentage of the Salaries expense. Therefore, since Salaries are under budget this line will also be under budget. Contracts are under budget due to therapist invoices of \$24k being received late. Telecommunications is over budget due to the phone system installation and upgrades. Interest Expense was budgeted to include interest payments on the new Mitchell Bridge mortgage which have not yet started.

- 5.3 **Clinical Services Report** - Laurie Wilburn Bailey was present but had nothing additional to report.
- 5.4 **Intellectual and Developmental Disabilities Report** - Tarin Tripp was present but had nothing additional to report.
- 5.5 **Business Development Report** – Evan Mills stated that Advantage received verbal notice of award for a mini-grant from Emmanuel Episcopal Church that will outfit and design a state-of-the-art music studio as part of the activities provided in the new clubhouse contract granted through DBHDD. Through the use of our music studio our therapists will be able to use music strategies, both instrumental and vocal, which are designed to facilitate responsiveness and engagement in our evidence-based therapeutic programs. Mr. Mill also stated that Advantage received notice of SAMHSA HIV SA Expansion Grant Award to expand and enhance substance abuse treatment and recovery support services to African American Females with or at-risk of HIV living within the Northeast Georgia region. Three main components of this approach will include: expanded outreach/education and testing of the population; co-locating substance abuse and co-occurring behavioral health intervention services within HIV partner clinics; and providing peer-led care coordination and recovery support services.

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 was present, no report requiring action.

- 7.1 Board Recruitment and Board Retention Workgroup – Fru Hayes reported that there is a possible recruit for Board member in both Greene and Walton counties, she will report further as progress is made.
- 7.2 Advocacy and Outreach Workgroup – Cat Clayton stated that the Legislative Breakfasts will be held on October 14th and October 28th at the Kumquat Mae Café in Athens, all CSB members are invited to attend. Ms. Clayton also stated that the Mayor of Athens has declared October 2nd through October 8th as Mental Illness Awareness Week in Clarke County. There will be a candle light vigil between 6:00 p.m. -8:00 pm on the ACC Courthouse steps.
- 7.3 Risk Management and Quality Assurance Workgroup – Chuck Hunt was present, no report requiring action.
- 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 the Annual Meeting would be held in early December and that she'd like to invite those interested to serve on the planning committee. Ms. Dalton also stated that the Employee Appreciation Picnic was being held on September 30th at Sandy Creek Park in Athens, and that all Board members were welcome.

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 (Joe Chapman); Passed (Unanimously).
- 10.2 Meeting adjourned at 5:00 p.m.

Date:

Approved By: David Kidd
Chairperson

Submitted By: Shelly Winkle
Exec. Admin. Asst.

Approved By: Charles Hunt
Secretary