

HIGHLAND RIVERS HEALTH  
GOVERNING BOARD OF DIRECTORS MEETING  
August 26, 2015  
Highland Rivers Health – Bartow Recovery Center  
650 Joe Frank Harris Parkway, Cartersville, GA 30120

MINUTES

**Members Present:** Chantel Adams, Bonnie Moore, Garry Fricks, Jean Smilie, Faye Ward, Carol Franklin, Nancy Wood, Allen Wigington, Bill Fann, Cindy Cochran  
CEO Melanie Dallas

**Members Absent:** Lori Rakes, Donna Whitener, Zab Mendez, Jonathan Blackmon

**Staff Present:** Rich Gonzalez, Stephanie Collum, Dr. Kelly Trusheim, Gladys Wanyeki, Candice Baldwin, Melissa Stone

**Legal Counsel:** Jim Catanzaro

**1. CALL TO ORDER**

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

**2. OATH OF OFFICE FOR NEW BOARD MEMBER**

Judge Allen Wigington administered the oath of office for new Board Member, Cindy Cochran, Gordon County. Introductions were made by staff and the new representative was welcomed by the Board.

**3. APPROVAL OF AGENDA**

The agenda was approved as presented on unanimous vote of motion by Carol Franklin and second by Bill Fann.

**4. APPROVAL OF JUNE 23, 2015, MINUTES**

Minutes were approved as presented on unanimous vote of motion by Jean Smilie and second by Nancy Wood.

**5. EXECUTIVE SESSION**

On unanimous vote of motion by Chair Allen Wigington and second by Bill Fann, the Board convened in executive session to discuss the future acquisition of real estate and to consult with legal counsel pertaining to pending or potential litigation, settlement, claim, administrative procedure, or other judicial actions involving Highland Rivers.

**6. RECONVENTION OF REGULAR SESSION**

**Action:** On unanimous vote of motion by Carol Franklin and second by Jean Smilie, Counsel was directed to begin the process to form a non-profit 501(c)(3) in the name of Highland Rivers Health.

## **7. MEETING LOCATIONS DISCUSSION**

Chair Allen Wigington reviewed the possible Board meeting locations for FY16. He reminded the Board Members that a majority who replied to the poll agreed that it would be nice to meet at different locations. The change of locations would allow for the Board Members to meet staff and see the facilities.

After discussion, the following locations were chosen for each Board Meeting:

- October 28, 2015-Highland Recovery Center, 323 Roland Road, Jasper, GA, 30143
- December 9, 2015-One Door Polk, 424 North Main Street, Cedartown, GA, 30125
- February 24, 2016-Cherokee Recovery Center, 191 Lamar Haley Pkwy., Canton, GA, 30114
- April 27, 2016-Administration, 1401 Applewood Drive, Suite 3, Dalton, GA, 30720
- June 22, 2016-Gilmer Recovery Center, 1179 Progress Road, Ellijay, GA, 30540

**Action:** No action required.

## **8. FINANCE COMMITTEE REPORT**

Immediate Past Chair Carol Franklin stated that the committee had an "excellent" meeting. The Balance Sheet is looking very well. There are two areas of concerns with the agency's key performance indicators. The areas of concern are the days cash on hand and net assets to expenses. The agency is continuously working to improve these areas. Ms. Franklin also notified the Board that Chief Executive Officer (CEO) Melanie Dallas has worked very hard to decrease the debt owed to the Department of Human Services.

Ms. Franklin introduced Highland Rivers Health's new Director of Finance Ms. Gladys Wanyeki. She introduced herself to the Board and gave a brief synopsis of her experience and expertise. She has graduated from Clark University with an MBA. She has experience in corporate and non-profits. Gladys stated that she was very excited to be a member of the Leadership Team for Highland Rivers Health. The Board welcomed Ms. Wanyeki.

**Action:** No action required.

## **9. APPROVAL OF FY16 FINAL BUDGET**

Chief Executive officer (CEO) Melanie Dallas presented the Final Budget for FY16. She stated that the team had been conservative when compiling the budget. The reasons for being conservative include the move to fee-for-service in January and productivity issues. In regards to fee-for-service, the Department of Behavioral Health and Developmental Disabilities (DBHDD) has guaranteed that reimbursement for services will be at least 80% of the usual contracted amount. The annual contracts have been received. The first 6 months are grant in aid. The second 6 months are fee-for-service.

There is currently \$1 million in unproductive time on the books. Melanie stated that this must change for the agency to continue to thrive. The subject is being discussed agency wide and will be discussed in the Town Hall Meetings.

**Action:** On unanimous vote and motion by Bonnie Moore and second by Carol Franklin, the Board adopted the \$44,500,566 revenue FY16 Final Budget.

## **10. RATIFICATION OF DBHDD CONTRACTS**

**Action:** The FY15 Family Support Waiver Supplemental Services Contract #441-907-0000067203 was approved on unanimous vote of motion by Carol Franklin and second by Chantel Adams.

**Action:** The FY15 Systemic Changes Contract #44100-026-00000 was approved on unanimous vote of motion by Carol Franklin and second by Chantel Adams.

**Action:** The FY16 DD Contract #441-93-1631AAA was approved on unanimous vote of motion by Carol Franklin and second by Chantel Adams. (NOTE: A permanent number will be assigned by DBHDD at a later date.)

**Action:** The FY16 Core Contract #441-93-1631AAC was approved on unanimous vote of motion by Carol Franklin and second by Chantel Adams. (NOTE: A permanent number will be assigned by DBHDD at a later date.)

**Action:** The FY16 Women's Treatment and Recovery Supports Contract #441-93-1631AAN was approved on unanimous vote of motion by Carol Franklin and second by Chantel Adams.

## **11. RATIFICATION OF SHELTER PLUS CARE GRANTS**

**Action:** The FY16 Supportive Services & Harm Reduction Participation Agreement, Participation Agreement #GA0062L4B011407, and Participation Agreement #GA0191L4B011404 were all approved on unanimous vote of motion by Carol Franklin and second by Chantel Adams.

## **12. RATIFICATION OF VETERAN AFFAIRS CONTRACT #VA247-15-A-0023**

**Action:** The Veteran Affairs Contract #VA247-15-A-0023 was approved on unanimous vote of motion by Carol Franklin and second by Chantel Adams.

## **13. CEO REPORT**

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

- The strategic planning conducted by the Leadership Team was displayed on the walls of the conference room. Ms. Dallas stated that the information posted on the wall would be the basis for the strategic planning meeting with the Board on September 30<sup>th</sup>. The current plan runs through December 31, 2015. The Leadership Team will be using the strategic plan to inform the budget for next year (FY17). The team would like to have one plan that covers the Board and the staff.
- The Executive Team will be conducting Town Hall Meetings in October 2015. The team will be trying to be able to speak with all 600 staff members. The number one question being asked by staff members is when they will get a raise. The Executive Team will be answering this question during the meetings.
- Melanie introduced the new Director of Finance Ms. Gladys Wanyeki. She stated that Gladys had graduated from Clark University with an MBA. She has worked in corporate and non-profit settings. She will be working on forecasting and field reporting. She will be tasked with ensuring the accounting processes are solid and that we are receiving all the reimbursement that is owed for services rendered.

- The DBHDD Technical Assistance Team has asked Highland Rivers Health to consult with other CSBs on how to survive the change to fee-for-service. The Technical Assistance Team was impressed with the responsiveness and spirit of collaboration shown by the Leadership Team. It has been tentatively set to meet with a CSB in South Georgia in September.
- The state has applied for a grant to pilot Certified Community Behavioral Health Clinics (CCBHCs). The state has a good chance of winning one of the grants. The payment structure will be very similar to a Federally Qualified Health Center (FQHC) which provides primary care to those who are underinsured. The CCBHCs are part of the answer to the Excellence in Mental Health Act. Everyone will be under the Act as of 2020. Not every CSB will be chosen to be a part of the CCBHC pilot. Highland Rivers Health would like to be one of the ones who are chosen. This will help us in the event of implementation of value based care.
- In the first week of September, Highland Rivers Health will be holding a meeting at the Gilmer County Courthouse. This meeting will include all the stakeholders for the Home Again Program. The stakeholders include Family Connections, Juvenile Justice, DFCS, and other community organizations.
- Melanie and Ms. Trisha Velasco met with Redmond Regional Hospital to find better and more effective ways to support the Emergency Rooms. It was a good meeting and opened an avenue for communication. This will help to support and stabilize those we serve when they are in crisis.
- Melanie informed the Board that turnover has decreased to the lowest it has been in years. For the month of April it was .7%, for May it was 2.1%, and for June it is 3.1%.

**Action:** No action required.

## 15. COMPLIANCE COMMITTEE REPORT

Corporate Compliance Committee Chair Allen Wigington reported that the meeting was very informative. The committee reviewed the Corporate Compliance Annual Report, the Consumer Rights Report, the Medical Committee Report, and the Infection Control Report. The committee discussed the increased incidents of bed bugs and the upcoming flu season. The Infection Control Nurse is looking at providing flu vaccines for consumers coming into our programs.

The committee discussed the fact that at one time the agency had 11 Critical 1 incidents. Chief Compliance Officer Stephanie Collum and Mr. Jim Catanzaro brought their concerns with the incidents to Melanie's attention. The investigations and incident reviews need to be limited and covered by peer review protections. Melanie and Stephanie met with Mr. Charles Fetner from Region One to discuss the concerns around the incidents. Mr. Fetner followed up a few days later and state that if an open records request was received for the incident report, the investigation portion would not go in the response to the request. The investigation portion involves hearsay. Melanie has also taken our concerns to the Chief Executive Officer (CEO) Interest Group and the Medical Committee Interest Group to take to the department.

The Compliance Department will be sending the Board Members cards that have the contact information for the Consumer Rights Advocate and appointments on them. These are for the Board Members to be able to hand to individuals who come to them with questions or concerns. The Board Member needs to ask the individual to call the number on the card.

**Action:** The Compliance Department will be sending informational cards to Board Members.

**16. REVISION OF BYLAWS**

Chair Allen Wigington stated that the members who volunteered met via go-to-meeting to review the bylaws and make revisions. The revised bylaws were sent to Mr. Jim Catanzaro for review. Mr. Catanzaro has reviewed the revised bylaws and made some suggestions/revisions. Allen Wigington is currently reviewing the comments. Once all legal/code concerns are resolved, the revised bylaws will be sent to each Board Member for review. Allen Wigington thanked the volunteers for their help in the process.

**Action:** The revised bylaws will be sent to each Board Member once the legal and code questions have been answered.

**17. PUBLIC COMMENT**

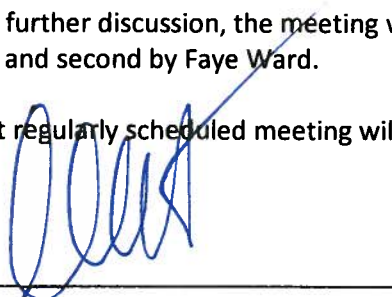
Bonnie Moore reminded the Board the NAMI walk will be held on Saturday, October 10, 2015. The walk is held to raise money for programs. She asked that the Board and Highland Rivers Health staff participate in the walk.

Bill Fann gave an update on the One Door Polk initiative. The revisions are underway. The partners continue to communicate about changes and concerns as they arise.

**14. ADJOURNMENT**

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

The next regularly scheduled meeting will be held on October 28, 2015.



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Allen Wigington, Board Chair

10/28/2015  
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Date