

HIGHLAND RIVERS HEALTH
GOVERNING BOARD OF DIRECTORS MEETING
February 24, 2016
Highland Rivers Health – Cherokee Recovery Center
191 Lamar Haley Parkway, Canton, GA, 30114

MINUTES

Members Present: Bonnie Moore, Jean Smilie, Cindy Cochran, Carol Franklin, Nancy Wood, Allen Wigington, Jonathan Blackmon, Bill Fann
CEO Melanie Dallas

Members Absent: Lori Rakes, Chantel Adams, Donna Whitener, Garry Fricks, Faye Ward, Zab Mendez

Staff Present: Rich Gonzalez, Stephanie Collum, Candice Baldwin, Michael Mullet, Melissa Stone, Erica Collins, Walt Leitch

Legal Counsel: Not present

1. CALL TO ORDER

Chair Allen Wigington called the meeting to order at 10:35 a.m.

2. APPROVAL OF AGENDA

The agenda was approved as presented on unanimous vote of motion by Ms. Carol Franklin and second by Ms. Bonnie Moore.

3. APPROVAL OF DECEMBER 9, 2015, MINUTES

Minutes were approved as presented on unanimous vote of motion by Mr. Jonathan Blackmon and second by Ms. Carol Franklin.

4. EXECUTIVE SESSION

On unanimous vote of motion by Ms. Nancy Wood and second by Mr. Jonathan Blackmon, the Board convened in executive session to discuss the future acquisition of real estate and to discuss or deliberate on the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic review or rating of an employee.

5. RECONVENTION OF REGULAR SESSION

Action: On unanimous vote of motion by Ms. Carol Franklin and second by Mr. Jonathan Blackmon, Legal Counsel was given the authority to establish a 509(a)(3) support organization for Highland Rivers Health.

Action: On unanimous vote of motion by Ms. Carol Franklin and second by Ms. Jean Smilie, the Chief Executive Officer Evaluation Tool was approved for use by the Governing Board. The Executive Secretary was asked to send an evaluation packet to all Governing Board members.

6. FY15 FINANCIAL AUDIT REPORT

Mr. Robert Baker, CPA, explained that the focus of the FY15 financial audit was to verify the numbers, test internal controls, and to check compliance with contracts. He reported that the audit was “terrific.” For the second year in a row he did not include a “Going Concern” comment. That means our financial position had improved to the point that he was confident about Highland Rivers Health being financially viable. He stated that the report included both full accrual and modified accrual statements.

He notified members that there was a new standard set forth by the Governmental Accounting Standards Board (GASB). GASB 68 required that the agency financials account for the Employee Retirement System (ERS) pension liability. This new standard impacted the balance sheet by about \$2.5 million to the negative. He stated that the numbers will change each year based on the fluctuation of the number of active and retired ERS members. Community Service Boards had no choice but to include this added liability in the financials. He assured the members that the \$2.5 million is just a number. This liability would only be payable upon the closure of ERS.

Action: On unanimous vote of motion by Ms. Carol Franklin and second by Ms. Nancy Wood, the FY15 Financial Audit Report was accepted as presented.

7. FINANCE COMMITTEE REPORT

There was not a quorum for the Finance Committee. Ms. Carol Franklin stated that Mr. Robert Baker, CPA, gave the members present a more in-depth review of the FY15 Financial Audit Report.

Mr. Rich Gonzalez, Chief Administrative Officer (CAO), asked the members to turn to page 6 in the Board packet. He stated that the Key Performance Indicators (KPIs) on the right hand side of the page had not changed. The largest driver was the cash on hand. The Department of Behavioral Health and Developmental Disabilities (DBHDD) required that the advance given to the agency be backed out of the cash on hand metric. However, this did not impact the agency meeting its obligations.

Mr. Gonzalez stated that Year to Date through the last 6 months the agency had revenue of \$21.3 million. A larger increase in revenue was budgeted than was realized. This could be attributed to the startup of programs. Expenses were better than budget. There was a net loss of \$470k. Part of the loss was due to the agency not being able to bill for the Home Again program. The amount not billed was \$350k. However, this has been rectified and the agency had been able to submit billing retroactively to July 2015 when the contract started.

Ms. Cindy Cochran asked for clarification regarding the two advances that were given to the agency. Mr. Gonzalez stated that DBHDD gives the agency an advance each year for operating expenses. DBHDD gave Highland Rivers Health 2 advances this year in error. The second advance has been paid back to DBHDD.

Action: No action required.

8. RATIFICATION OF DBHDD CONTRACTS

Action: The FY16 Home for Recovery Project Contract #44100-906-0000073699 was approved on unanimous vote of motion by Ms. Carol Franklin and second by Mr. Bill Fann.

Action: The FY16 System of Care Community Enhancement & Expansion Contract #44100-026-0000074593 was approved on unanimous vote of motion by Ms. Carol Franklin and second by Ms. Bonnie Moore.

Action: The FY16 Crisis Counseling Contract #44100-906-0000074422 was approved after discussion on unanimous vote of motion by Ms. Carol Franklin and second by Mr. Bill Fann.

Action: The FY16 Core Contract #441-93-1631004 Amendment #02 was approved on unanimous vote of motion by Mr. Bill Fann and second by Ms. Bonnie Moore.

Action: The FY16 Core Contract #441-93-1631004 Amendment #03 was approved on unanimous vote of motion by Ms. Carol Franklin and second by Ms. Nancy Wood.

9. CONTRACTS RESOLUTION

Chair Allen Wigington informed the members that the contracts resolution allowing the Chief Executive Officer (CEO) needed to be updated based on changes in the agency since the previous resolution had been completed. He stated that the new resolution addressed the doing business as (d/b/a) name change of the agency to Highland Rivers Health. The new resolution also clarified the contracts that the CEO is authorized by the Governing Board to sign on behalf of Highland Rivers Health.

Action: The Contracts Resolution was approved on unanimous vote of motion by Ms. Bonnie Moore and second by Ms. Carol Franklin.

10. VALIC RESOLUTION

Chair Allen Wigington stated that the VALIC Resolution was to continue the 457 plan for Highland Rivers Health employees. There were no changes to the way the plan will be administered. The Resolution is required by VALIC.

Action: The VALIC Resolution was approved on unanimous vote of motion by Mr. Bill Fann and second by Ms. Bonnie Moore.

11. CEO REPORT

Chief Executive Officer (CEO) Melanie Dallas presented the following highlights from the CEO report included in the information packet:

- Ms. Dallas met with Ms. Robyn Crittenden, Commissioner of the Department of Human Services (DHS), regarding the \$1.4 million debt owed to DHS. Ms. Crittenden was open to looking at solutions to offset the debt. However, it will be a long-term solution.
- The Chief Executive Officer Section of the Georgia Association of Community Service Boards (GACSB) had a call with the Department of Behavioral Health and Developmental Disabilities (DBHDD) to discuss funding under the new fee for service model. The call was specifically to advocate for funding that recognizes a recovery based system of care.

- Ms. Dallas was invited by the Centers for Disease Control, National Council, and the Substance Abuse and Mental Health Services Administration (SAMHSA) to sit on a roundtable concerning parent training in regards to Attention Deficit Hyperactivity Disorder (ADHD). There were only two behavioral health providers in the nation asked to attend.
- The GA House of Representatives transmitted the amended budget. The amended budget included a line item for the Home Again Program in Floyd. The GA Senate will now review the amended budget for approval. Ms. Dallas asked Ms. Bonnie Moore to reach out to Senator Hufstetler regarding the line item and getting it approved.
- The dates for the GACSB Educational Exchange for 2016 will be October 23rd to October 26th. Ms. Dallas asked that any Board members who would like to attend contact her and let her know. Chair Allen Wigington, Ms. Carol Franklin, and Ms. Bonnie Moore stated they would like to attend the event.

Action: No action required.

12. 3 YEAR STRATEGIC PLAN

Chief Executive Officer (CEO) Melanie Dallas stated that the 3-Year Strategic Plan was the culmination of the meetings held with Board members and the Executive Team. The plan included a narrative that was included in the Board packet. It was also put in a project planning format that will allow for increased accountability and adherence to the plan. She stated that the project plan format was still a work in progress. The Board will receive a copy of the final format. The members stated that the project plan format was easy to read and informative.

Action: The 3 Year Strategic Plan was approved on unanimous vote of motion by Ms. Carol Franklin and second by Mr. Jonathan Blackmon.

13. COMPLIANCE COMMITTEE REPORT

Chair Allen Wigington informed the members that there was nothing out of the ordinary presented in the Compliance Committee. Chief Compliance Officer Stephanie Collum reported to the Committee on hotline and referral information. All issues were appropriately handled.

The Compliance Committee will be sending out the Board Self-Assessment form for completion by all members. The Executive Secretary will send the forms with instructions on completion and how to return them in order for the information to be aggregated.

Action: The Executive Secretary will send out Board Self-Assessment packets to all members.

14. REVISION OF BYLAWS

Chair Allen Wigington informed the members that there needed to be one additional revision to the Bylaws that had been sent to each member for review. All references to the term "Chief Financial Officer" needed to be changed to "Chief Administrative Officer." The agency does not have a Chief Financial Officer. He asked for comments or revisions from the members. There were no further revisions proposed.

Action: The Bylaws were approved, with the revision of all references to the "Chief Financial Officer" being changed to "Chief Administrative Officer", upon unanimous vote of motion by Ms. Jean Smilie and second by Ms. Carol Franklin.

15. RECOGNITION OF VISITORS

Chair Allen Wigington introduced Judge Keith Wood and Ms. Jennifer Williams.

Judge Wood is the Probate Judge for Cherokee County. He is currently the presiding judge for the mental health court. He stated that he had enjoyed working with Highland Rivers Health. He informed the members that Cherokee County is currently looking at the possibility of opening a veteran’s court. This would be a great opportunity to continue the partnership between the Cherokee County court system and Highland Rivers Health. He thanked Judge Wigington for the invitation to attend the Board meeting.

Ms. Williams is the Drug Court Coordinator for Cherokee County. She coordinates the discussion between the courts and treatment facilities in regards to individuals with co-occurring disorders. She stated that she appreciated the services offered by Highland Rivers Health.

Action: No action required.

13. PUBLIC COMMENT

Ms. Bonnie Moore spoke concerning a new initiative being offered by the National Alliance on Mental Illness (NAMI) called “Stepping Up “(see attached flyer). The initiative involves meeting with County Commissioners to discuss information on how to keep individuals with mental illness from being placed in jail. Ms. Moore has been charged with getting signatures of agreement from the Commissioners in Region 1. Ms. Carol Franklin suggested that the Board members attend the meetings with Ms. Moore. Judge Keith Wood suggested that Ms. Moore speak with Mr. Vernon Keenan about getting Cherokee county involved. Ms. Moore gave Board members copies of the flyer and asked that they help to get her meetings with the Commissioners in each county.


Ms. Bonnie Moore informed the members that the next NAMI Walk will be on October 1, 2016. She stated that there will be more information sent out on the Walk in the coming weeks. NAMI would like to raise a minimum of \$50k and have 37 teams this year.

Mr. Jonathan Blackmon informed the members that there was a “Night to Shine” on February 12, 2016. The event was hosted by a church in Cedartown and the Tim Tebow Foundation. It was a dance and activities for those with intellectual/developmental disabilities. The event was a great success. There were 275 volunteers for the event. Mr. Bill Fann stated that it was fantastic to see everyone having so much fun. He pointed out that Mr. Blackmon’s wife was the coordinator and did a wonderful job getting the event together. He stated that, unfortunately, one of the young ladies who attended the event passed away right after it. However, it was good to know she had such a wonderful time.

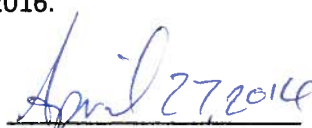
14. ADJOURNMENT

With no further discussion, the meeting was adjourned.

The next regularly scheduled meeting will be held on April 27, 2016.



Allen Wigington, Governing Board Chair



Date