



MEETING MINUTES

Attendees

Voting Members

Mr. Leland Johnson, Chair
Mr. Chris Mosley, Vice Chair
Mr. Steve Grimsley, Secretary
Ms. Chantel Adams, Board Member
Dr. Carol Holtz, Board Member
Ms. Chinwe Okoronkwo, Board Member
Mr. Keith Ledford, Board Member
Mr. Michael McElveen, Board Member
Mr. Larry Maxey, Board Member
Ms. Karen Sparks, Board Member
Ms. Mary Ghorley, Board Member
Mr. Thomas Brown, Board Member

Non-Voting Members

Mr. Jim Catanzaro, Jr., Legal Counsel
Mr. Joseph Colette, Legal Counsel
Ms. Melanie Dallas, Chief Executive Officer
Ms. Cheryl Lewis, Director of Outpatient Services
Ms. Dena Payne, Chief Operating Officer
Ms. Erica Collins, Human Resources Director
Mr. Jerry Koester, Chief Financial Officer
Ms. Kathleen Varda, Foundation Director
Ms. Melissa O'Brien, Director of Marketing
Mr. Mike Mullet, Community Relations Director
Ms. Stephanie Bishop, Chief Compliance Officer
Ms. Candice Baldwin, Individual Advocate

I. Call to Order

Action: Chair Leland Johnson called the meeting to order at 10:35 a.m.

II. Oath of Office for New Members

Action: The oath was administered to the following new members.

- Dr. Carol Holtz - Cobb County
- Ms. Chinwe Okoronkwo - Cobb County

- Mr. Keith Ledford - Fannin County

The members welcomed the new members to the Governing Board.

III. Approval of Agenda

Chair Leland Johnson recommended that the agenda be amended to move the compliance committee report immediately after the approval of the agenda. Mr. Johnson also recommended the addition of a bylaws review committee item and an officer nomination committee item directly after the reconvention of the regular session.

Action: The amendments to the agenda were adopted upon unanimous vote of motion by Ms. Karen Sparks and second by Mr. Larry Maxey.

IV. Compliance Committee Report

Committee Chair Larry Maxey stated that the committee had reviewed the results of the full board evaluation. The results were very good. Chief Compliance Officer Stephanie Bishop reminded the members that the full board evaluation and board peer reviews were required by the Commission on Accreditation of Rehabilitation Facilities (CARF). There were no significant outliers or concerns with the results of the evaluations.

V. Executive Session

Chair Leland Johnson asked for a motion for the board to go into executive session. The motion was presented by Vice Chair Chris Mosley and seconded by Ms. Karen Sparks. Legal Counsel requested that the reasons for the motion be read and then a motion be entertained to move into executive session. Mr. Johnson stated the reasons for the move into the executive session.

Action: An amended vote was requested by Legal Counsel. Upon unanimous vote of motion by Vice Chair Chris Mosley and second by Ms. Karen Sparks, the Governing Board moved into executive session to authorize negotiations to purchase, dispose of, or lease property and to consult with legal counsel regarding pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions.

VI. Reconvention of Regular Session

Action: Upon unanimous vote of motion by Vice Chair Chris Mosley and second by Ms. Mary Ghorley, the Governing Board approved the Resolution for Dissolution and Plan of Dissolution for the Tod Citron Foundation and authorized Legal Counsel to file for the dissolution with the Georgia Secretary of State's office.

Action: Upon unanimous vote of motion by Ms. Karen Sparks and second by Mr. Michael McElveen, the Governing Board established the practice to review the administration of the agency retirement plan investments annually to coincide with the review of the annual formal audit report.

Action: Upon unanimous vote of motion by Ms. Karen Sparks and second by Dr. Carol Holtz, the Governing Board Chair was authorized to execute the Mutual of America Resolutions to Establish a Plan documents required to move the Cobb County Community Service Board investments and accounts to Mutual of America.

VII. Bylaw Review Committee

Chair Leland Johnson reminded the members that the current bylaws were transitional and had been put into place to cover the consolidation period. A committee was needed to review the bylaws and revise them to reflect the newly consolidated board. The committee would bring their recommendations back to the full board during the April meeting. He asked Ms. Chantel Adams, Vice Chair Chris Mosley, Secretary Steve Grimsley, Dr. Carol Holtz, and Legal Counsel to participate on the committee.

VIII. Officer Nomination Committee

Chair Leland Johnson informed the members that the appointment of new officers would happen at the June meeting. A nominating committee was needed to work on the proposed slate of officers. He asked Ms. Karen Sparks, Mr. Thomas Brown, Ms. Mary Ghorley, Ms. Chinwe Okoronkwo, and Mr. Michael McElveen to participate on the committee.

IX. Consent Agenda Items

Action: The following consent agenda items were approved as presented upon unanimous vote of motion by Ms. Karen Sparks and second by Dr. Carol Holtz.

- Governing Board Meeting Minutes for December 8, 2021
- FY22 Cobb Crisis Respite Apartments Contract #44100-026-0000172508
- FY22 Cobb Resiliency Clubhouse Contract #44100-026-0000135298 - Amendment #03
- FY22 Highland Rivers Resiliency Clubhouse Contract #44100-026-0000176054

X. Agency Scorecards

Chief Operating Officer Dena Payne informed the members that the Cobb County and Highland Rivers Behavioral Health scorecards would be combined into one at the end of the fiscal year. She directed the members to the agency scorecard for Cobb County. She gave the following highlights.

- The percentage of staff meeting 90% of their productivity was at 15.69%. The average overall productivity was at 59.07%. There was room for improvement.
- The audit scores were not received in time to be included in the report. They will be included in the next report.
- The decrease in the operating margin and the negative 303% budget metric could be attributed to the paying out of some bonuses from workforce funds.
- The billing and authorization metrics remained relatively the same.
- The documentation metric was good at 91.59%.
- Cobb staff had been brought over into the Kronos system. The move would cause the HR metrics to be skewed a little until the beginning of the new fiscal year.
- The critical incidents metric had decreased to 50%. New processes would be implemented to move towards the goal.
- The annual scores had not changed since the last board meeting. She explained that the performance management report (PMR) score was a measurement assigned by the Department of Behavioral Health and Developmental Disabilities.

Ms. Payne directed the members to the Highland Rivers Behavioral Health scorecard. She gave the following highlights from the scorecard.

- The percentage of staff meeting 90% of their productivity was the highest for the fiscal year at 80%. The average overall productivity had decreased slightly in December.

- The quality metric had decreased slightly. The decrease was due to fewer reports being sent to the internal auditor.
- The operating margin, budget, and day's cash on hand were all above the goal.
- The collections metric was at 108%. Billing had captured revenue from the prior month.
- The billing and authorization metrics were both above the goal.
- The documentation metric was still a struggle.
- The turnover percentage in November was highlighted in darker red. The number was skewed due to the conversion of Cobb staff into the Kronos system. Mr. Thomas Brown asked what the turnover rate was pre-COVID. Ms. Payne stated it was in the low 20s.
- The critical incident metric was trending upwards.
- The Administrative Services Organization (ASO) conducted their audits in November. The new scores were included on the scorecard.
- The new PMR score was received from the Department of Behavioral Health and Developmental Disabilities (DBHDD) in November. DBHDD considered a score of 70% to be acceptable. Highland Rivers had decided that the internal goal would be to receive a score of 80%.

XI. Finance Committee Report

Chair Leland Johnson informed the members that the Treasurer's seat had been vacated prior to the meeting. Vice Chair Chris Mosley had agreed to be the interim Chair of the committee in the absence of a Treasurer. Mr. Johnson asked Chief Financial Officer Jerry Koester to give an update on the financials. Mr. Koester stated the balance sheets for Cobb County and Highland Rivers Behavioral Health kept improving. The profit and loss statements through December showed the agencies were behind on revenue due to turnover and vacant positions. The agencies were also both lower on expenses for the same reasons. There was an overall positive profit margin and both agencies were in a good position. Chief Executive Officer Melanie Dallas informed the members that the revenue was not variable, which meant there was no margin. The agencies had to manage expenses and ensure that the services were provided. She was thankful to Mr. Koester and his expertise.

XII. CEO Report

Chief Executive Officer Melanie Dallas directed the members to the CEO report in the packet. She gave the following highlights from the report.

- Ms. Dallas' team was working on structurally aligning with the consolidation with Cobb County.
- Town hall meetings were held each month to talk about the changes due to the consolidation and other things. The content of each meeting was different. She hoped the meetings would help the staff to find leadership approachable.
- The preliminary work for the leadership academy would begin in March. The material was highly focused on emotional intelligence. The skills were universal and would help with emotional regulation. The coach for the material would come in July to help introduce the material to a group of staff who have been identified to be facilitators. The platform for the training platform was video based.
- The co-response program in Cobb County was very well received by other agencies and the community. Ms. Dallas and her team were asked to participate in a county governmental group to discuss community challenges and solutions. The county was looking to stand up a social care network that would bring providers together.
- Ms. Dallas had composed a letter to send out to the General Assembly to encourage legislators to work together on the proposed mental health legislation. The communities were hurting and needed help. The two proposed bills mentioned in the letter, HB1013

and SB403, would not be a quick fix. However, they would set the state on a path to shifting the culture around mental health and making much needed changes. A draft had been sent out to the members to review. She asked that each member sign a hard copy that had been brought to the meeting.

XIII. Cobb Executive Director Report

Cobb Executive Director Rodney Moore directed the members to the report in the packet. He gave the following highlights from the report.

- The team was putting a lot of effort into improving the productivity numbers. He had noticed some improvements in the weekly numbers. His team continued to work towards bringing the Cobb County staff onto the pay for performance model.
- Turnover continued to be a struggle across the board. A few adjustments to salaries were made recently.
- The consolidation efforts were going well.
- The meetings with Cobb County government had been productive concerning increased space needs for services.

XIV. Community Relations Report

Community Relations Director Mike Mullet directed the members to the report and attachments in the packet. He informed the members that he worked closely with Melissa O'Brien, Director of Marketing. Ms. O'Brien would be working on marketing and social media. He would be working on media and municipal relations. In the future, the report would include collaborative information from marketing and community relations.

XV. Highland Rivers Foundation Report

Foundation Director Kathleen Varda directed the members to the report and attachments in the packet. She gave the following highlights from the report.

- The attachments included "fast fact sheets" for Highland Rivers Behavioral Health and the Highland Rivers Foundation.
- The Dancing with Our Stars event will be held on April 22nd from 6:30 p.m. - 8:30 p.m. at the Cedartown Performing Arts Center. The event would include local celebrities and dance routines. Tickets were on sale for the event.
- The Green Zone Veterans Community Center Kickoff Fundraiser will be held on May 12th from 7:30 a.m. - 9:00 a.m. at Venue 92 in Woodstock. It was called the "Reveille for Hope." The event was a benefit for a new veteran's community center in Cherokee County where veterans could go to get linked to resources, talk with other veterans, and receive services. Ms. Varda's team was actively looking for sponsors. She asked the members to contact her if they knew of any veterans groups in their communities.
- The Smile Up Foundation hosted a MLK, Jr. Day service event to make kits for Highland Rivers Behavioral Health residential programs. The Smile Up Foundation works with kids to try to get them involved in the community.
- The foundation was able to purchase and provide nasal Narcan to locations within the communities and across Highland Rivers Behavioral Health locations through a partnership with Morehouse School of Medicine, Piedmont, and Genoa Healthcare. The staff at one of the crisis units was able to save a person's life who overdosed on the way to their unit. This was possible due to the partnership.

XVI. Recognition of Visitors

There were no visitors.

XVII. Public Comment

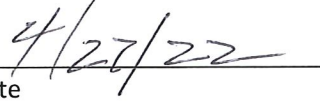
There was no public comment.

XVIII. Adjournment

Action: The meeting was adjourned upon unanimous vote of motion by Ms. Karen Sparks and second by Mr. Michael McElveen.



Chairperson Signature



Date