

HIGHLAND RIVERS HEALTH
GOVERNING BOARD OF DIRECTORS MEETING
April 27, 2016
Highland Rivers Health – Administration
1401 Applewood Drive, Dalton, GA, 30720

MINUTES

Members Present: Chantel Adams, Bonnie Moore, Jean Smilie, Cindy Cochran, Carol Franklin, Allen Wigington, Jonathan Blackmon, Bill Fann, Zab Mendez
CEO Melanie Dallas

Members Absent: Lori Rakes, Donna Whitener, Garry Fricks, Faye Ward, Nancy Wood

Staff Present: Rich Gonzalez, Stephanie Collum, Candice Baldwin, Michael Mullet, Melissa Stone, Erica Collins, Kelly Trusheim, Debbie Strotz, Dena Payne, Charity Prater, Ronni Heard

Legal Counsel: Jim Catanzaro

1. CALL TO ORDER

Chair Allen Wigington called the meeting to order at 10:30 a.m.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF FEBRUARY 24, 2016, MINUTES

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

4. EXECUTIVE SESSION

On unanimous vote of motion by Ms. Jean Smilie and second by Ms. Carol Franklin, the Board convened in executive session to consult with Legal Counsel pertaining to pending or potential litigation, settlement, claim, administrative procedure, or other judicial actions involving Highland Rivers; to discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or performance of an employee; and to discuss the future acquisition of real estate.

5. RECONVENTION OF REGULAR SESSION

Action: On unanimous vote of motion by Ms. Bonnie Moore and second by Ms. Carol Franklin, Legal Counsel was given the authority to file the Articles of Incorporation, Bylaws, and Conflict of Interest policy for the 509(a)(3) support organization for Highland Rivers Health.

6. APPOINTMENT OF FY16 OFFICERS NOMINATION COMMITTEE

(NOTE: This item should be for FY17.)

Chair Allen Wigington announced to the members that it was time to begin the process for nominating Officers for Fiscal Year 2017. He asked for volunteers for a group to review and determine nominations for Chair, Vice Chair, Secretary, and Treasurer. Ms. Bonnie Moore and Ms. Carol Franklin volunteered to sit on the group.

Action: Ms. Bonnie Moore and Ms. Carol Franklin will bring nomination information to the next Governing Board meeting on June 22, 2016.

7. DISCUSSION REGARDING MEETINGS

Chair Allen Wigington opened the floor to discussion regarding the meeting schedule for Fiscal Year 2017. Ms. Carol Franklin suggested that meetings continue to be held at different Highland Rivers Health locations. She stated that this gives governing board members familiarity with the sites where services are provided. It also allows governing board members to meet staff and learn about the services that staff provide to individuals served. There was a consensus from the remainder of the members. Mr. Wigington asked the Executive Secretary to put together the calendar for Fiscal Year 2017 and bring it to the next scheduled meeting for approval.

Action: On unanimous vote of motion by Ms. Carol Franklin and second by Mr. Jonathan Blackmon, it was approved for the governing board meetings for Fiscal Year 2017 to be held at different locations for each scheduled meeting.

8. FINANCE COMMITTEE REPORT

Vice Chair Chantel Adams stated that Mr. Rich Gonzalez, Chief Administrative Officer, had reviewed the finances of the agency with the finance committee. Ms. Adams directed the members to page 7 in the Board Packet titled "Balance Sheet." She stated that total assets for March 2016 were up by \$3 million. This could be attributed to the acquisition of the properties. She reminded the members that the new regulations required that "Net Pension", "Deferred Outflows", and "Deferred Inflows" be placed in the books.

Ms. Adams directed the members to the key performance indicators (KPIs). She stated that days cash on hand was trending upward. The net assets to total expenses were at a negative 17.2. This number was largely impacted by the agency's benefit liability. Long term debt to net assets was in good shape at .5. She reminded the members that the long term debt included the \$1.4 million owed to the Department of Human Services (DHS). Ms. Melanie Dallas has been communicating with the DHS Commissioner, Ms. Crittendon, to find a mutually agreeable way to pay off the debt.

Ms. Adams directed members to pages 8 and 9 of the Board Packet. She stated that Mr. Gonzalez had changed the format of these pages in order to make it easier to understand each category. She stated that the agency was doing a much better job of managing expenses on expense based contracts. A Purchasing Manager was being hired in order to help control expenses. Revenue was up over budget. The agency was growing revenue faster than expenses. Year to Date the agency was unprofitable in the amount of \$23k.

Action: No action required.

9. RATIFICATION OF DBHDD CONTRACTS

Action: The FY16 Suicide Prevention Service Contract #44100-026-0000075868 was approved on unanimous vote of motion by Ms. Carol Franklin and second by Mr. Bill Fann.

10. PROPOSED VERIZON CELL TOWER CONTRACT

The topic was tabled indefinitely.

Action: On unanimous vote of motion by Mr. Bill Fann and second by Ms. Carol Franklin, the topic was tabled indefinitely.

11. CEO REPORT

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

- The 360 Degree Reviews had been completed on all Executive Team members.
- The spring 2016 Town Hall meetings had started. All Executive Team members have a speaking part in the presentation. The presentation includes the introduction of the Bonus Plan that had been developed by the team. It will start in Fiscal Year 2017. It is very similar to a profit sharing plan. Under the plan, 20% of net income will be reserved for performance bonuses. Based on performance, staff can earn a portion of the funds. She stated that one of the most discussed topics to date in the meetings had been the agency moving towards being smoke/tobacco free.
- Highland Rivers Health and View Point Health had been working together on ensuring readiness for Fee for Service. The State had no idea how much it costs to provide services to consumers. She had been working in collaboration with individuals at the state level to educate them on these costs. Highland Rivers Health was one of three Community Service Boards (CSBs) asked to "test drive" a new format for budget submissions by the Department of Behavioral Health and Developmental Disabilities (DBHDD). The agency was the only one to send it back. The feedback sent to DBHDD included comments that completing the full statement would take at least two weeks and it would not replace any budgeting that already needs to take place. She will be advocating to DBHDD that another tool be used. She may need Board support to help in this effort.
- Highland Rivers Health received a call from the Wall Street Journal about a story that was being written on the lack of addiction counselors in the State of Georgia. The State is the second highest in the country with the smallest pool of addiction counselors. The Journal interviewed and took photos of some members of the staff. The article will be running as soon as the Journal has space in the paper. A copy of the article will be sent out to Board Members.
- DBHDD, CSBs, and Probate Judges had a meeting to discuss Order to Apprehend (OTA) laws. It was discovered that Probate Judges have strong feelings about OTA laws and DBHDD's refusal to comply with the laws. Chairman Allen Wigington stated that he would be speaking with the Association of Hospital Risk Managers and had asked that someone from DBHDD attend to be part of the discussion. He stated that he had not received feedback on his request.
- She and the team made a bid to DBHDD to partner with Redmond Regional Medical Center to do intake, assessment, and put peers in emergency rooms. An individual in crisis would divert into outpatient services. The state currently has an 80% conversion rate to crisis beds.

The proposal would be much more supportive to consumers and would eliminate a large portion of the costs. Jeff Minor, the Chief Operating Office for DBHDD, was very interested in the proposal. He was getting a group together to look at it. Melanie may need help from the Board to gain support for the proposal.

- Melanie introduced Highland Rivers Health's new Director of Recovery, Ms. Debbie Strotz. She asked Ms. Strotz to introduce herself. Ms. Strotz stated that she is very excited to be joining the agency. She is coming to us from Cobb/Douglas CSB. She was there for 14 years. She has been active in mental health and dual diagnosis for 30 years. She is passionate about recovery and believes that you must have a recovery model to build the best possible life to live in community. Melanie stated that Ms. Strotz will be involved in ensuring that recovery is included in all areas of services including community based, ACT, integrated health care, and psycho social rehabilitation. Ms. Bonnie Moore stated that she has worked with Ms. Strotz before and praised Ms. Strotz on her drive and passion.

Chairman Allen Wigington took a moment to notify the Governing Board that Ms. Nancy Wood, Representative for Paulding County, had resigned from the Board effective June 1, 2016. He stated that Ms. Wood had been of great value to the board and had aided in the great transformation of the Board. He stated that he and Ms. Carol Franklin would be attending a Paulding County Board of Commissioner's Board meeting in order to present an award to Ms. Wood for her service. Ms. Melanie Dallas stated that Ms. Wood had helped to aid her and guide her on purchasing controls.

Action: No action required.

12. COMPLIANCE COMMITTEE REPORT

Chair Allen Wigington informed the members that the Board Self-Assessments had been received and tallied. Overall, the committee was well pleased with the results. There were some suggestions on changes to the Board Orientation process. The Orientation process will be looked at for improvements.

The committee decided to go forward with the Board Peer Assessments. These will be sent out on a random basis. Board members should fill the form out to the best of their abilities. The assessor will not be identified. The forms will be sent out and completed by the next meeting.

Action: The Executive Secretary will send out the Board Peer Assessment forms to the members.

13. STRATEGIC PLAN UPDATES

Mr. Rich Gonzalez reminded the Board that it was requested in the last meeting that the Board receive regular updates on the status of work on the Strategic Plan. The document had been updated including the additions of assigned leads and timelines. It is a living document and will be updated on an on-going basis.

Action: No action required.

14. RECOGNITION OF VISITORS

Ms. Melanie Dallas, CEO, introduced The Honorable Bruce Broadrick. He is the State House Representative for Whitfield County. He stated that he appreciated the work the agency performed. He stated that the agency does a great job.

Ms. Robbie Walka, Whitfield County Juvenile Court Administrator, was in attendance. However, she had to leave before she could be introduced to the Board.

Action: No action required.

13. PUBLIC COMMENT

Ms. Bonnie Moore recognized Highland Rivers Health for being partners with NAMI for the organization's NAMI Walks for 2015 by presenting Ms. Melanie Dallas, CEO, with a plaque. Highland Rivers Health made the largest contribution for the year. Ms. Moore stated that the money will go back into the centers that participated. She stated she wanted to thank the agency from the bottom of her heart. Ms. Dallas stated that she was glad the agency was in a position to help.

Mr. Bill Fann informed the Board that One Door Polk in Cedartown continues to grow. The following businesses have moved in or are planning to move into the space: CASA, 911, Start Medicaid, Our House, and the GA Hope Foundation.

Mr. Bill Fann informed the Board that Mr. Hollis Jackson's wife was killed in a motor vehicle accident. He stated that Mr. Jackson is doing as well as can be expected. He has returned to work.

Mr. Jonathan Blackmon presented a video of the "Night to Shine" that was held in Polk County. It was held by New Hope Fellowship in collaboration with the Tim Tebow Foundation. The event was a prom for 110 people with special needs from Haralson County, Paulding County, Polk County, Floyd County, and parts of Alabama. There were 300 volunteers who helped with the event. The volunteers were from local schools and businesses. He stated that one of the biggest volunteers who worked late and made a lot of phone calls was Highland River Health staff member, Ms. Ronni Heard. Mr. Blackmon presented Ms. Heard with a gift of appreciation for all her hard work.

Ms. Jean Smilie stated that she was proud to welcome everyone to the Gilmer Recovery Center for the next scheduled meeting. She stated that the food pantry had lost their garden last year. Highland Rivers Health's Peer Program has stepped up the plate and planted a garden in conjunction with the Gilmer Garden Club. It has provided a project for the Peer Program and has added value to the community. The Gilmer Garden Club is contemplating putting a therapy/meditation garden on the rest of property.

14. ADJOURNMENT

With no further discussion, the meeting was adjourned on unanimous vote of motion by Ms. Carol Franklin and second by Ms. Bonnie Moore.

The next regularly scheduled meeting will be held on June 22, 2016.



Chantel Adams, Governing Board Vice-Chair

6/22/2016
Date