



**GEORGIA ASSOCIATION OF COMMUNITY SERVICE BOARDS  
ADMINISTRATIVE OPERATIONS COMMITTEE**

**MAY 12, 2022**

**VIRTUAL MEETING MINUTES**

<b>MEMBERSHIP ATTENDANCE: X - Denotes Attendance</b>					
	Chair- Melanie Dallas- Highland Rivers	X	Legacy – Marcy Crews		GACSB- Robyn Garrett
X	Vice Chair- Pam Cartwright- Legacy	X	Lookout Mountain-Rick Solmon	X	GACSB- Jesse Hambrick
X	Secretary- Cathy Ganter - Avita		McIntosh Trail- Sandra Mitchell	X	GACSB- Renee Millians
X	Advantage- Tammy Conlin		Middle Flint- Matthew Almeida	X	GACSB – Cameron Vickers
	Aspire- Dana Glass		New Horizons- Valerie Bowden		
	Clayton Center – Barbara June	X	Oconee- Tyrone Evans		
X	CSB of Middle Georgia- Terry Richard		Pathways- Jade Benefield		
	Dekalb- Fabio van der Merwe	X	Pineland- Patricia Donaldson		
	Douglas County - Monraye Lightford	X	River Edge- Dr. Ali Yallah		
X	Gateway – David Crews	X	Serenity- Stephen Martell		
	Georgia Pines- Tim Hampton	X	Unison- Laura Fullard		
	Highland Rivers- Dena Payne	X	View Point Health- Jennifer Speights		
<b>GUESTS:</b> Sandra Myers, Eddie Williams, Dr. Lee Adams, Denise Forbes, Rita Wright-King, Melissa Hood, Chatele Chester, Tara Malone					
<b>DISTRIBUTION:</b> Minutes - March 10, 2022					
<b>I. WELCOME/CALL TO ORDER</b>	Vice Chair Pam Cartwright called the meeting to order at 10:00 AM.				
<b>II. APPROVE AGENDA</b>	A motion to approve the agenda was made by Tyrone Evans. Patricia Donaldson seconded the motion and it carried without opposition.				
<b>III. APPROVE MINUTES</b>	A motion to approve the minutes for March 10, 2022, was made by Tammy Conlin. Tyrone Evans seconded the motion and it carried without opposition.				
<b>IV. HR/COMPLIANCE FOCUS GROUP UPDATE</b>	Laura Fullard stated the group discussed the Spanish competency and how the CSBs were dealing with it. They discussed if the group was testing for bilingual skills or taking a person's word. No official word yet. They continue to discuss the Cost of Living Adjustment and the disbursement of funds.				
<b>V. IT FOCUS GROUP UPDATE</b>	Dr. Ali Yallah informed the members that the group had met with the GTA security experts last week. The representative gave a lot of resources, links, and contacts to use if anyone encountered issues. The focus group was now on GTA's email list and everyone on the IT distribution list would receive the GTA emails. GTA would join the group every three months to give any new information. Dr. Ali Yallah asked that all CSB IT directors join future focus group meetings to stay updated.				
<b>VI. REVENUE CYCLE FOCUS GROUP UPDATE</b>	<p>Cameron Vickers informed the members that the focus group had discussed the following items.</p> <ul style="list-style-type: none"> <li>• The issue with Centene stemmed from the company having staffing issues. They had just hired a new provider representative, Deborah Crowder. CSBs who have issues before Julia Mungin, provider representative, returned in July should send the challenges to the BH Provider Relations Box, <a href="mailto:bh_pr_mailbox@centene.com">bh_pr_mailbox@centene.com</a> and copy Cameron.</li> <li>• The group had discussed EVV and the need for improvement of the AC response files. For every concurrent authorization that was sent the CSB had to manually change the start and end date. Response files were also coming back delayed.</li> <li>• The Georgia Collaborative intends to have all submitters migrated to Availity by May 20th. There is a 90-day buffer period and Brian will notify everyone of the start dates for this when he finds out. CSBs will still be able to use provider connects for individual claims but will have to use Availity for batch submissions.</li> </ul>				

<b>VII. CFO FOCUS GROUP UPDATE</b>	<p>Sue Davis was unable to attend the meeting. She forwarded a description of the group’s last meeting. Please see the following update from Sue.</p> <p>“We had our last CFO meeting on April 11th to discuss how to report the COLA and Supplement salary and fringes for the AP contracts. We all agreed that the cost of the salary and fringes should not be reported to the State on the invoices – that would be double-dipping. Different ideas were presented to capture those costs. Some CFOs were creating special codes in their payroll systems. Others wanted the costs to flow through for accurate costing for those cost centers and applying funding to offset the costs. Our next meeting is scheduled for May 20th.”</p>		
<b>VIII. CCBHC DISCUSSION</b>	<p>CSBs wanting to apply to the SAMHSA CCBHC grant that was posted on March 18th, 2022, should apply by the due date of May 17th, 2022. The group briefly discussed working on a base line template for policies, procedures, forms, etc. for CSBs to use across the network.</p>		
<b>IX. INNOVATION CORNER – DEKALB</b>	<p>Chatele Chester was in attendance to speak on behalf of Fabio van der Merwe but she encountered some technical difficulties and will present the slide at the next meeting in June.</p>		
<b>X. NEW BUSINESS</b>	<p>Vice Chair Pam Cartwright asked the committee for any presentation ideas for the 2022 Educational exchange. Laura Fullard indicated that recruitment and retention would be a beneficial topic. All other ideas can be emailed to Renee Millians by close of business day on May 13, 2022.</p>		
<b>XI. NEXT MEETING</b>	<p>June 9, 2022 – 10:00 a.m.</p>		
<b>XII. ADJOURNMENT</b>	<p>The motion to adjourn was made by Tyrone Evans and seconded by Laura Fullard. The meeting was adjourned at 10:30am.</p>		
<b>CHAIR:</b>	Pam Cartwright, Vice Chair	<b>RECORDER:</b>	Renee Millians, GACSB