

**Highland Rivers Health
Meeting Minutes**

**Governing Board of Directors
08/22/2018 10:30 AM
Bartow Recovery Center
650 Joe Frank Harris Parkway, Cartersville,
GA, 30120**

Attendees

Voting Members:

Ms. Chantel Adams, Chair
Mr. Bill Fann, Treasurer
Mr. Larry Maxey, Board Member
Ms. Faye Ward, Board Member
Mr. Sherman Ross, Board Member
Ms. Shana Vinyard, Board Member

Others Present:

Ms. Melanie Dallas, Chief Executive Officer
Ms. Stephanie Collum, Chief Compliance Officer
Dr. Kelly Trusheim, Clinical Director
Ms. Erica Collins, Human Resources Director
Mr. Rich Gonzalez, Chief Administrative Officer
Mr. Mike Mullet, Community Relations Director
Ms. Melissa Stone, Executive Secretary
Ms. Dena Payne, Director of Intellectual Developmental Disabilities
Ms. Debbie Strotz, Director of Recovery Oriented Care

I. Call to Order

Action: Chair Chantel Adams called the meeting to order at 10:32 a.m.

II. Oath of Office-Mr. Sherman Ross

Action: Melissa Stone, Notary Public, administered the oath of office for new Governing Board Member Sherman Ross prior to the start of the meeting. Introductions were made by the members and the new representative was welcomed by the Governing Board.

III. Approval of Agenda

Action: The agenda was approved as presented on unanimous vote of motion by Treasurer Bill Fann and second by Mr. Sherman Ross.

IV. Approval of June 27, 2018, Minutes

Action: The minutes were approved as presented on unanimous vote of motion by Treasurer Bill Fann and second by Mr. Larry Maxey.

V. Executive Session

Action: On unanimous vote of motion by Treasurer Bill Fann and second by Ms. Faye Ward, the Governing Board convened into Executive Session to consult with legal counsel regarding pending or potential claims and to discuss or deliberate on the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of an employee.

VI. Reconvention of Regular Session

Action: No action required.

VII. Appointment of Policy Review Workgroup

Chair Chantel Adams informed the members that it was time for the Governing Board policies to be reviewed per accreditation guidelines set forth by the Commission on Accreditation of Rehabilitation Facilities. She asked that the Compliance Committee review the policies and provide guidance on any needed revisions in the next scheduled meeting. She asked that Executive Secretary Melissa Stone send the committee members the policies for review.

Action: The Compliance Committee will review the Governing Board policies and provide guidance at the next scheduled meeting. Ms. Stone will email the policies to the committee members.

VIII. Select Systems Membership Resolution

Chief Executive Officer (CEO) Melanie Dallas explained to the members that Select Systems was an organization that was used by the Community Service Boards for collective contracting with other organizations (example: Care Management Organizations). Select Systems was used through the Georgia Association of Community Service Boards (GACSB). The adoption of the resolution would signify Highland Rivers Health's acceptance of membership with Select Systems. Highland Rivers Health had been a member of Select Systems for several years.

Action: The Select Systems Membership Resolution was approved as presented on unanimous vote of motion by Ms. Faye Ward and second by Treasurer Bill Fann.

IX. Ratification of FY18 Intellectual/Developmental Disabilities Amendment #02 Contract #44100-261-9072018103

Action: The FY18 Intellectual/Developmental Disabilities Amendment #02 for Contract #44100-261-9072018103 was approved on unanimous vote of motion by Treasurer Bill Fann and second by Mr. Larry Maxey.

X. Ratification of FY18 GA APEX Contract #44100-026-0000114074

Action: The FY18 GA APEX Contract #44100-026-0000114074 was approved on unanimous vote of motion by Treasurer Bill Fann and second by Mr. Sherman Ross.

- XI. Ratification of FY19 Women's Treatment & Recovery Support Contract #44100-261-0262019113
Action: The FY19 Women's Treatment & Recovery Support Contract #44100-261-0262019113 was approved on unanimous vote of motion by Treasurer Bill Fann and second by Mr. Larry Maxey.
- XII. Ratification of FY19 Behavioral Health Services Contract #44100-261-0262019103
Action: The FY19 Behavioral Health Services Contract #44100-261-0262019103 was approved on unanimous vote of motion by Treasurer Bill Fann and second by Ms. Faye Ward.
- XIII. Ratification of FY19 Intellectual/Developmental Disabilities Contract #44100-261-9072019103
Action: The FY19 Intellectual/Developmental Disabilities Contract #44100-261-9072019103 was approved on unanimous vote of motion by Treasurer Bill Fann and second by Mr. Larry Maxey.
- XIV. Ratification of FY19 System of Care Contract #44100-026-0000114156
Action: The FY19 System of Care Contract #44100-026-0000114156 was approved on unanimous vote of motion by Treasurer Bill Fann and second by Ms. Faye Ward.
- XV. Ratification of FY19 Resiliency Support Clubhouse Contract #44100-026-0000113942
Action: The FY19 Resiliency Support Clubhouse Contract #4410-026-0000113942 was approved on unanimous vote of motion by Treasurer Bill Fann and second by Ms. Faye Ward.
- XVI. Ratification of FY19 Shelter Plus Care Emergency Solutions, Harm Reduction, and HOPWA Contract
Action: The FY19 Shelter Plus Care Emergency Solutions, Harm Reduction, and HOPWA Contract was approved on unanimous vote of motion by Treasurer Bill Fann and second by Mr. Larry Maxey.
- XVII. Finance Committee Report
Chief Administrative Officer (CAO) Rich Gonzalez directed the members to the balance sheet as of June 2018. The fixed assets had increased by \$2,239,087 due to the addition of some properties that had not previously been listed on the balance sheet. This was an accounting oversight. He stated that Highland Rivers Health met key performance indicators (KPIs) 2 & 4 in June 2018. The cash on hand was a negative 3.4. However, the agency did have cash in the bank.

He directed the members to the statement of revenue and expenses for fiscal year 2018. Commercial insurance and VA payments were down \$99,730 versus fiscal year 2017. This was due to a disruption in VA payments. Client fees (rents/co-pays) were up by \$345,489. Fiscal year 2018 revenue finished overall at \$49,956,334. He reminded the members that the personnel expense for HRH salaries, wages, and benefits looked like a huge increase due to the staff conversion in January. Food costs were up due to the increase in food prices. Lab work costs were up by \$115,000 versus fiscal year 2017. His team was working with Quest Diagnostics to try to decrease lab costs. The decrease in expenses for service contracts could be attributed to the hard work of the purchasing department. Facility repair expenses were down due to the in sourcing of maintenance services. Supplies and operating expenses were down. Fiscal year 2018 expenses finished overall at \$50,590,906. The agency ended the year with a loss of \$1.6 million.

He directed the members to the July 2018 balance sheet. The due to DBHDD amount of \$1,642,191 was the advance from fiscal year 2018. The Department of Behavioral Health and Developmental Disabilities (DBHDD) would normally have taken back the amount at the end of the year. However, Highland River Health had appealed for DBHDD to forgive the advance. DBHDD did not forgive the amount but agreed to take it back in 1/12th payments over the course of fiscal year 2019. They did not take a payment in July 2018. He pointed out that \$1.6 million was the amount of funding that was needed to cover the increased costs of adding the converted staff to the State Health Benefit Plan. The funding was not included in the contract from DBHDD as was promised. Highland Rivers Health had made DBHDD aware of the oversight and was working to get the funding.

He stated that Highland Rivers Health had only met key performance indicator (KPI) 2 in July 2018. The agency had met KPI 4 in June 2018. However, due to the loss in July, the KPI was no longer met.

He directed the members to the statement of revenue and expenses for July 2018. The personnel expenses were up \$84,000 for the month. The bad debt expenses were up substantially. This was due to Substance Abuse Intensive Outpatient Program write offs. DBHDD had made a rule change in January that did not allow for billing for the services until changes were made with the Administrative Support Organization (ASO). This had caused claims to be unpaid for six months. The applications for the programs were in the process of being approved by the ASO. Highland Rivers Health was still providing the services while the applications were in process. The month had ended with a net loss of \$136,971. Mr. Gonzalez informed the members that it would have been a break even month if the agency had received the \$1.6 million for the State Health Benefit Plan cost in the core contract.

He directed the members to the set of charts. He stated that the prior 12 month revenue and expense trend chart needed to be updated to be able to show the higher income for June 2018. The prior 12 month net income trend showed that the agency had been up and down. The end of month cash balance chart always showed a decrease at the end of the year.

XVIII. CEO Report

Chief Executive Officer (CEO) Melanie Dallas presented the following highlights from the CEO report.

- Ms. Dallas informed the members that the work continued to educate the Department of Behavioral Health and Developmental Disabilities on the need for changes to funding for core services. The seven Community Service Board (CSB) group had met with Mr. Jeff Minor (Deputy Commissioner of DBHDD), Monica Johnson (Director of Mental Health for DBHDD), and Robert Dorr (Director of Accountability and Compliance for DBHDD) to discuss the challenges faced by the CSBs. All of the CSBs were losing margin on outpatient services. Ms. Dallas was the spokesperson for the group. The message was well received by the participants. The next step was to put together legislative talking points for DBHDD and the CSBs for the new session. She stated that she would be reaching out to Board members to meet with local leaders also concerning the issue.
- Highland Rivers Health had been selected as a finalist for a "Regional Outstanding Behavioral Health Provider" award by DBHDD. Ms. Dallas and Chair Chantel Adams would be attending the ceremony.
- A new Gordon County representative had been appointed by the Gordon County Board of Commissioners. Chief Lane Bennett was the Chief of Police for the City of Fairmount. Ms. Dallas would be meeting with him for orientation and he would be sworn in at the next meeting.
- The Paulding County Board of Commissioners had suggested that Ms. Dallas speak with Chief Joe Duvall, Chief of Police for the City of Dallas, about joining the Governing Board. Ms. Dallas had been in contact with Chief Duvall and he was thinking about the opportunity.
- Mayor Donna Whitener had let Ms. Dallas know that she could no longer sit on the Governing Board due to other responsibilities. She had given Ms. Dallas a suggestion for a person to take her seat. Ms. Dallas would be reaching out to the suggested candidate.
- The Community Recovery Partnership Board of Directors had met on August 10th. They had discussed several topics and the direction for the organization. They also identified possible new members.
- Ms. Dallas had been working with the Georgia Association of Community Service Boards (GACSB) on the issues with licensing through the Healthcare Facility Regulation (HFR) for drug abuse treatment and education programs (DATEP) and certification for Medicaid numbers. It had taken 2 years and 9 months to receive a license and number for a program. She was helping to compile a work flow that showed the time line and the need for changes to the process. The findings and work flow would be taken to DBHDD for advocacy regarding a change to the GA Code.

- Ms. Dallas stated that she was the Chair of the Adult Mental Health subcommittee for the Behavioral Health Advisory Council. Her subcommittee was working on housing which was a big issue. She stated that there was not a lot of funding for housing. The subcommittee was discussing creative programs and the need for establishing relationships with property developers. Housing was key to recovery.
- September was recovery month. There were several initiatives that were being worked on for the month. There would be a Community Recovery Celebration on September 29th. She invited the members to attend if their schedules allowed.
- Ms. Dallas had been asked to testify before the House Study Commission on School Safety by Representative Rick Jasperse. There were individuals there from law enforcement, the Secret Service, education programs, and other vital partners. The Commission was concentrating on infrastructure issues.
- Highland Rivers Health was in negotiations to provide physician services for Redmond Regional Medical Center (RRMC). Ms. Dallas and her team had met with RRMC to discuss the addition to the contract. After the meeting, RRMC had entered a regional meeting for their hospital system (HCA). In the meeting, RRMC was told that they had the shortest average length of stay in the emergency room at 4.2 hours. This could be attributed to the contract for behavioral health assessments with Highland Rivers Health. Ms. Dallas stated that the accomplishment could not have happened without the hard work of Ms. Trisha Velasco, Director of Crisis Services. Ms. Velasco was very knowledgeable and was a great leader.
- Highland Rivers Health had signed an agreement with Operation Not Forgotten. Operation Not Forgotten was a peer based support for veterans. The organization had also developed a program to help law enforcement. They had asked Ms. Dallas to sit on their national advisory board and committee to help direct some of the work.
- DBHDD had asked Highland Rivers Health to be a part of the High Utilizer Management program. The focus of the program was on engaging individuals who were having a hard time engaging with the system.

XIX. Community Relations Report

Community Relations Director Mike Mullet directed the members to the report in the packet. He stated that he would be working on a press release to announce the appointment of Mr. Sherman Ross to the Governing Board. Chief Executive Officer (CEO) Melanie Dallas informed the members that, after the House Study Committee meeting, Representative Rick Jasperse had asked that Ms. Dallas and Mr. Mullet put together an article about the effects of first person shooter games on school safety. The research would be around media violence and the effects of exposure on the developing brain. Ms. Dallas and Mr. Mullet would be working to finish the article for submission. Chair Chantel Adams stated that the submission would help to establish Highland Rivers Health as the go to place for information concerning mental health.

XX. Compliance Committee Report

Chief Compliance Officer (CCO) Stephanie Collum informed the members that there was not a quorum for the Compliance Committee meeting. The fiscal year 2019 compliance and risk management plans would be reviewed in the next scheduled meeting. It was time to complete Governing Board self-assessments and member assessments. The forms would be presented to the Committee in the next meeting for approval. She informed the members that there were not any overdue policies or procedures as of that date. She had implemented a new system to ensure that they were being completed in a timely manner. She stated that the addition to the system that staff who were overdue on policies and procedures had to come before the Governing Board and explain why the policies and procedures were not completed was effective.

XXI. Recognition of Visitors

There were no visitors.

XXII. Public Comment

Human Resources Director Erica Collins informed the members that her team was working on the upcoming staff appreciation day. The day would be structured around wellness and fun. There would be Olympic style games such as tug of war, sack races, and ball games. She had sent out an email to all staff to get input. She had received 116 responses. The majority of the respondents wanted the event to be in the Cartersville/Calhoun/Rome area with lunch consisting of hot dogs and hamburgers. Her team had begun to reach out to area recreation complexes to find a location. She asked for members to let her know if they had any suggestions for a venue.

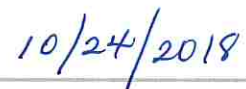
Director of Intellectual/Developmental Disabilities Dena Payne informed the members that the individuals in the Kaleidoscope program in Cedartown would be holding a talent show with a cookout to follow on August 31st. She invited the members to attend if their calendars would allow.

XXIII. Adjournment

Action: The meeting was adjourned on unanimous vote of motion by Mr. Larry Maxey and second by Mr. Faye Ward.



Chairperson



Date