

**Highland Rivers Health
Meeting Minutes**

**Governing Board of Directors
10/24/2018 10:30 AM
Bartow Recovery Center
650 Joe Frank Harris Parkway, Cartersville,
GA, 30120**

Attendees

Voting Members:

Ms. Chantel Adams, Chair
Mr. Allen Wigington, Vice Chair
Ms. Bonnie Moore, Secretary
Mr. Bill Fann, Treasurer
Mr. Larry Maxey, Board Member
Ms. Jean Smilie, Board Member
Mr. Lane Bennett, Board Member
Ms. Faye Ward, Board Member
Mr. Joe Duvall, Board Member
Mr. Sherman Ross, Board Member

Others Present:

Mr. James Catanzaro, Jr., Legal Counsel
Ms. Melanie Dallas, Chief Executive Officer
Mr. Rich Gonzalez, Chief Administrative Officer
Ms. Stephanie Collum, Chief Compliance Officer
Ms. Cheryl Lewis, Director of Outpatient Services
Ms. Debbie Strotz, Director of Recovery Oriented Care
Ms. Dena Payne, Director of Intellectual/Developmental Disabilities
Ms. Erica Collins, Human Resources Director
Mr. Kevin Scott, Director of Nursing
Ms. Laura Citron, Director of Business Development
Ms. Melissa Stone, Executive Secretary
Mr. Mike Mullet, Community Relations Director
Ms. Trisha Velasco, Director of Crisis Stabilization

I. Call to Order

Action: Chair Chantel Adams called the meeting to order at 10:37 a.m.

II. Oath of Office-Chief Joe Duvall

Vice Chair Allen Wigington, Chief Magistrate Judge for Pickens County, administered the oath of office for new Governing Board member Mr. Joe Duvall. Introductions were made by the members and the new representative. The new representative was welcomed to the Governing Board.

Action: Vice Chair Allen Wigington, Chief Magistrate Judge for Pickens County, administered the oath of office for new Governing Board member Mr. Joe Duvall.

- III. Introduction of New Gordon County Representative
Chair Chantel Adams introduced the new Governing Board representative for Gordon County, Mr. Lane Bennett. Introductions were made by the members and the new representative. The members thanked Mr. Bennett for his willingness to sit on the Governing Board.
- IV. Approval of Agenda
Action: The agenda was approved as presented upon unanimous vote of motion by Vice Chair Allen Wigington and second by Ms. Jean Smilie.
- V. Approval of August 22, 2018, Minutes
Action: The minutes were approved as presented upon unanimous vote of motion by Vice Chair Allen Wigington and second by Treasurer Bill Fann.
- VI. Recovery Story
Chief Executive Officer (CEO) Melanie Dallas welcomed Ms. Alicia McKinley and asked her to share her recovery story. Ms. Alicia McKinley told of her early struggles and how she overcame adversity. Chair Chantel Adams thanked Ms. McKinley for coming to the meeting and sharing her inspirational story.
- VII. Executive Session
Action: On unanimous vote of motion by Vice Chair Allen Wigington and second by Mr. Larry Maxey, 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.
- VIII. Reconvention of Regular Session
Action: The Chief Executive Officer succession plan was approved upon unanimous vote of motion by Vice Chair Allen Wigington and second by Treasurer Bill Fann.
- IX. Policy Review Workgroup Recommendations
Vice Chair Allen Wigington informed the members that the Compliance Committee had reviewed the policies, procedures, attachments, and proposed revisions. The Commission on Accreditation of Rehabilitation Facilities (CARF) required that the Governing Board have policies specific to Board activities that were reviewed annually. The committee had agreed upon the proposed revisions.

Action: Governing Board Policies #1601, #1605, #1610, #1615, #1620, #1625, #1630, #1635, #1640, #1645, #1650 (with proposed revisions), #1655, and #1660 were approved upon unanimous vote of motion by Vice Chair Allen Wigington and second by Ms. Bonnie Moore. Governing Board Procedure #1615 was approved with the proposed revisions upon unanimous vote of motion by Vice Chair Allen Wigington and second by Ms. Bonnie Moore. Governing Board

Attachments #1605A, #1610A (with proposed revisions), and #1610B were approved upon unanimous vote of motion by Vice Chair Allen Wigington and second by Ms. Bonnie Moore.

- X. Ratification of FY19 Recovery Support Services Contract #44100-026-0000115994
Action: The FY19 Recovery Support Services Contract #44100-026-0000115994 was approved upon unanimous vote of motion by Vice Chair Allen Wigington and second by Mr. Sherman Ross.
- XI. Ratification of FY19 Assertive Community Treatment Contract #44100-026-0000116638
Action: The FY19 Assertive Community Treatment Contract #44100-026-0000116638 was approved upon unanimous vote of motion by Vice Chair Allen Wigington and second by Treasurer Bill Fann.
- XII. Ratification of FY19 Suicide Prevention Services Contract #44100-026-0000117442
Action: The FY19 Suicide Prevention Services Contract #44100-026-0000117442 was approved upon unanimous vote of motion by Vice Chair Allen Wigington and second by Mr. Larry Maxey.
- XIII. Ratification of FY19 AD Clubhouse Contract #44100-026-0000117138
Action: The FY19 AD Clubhouse Contract #44100-026-0000117138 was approved upon unanimous vote of motion by Vice Chair Allen Wigington and second by Ms. Faye Ward.
- XIV. Ratification of FY19 Intellectual/Developmental Disabilities Contract #44100-261-9072019103 Amendment #01
Action: The FY19 Intellectual/Developmental Disabilities Contract #44100-261-9072019103 Amendment #01 was approved upon unanimous vote of motion by Vice Chair Allen Wigington and second by Mr. Larry Maxey.
- XV. Ratification of FY19 Transit Alliance Group Contract
Action: The FY19 Transit Alliance Group Contract was approved upon unanimous vote of motion by Vice Chair Allen Wigington and second by Ms. Bonnie Moore.
- XVI. Finance Committee Report
Treasurer Bill Fann directed the members to the financials included in the packet. He stated the revenue for September 2018 was \$3,952,358. This was a favorable variance of 2.2% over September 2017. The expenses for the month were \$4,198,920. This was a negative variance of 2.2% compared to the month of September 2017. There was a net loss of \$246,562 for the month. He informed the members that the Finance Committee had went over the financials in depth.

XVII. CEO Report

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

- Ms. Dallas informed the members that Highland Rivers Health had been awarded the "Region 1 Provider of the Year Award" from the Department of Behavioral Health and Developmental Disabilities. The award was presented at the Behavioral Health Symposium on October 3, 2018. Governor and Mrs. Deal were in attendance at the ceremony.
- The staff appreciation event held on October 23, 2018, and was a success. There were about 320 staff members in attendance at the event. Sonoraville Recreation Department allowed the use of the venue for free. The drinks for the event were also donated by vendors. The Staff Member of the Year Awards and Trudie Casey Award were also presented at the event.
- Ms. Dallas was part of a delegation from the Georgia Association of Community Service Boards (GACSB) that met with the gubernatorial candidates. She stated that she had attached each candidate's health care platform for review by the members.
- NAMI Rome would be holding a "RoamNRome" event at the Heritage Park in Rome, Georgia, on November 3, 2018. She invited the members to join the Highland Rivers Health team for the event.

XVIII. Community Relations Report

Community Relations Director Mike Mullet directed the members to the report in the packet. He discussed the following items from his report.

- The Mosaic Place grand opening would be held on October 26, 2018, from 2:00 p.m. - 3:00 p.m. The program was an adult clubhouse in Cedartown, Georgia.
- He had completed a draft of the Annual Community Report for Fiscal Year 2018. He gave each member a copy of the draft for his/her review.
- He would need a photo of the new members for the website. He would also be writing an article for the local papers introducing the members to the community.

Chief Executive Officer Melanie Dallas informed the members that she and her team had been working with the communities in Fannin County, Gilmer County, and Pickens County concerning a new substance called "Pinaca." Teenagers were vaping the substance which was extremely toxic and hazardous to their health. Ms. Dallas and her team had been spreading information to the schools and Boards of Education. An article had also been published in the local area papers concerning the issue.

XIX. Compliance Committee Report

Vice Chair Allen Wigington informed the members that the Compliance Committee had went over a robust agenda of items. He gave the following highlights from the Committee meeting.

- The Committee had reviewed the annual reports for fiscal year 2018. The percentage of complaints about quality of care was less than 3%. The percentage of complaints for access to care was 25%.
- The Committee had reviewed the proposed Full Board Evaluation and Board Member Evaluation forms. The Committee recommended that the forms be approved by the members and be distributed for completion.

Mr. Wigington stated that Chief Compliance Officer Stephanie Collum and her team was a real asset to Highland Rivers Health.

Action: The Full Board Evaluation and Board Member Evaluation forms were approved for distribution upon unanimous vote of motion by Ms. Bonnie Moore and second by Ms. Faye Ward.

XX. Recognition of Visitors

Mr. Leland Johnson, Community Recovery Partnership Board Member, attended the meeting.


XXI. Public Comment

Treasurer Bill Fann informed the members that Commissioner Nunn from the Georgia Department of Economic Development would be touring One Door Polk on October 25, 2018, at 11 a.m.

Chief Executive Officer Melanie Dallas presented a Faithful Service Award to Chief Compliance Officer Stephanie Collum for 10 years of service. She thanked Ms. Collum for all she had done for Highland Rivers Health. Vice Chair Allen Wigington stated that the interview team knew within 30 minutes of the beginning of the interview for Ms. Collum that she was the perfect person for the position. She has a fantastic memory and takes her position to heart. Ms. Dallas stated that Ms. Collum was currently an intern for the Commission on Accreditation of Rehabilitation Facilities. She would soon be a full surveyor.

XXII. Adjournment

Action: The meeting was adjourned upon unanimous vote of motion by Vice Chair Allen Wigington and second by Mr. Sherman Ross.



Chairperson

12/4/2018

Date