



**GEORGIA ASSOCIATION OF COMMUNITY SERVICE BOARDS
ADMINISTRATIVE OPERATIONS COMMITTEE
MAY 11, 2023 – 10:00AM
VIRTUAL MEETING MINUTES**



MEMBERSHIP ATTENDANCE: X - Denotes Attendance					
X	Chair- Pam Cartwright- Legacy		Highland Rivers- Melanie Dallas	X	GACSB- Robyn Garrett
	Vice Chair- Fabio Van De Merwe-DeKalb	X	Legacy – Paivi Parssinen	X	GACSB- Jesse Hambrick
	Advantage- Tammy Conlin		McIntosh Trail- Kenyatta Walker	X	GACSB- Renee Millians
	Aspire- Dana Glass		Middle Flint- Matthew Almeida		GACSB- Dr. Glyn Thomas
X	Avita- Cathy Ganter		New Horizons- Susan Gallagher		
X	Bridge Health- Heather Ramsey		Oconee- Kristi Stiggers		
	Clayton Center – Barbara June		Pathways- Jade Benefield		
X	CSB of Middle Georgia- Terry Richards		Pineland- Patricia Donaldson		
	Dekalb- Chatele’ Chester		River Edge- Dr. Ali Yallah		
	Douglas County - Monraye Lightford		Serenity- Stephen Martell		
	Gateway – Heather Ott	X	Unison- Laura Fullard		
X	Georgia Pines- Tim Hampton	X	View Point Health- Jennifer Speights		
GUESTS: Dena Payne, Sandra Myers, Lee Pavlik, Rita Wright-King, Denise Forbes					
DISTRIBUTION: 05/11/2023 Agenda; 04/13/2023 Minutes					

Agenda Items	Discussion	Action/Resolution	Responsibility	Due Date
Welcome/Call To Order	Chair Pamela Cartwright called the meeting to order at 10:04AM. A quorum was not established, so the meeting moved forward as informational only.			
Approval of Agenda	A quorum was not met and therefore the agenda was not approved.			
Approval of Minutes	A quorum was not met and therefore the minutes were not approved.			
Focus Group Report Outs/Action Items	<p>-HR/Compliance- Laura Fullard reported the group discussed the following topics:</p> <ul style="list-style-type: none"> • \$2K Cost of Living Adjustment • FieldPrint • Dept. of Labor threshold • Scheduling an in-person meeting for August <p>Robyn Garrett reported the 2k COLA increase remained in the FY24 Budget and should be tracked as a salary increase.</p> <p>- IT- No updates at this time because IT Focus Group members were not in attendance.</p>	<ul style="list-style-type: none"> • Compile a list of the top 5 challenges with the FieldPrint process and the group’s proposed resolutions and send to Executive Office 	<ul style="list-style-type: none"> • HR/Compliance Focus Group members 	<ul style="list-style-type: none"> • 06/08/2023

	<p>- CFO- Lee Pavlik reported the group discussed the following topics:</p> <ul style="list-style-type: none"> • \$2K Cost of Living Adjustment • Challenges with obtaining leased vehicles <p>Lee Pavlik reported the next meeting will be held in person on May 19, 2023.</p> <p>- Rev Cycle- Robyn Garrett reported the group met on April 6, 2023, and gave the following updates:</p> <ul style="list-style-type: none"> • Reme Rodriguez & Robin Lincoln from PeachState joined the meeting and provided an Add/Change form for CSBs • The next meeting is scheduled for June 1, 2023, and Shea Daniels from CareSource will be joining 			
<p>Strategic Plan Initiatives Update</p>	<p>Regional Training Update- Robyn Garrett reported the Executive Office is working on the structure of the regional training model.</p> <p>Comprehensive Training Workbook Project- Robyn Garrett reported a small group was able to meet yesterday and discuss the short term and long-term goals of the workbook. The next step will be including the policy entity on the workbook. Robyn Garrett reminded members that every DBHDD monthly bulletin includes upcoming and recent policy changes.</p>	<ul style="list-style-type: none"> • Schedule another small group meeting 	<ul style="list-style-type: none"> • Executive Office 	<ul style="list-style-type: none"> • 06/08/2023
<p>State-wide Policy Initiatives</p>	<p>DBHDD I/DD Rate Study- Robyn Garrett reported that funding for the rate study increases were included in the Governor's FY24 Budget Line-Item Veto and Disregard Letter and Statements and will need to be included in DBHDD's Amended FY24 Budget during the 2024 Legislative Session.</p> <p>Behavioral Health Rate Study- Robyn Garrett reported that DBHDD and Deloitte hosted a CSB only webinar on April 28 and recommendations are anticipated to be released sometime in May.</p> <p>CCBHC Updates- Robyn Garrett reported that grant applications are due on May 22, 2023. The</p>			

	<p>Executive Office worked with DBHDD to simplify the process of requesting a letter of support.</p> <p>DBHDD Post-PHE-Robyn Garrett reported the National PHE is ending today, May 11, 2023. Members should refer to the memos sent from DBHDD on 08/1/22 and 04/5/23 for DBHDD policy updates. Robyn Garrett posted the memos for members in the virtual chatbox. Robyn stated the Executive Office will schedule Lunch and Learns and create a slide presentation for members to use as a resource. Robyn Garrett reported that an updated provider manual will be posted on the DBHDD website today and will include updated policies on telehealth. The Executive Office will send the memo that includes the new DBHDD provider manual out to all listservs when received.</p> <p>Workforce- Robyn Garrett reported that DBHDD is planning to do a workforce study but the timeline has not been released.</p> <p>Other- None.</p>			
Other	Robyn Garrett reminded members of the 2023 Leadership Conference Call for Presentations sent out by Renee Millians on 4/19/2023, and encouraged members to send it to anyone interested in submitting a proposal.			
Next Meeting	The next committee meeting will be June 8, 2023, at 10:00AM			
Adjournment	The meeting was adjourned at 10:52AM.			
Chair	Pamela Cartwright	Recorded By: Renee Millians		