



**GEORGIA ASSOCIATION OF COMMUNITY SERVICE BOARDS
ADMINISTRATIVE OPERATIONS COMMITTEE
JULY 14, 2022
MEETING MINUTES**



MEMBERSHIP ATTENDANCE: X - Denotes Attendance					
X	Chair- Pam Cartwright- Legacy	X	Legacy – Paivi Parssinen	X	GACSB- Robyn Garrett
	Vice Chair- Fabio Van De Merwe-DeKalb	X	Bridge Health-Rick Solmon	X	GACSB- Jesse Hambrick
X	Advantage- Tammy Conlin		McIntosh Trail- Kenyatta Walker	X	GACSB- Renee Millians
X	Aspire- Dana Glass	X	Middle Flint- Matthew Almeida		GACSB- Dr. Glyn Thomas
X	Avita- Cathy Ganter	X	New Horizons- Susan Gallagher		
X	Clayton Center – Barbara June	X	Oconee- Brianna Washington		
X	CSB of Middle Georgia- Terry Richards		Pathways- Jade Benefield		
	Dekalb- Chatele’ Chester		Pineland- Patricia Donaldson		
	Douglas County - Monraye Lightford	X	River Edge- Dr. Ali Yallah		
	Gateway – Adam Walker	X	Serenity- Stephen Martell		
X	Georgia Pines- Tim Hampton	X	Unison- Laura Fullard		
X	Highland Rivers- Melanie Dallas		View Point Health- Jennifer Speights		
GUESTS: Cindy Levi-Avita, Dena Payne-Highland Rivers, Denise Forbes-Middle GA CSB, Dr. Lee Adams-Clayton Center CSB, Melissa Hood-Unison BH, RJ Hurn- GA Pines, Rita Wright-King-River Edge, Shane Hester-River Edge, Sue Davis- Middle Flint, Laurie Hair-Middle Flint, Tara Malone, Sherry Raya-New Horizons, David Crews-Gateway CSB					
DISTRIBUTION:					

Agenda Items	Discussion	Action/Resolution	Responsibility	Due Date
Welcome/Call To Order	Chair, Pam Cartwright called the meeting to order at 10:00am.			
Roll Call/GACSB Executive Office Presentation	Robyn Garrett and Jesse Hambrick used a slide deck to discuss the revitalization of the committee and FY23 appointed voting members. Jesse Hambrick asked attendees to type their name and organization in the Zoom chat box. A quorum was confirmed.			
Approval of Agenda	A motion to approve the 07/14/2022 Agenda was made by Dana Glass and seconded by Laura Fullard. Motion carried without dissent.			
Approval of Minutes	A motion to approve the 06/16/2022 minutes was made by Matthew Almeida and seconded by Terry Richards. Motion carried without dissent.			
Focus Group Report Outs/Action Items	-HR/Compliance: Laura Fullard reported the group met this morning, 07/14/2022 at 9:00AM. The group discussed sharing internal job postings, paid internship programs, and audits. Laura stated that the ASO continues to be focused on attestations. Covid protocols were discussed, and it was			

	<p>determined that most CSBs are following CDC Guidelines. The next meeting is scheduled for August 11th, 2022.</p> <p>-IT Focus Group: Dr. Ali Yallah reported the group needed a CEO liaison after the departure of former CEO, Tyrone Evans. Robyn Garrett advised the Executive Office would be working to fill that role in the focus group. Dr. Yallah reported the group discussed the procedures and precaution items related to maintaining virtual meetings at CSBs. Poor internet connections in remote areas were discussed. Dr. Yallah reported that most CSBs are using Microsoft Office 365. He stated that efforts to recruit more IT focus group members were being made.</p> <p>-CFO Focus Group: Sue Davis reported the last meeting was held on June 17, 2022, and the next meeting was scheduled for tomorrow, July 15, 2022, at 11:00AM. Sue reported the group had discussion on the following items:</p> <ul style="list-style-type: none"> - Fiscal Year End Reporting and close out - MTM Costing Report - COLA Adjustments and specialty contracts <p>Robyn Garrett advised the group that COLA Adjustments would be included in the FY23 Regional Behavioral Health contracts, not the IDD contract. Robyn offered to reach out to DBHDD and see if a representative could join the next meeting to help clarify and answer any questions.</p> <p>-Revenue Cycle Focus Group: Robyn Garrett reported that Cameron Vickers transitioned to another department and Dr. Glyn Thomas is now representing GACSB as the part time Data Analyst. Robyn Garrett reported to the group the e-RFI was submitted to DCH on June 24th and HMA is working to create a white paper version of the e-RFI response so CSBs can distribute to local Board members, external stakeholders, partners, and legislators. Robyn Garrett asked if a CSB receives a proposal or contract from any Managed Care agencies, to please email her. The Executive Office is</p>	<ul style="list-style-type: none"> • IT Focus Group requests a CEO liaison to participate in the group. • Ask DBHDD if a representative could attend the CFO Focus Group Meeting 	<ul style="list-style-type: none"> • Executive Office • Robyn Garrett 	<ul style="list-style-type: none"> • ASAP • 07/14/2022
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	representing the network through all conversations and contracting with potential managed care organizations.			
Strategic Plan Initiatives Update	Chair, Pam Cartwright reported that Dana Glass has created a draft workbook of training requirements and asked that Laura Fullard, Patricia Donaldson, and Jennifer Speights review the workgroup and report on it at the next meeting. Patricia and Jennifer were not present during the meeting, so Chair, Pam Cartwright and Robyn Garrett will discuss other individuals to help review the document.	<ul style="list-style-type: none"> Ask members to review draft version of the Training Requirements Workbook created by Dana Glass and report on at the next Admin Ops meeting 	<ul style="list-style-type: none"> Pam Cartwright & Robyn Garrett 	<ul style="list-style-type: none"> 08/11/2022
State-wide Policy Initiatives	Due to time limitations, Robyn Garrett stated she will reach out to the 4 CCBHC grantees and include an update in the email she will send to the committee members regarding State-wide Policy Initiatives.			
Innovative Corner	Due to time limitations in time, Cindy Levi opted to give her presentation at the next meeting.			
Next Meeting	The next meeting is scheduled for August 11, 2022, at 10:00AM.			
Adjournment	A motion to adjourn was made by Laura Fullard and seconded by Matthew Almeida. Meeting was adjourned at 10:59AM.			
Chair	Pamela Cartwright	Recorded by: Renee Millians		