

**MEETING MINUTES**

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Attendees

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**Voting Members**

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

**Non-Voting Members**

Mr. Jim Catanzaro, Legal Counsel  
Ms. Stephanie Bishop, Chief Compliance Officer  
Ms. Erica Collins, Human Resources Director  
Mr. Jerry Koester, Chief Financial Officer  
Ms. Cheryl Lewis, Director of Outpatient Services  
Mr. Rodney Moore, Cobb Executive Director  
Mr. Mike Mullet, Community Relations Director  
Ms. Dena Payne, Chief Operating Officer  
Ms. Kathleen Varda, Foundation Director  
Ms. Melissa Stone, Executive Secretary  
Ms. Candice Baldwin, Individual Advocate

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**I. Call to Order**

**Action:** Chair Leland Johnson called the meeting to order at 10:44 a.m.

**II. Oath of Office for New Members**

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

- Mr. Pete Quinones - Cobb
- Mr. Randal Crider - Cobb

The members welcomed the new members to the Governing Board.

### **III. Approval of Agenda**

**Action:** The agenda was approved as presented upon unanimous vote of motion by Ms. Mary Ghorley and second by Mr. Larry Maxey.

### **IV. Executive Session**

**Action:** 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.

### **V. Reconvention of Regular Session**

**Action:** The resolution to transfer real properties from the Cobb County Community Service Board to the Highland Rivers Community Service Board and then transfer the properties to the Highland Rivers Foundation was approved upon unanimous vote of motion by Ms. Karen Sparks and second by Dr. Carol Holtz. The real properties include the following:

- 4630 Meadows Road SW, Powder Springs, GA
- 729 Lawrence Street, Marietta, GA
- 7205 County Line Road, Lithia Springs, GA

### **VI. Approval of Bylaws**

Chair Leland Johnson informed the members that the bylaws committee had reviewed the bylaws and were recommending changes to the document. He asked Legal Counsel to review the changes with members. Mr. Jim Catanzaro directed the members to the revised bylaws in the packet. He stated that the committee had looked to the future when reviewing the bylaws. The key element was flexibility. The committee did not want to have to approve amendments if minor changes happened. The recommended changes to the bylaws included the following.

- The list of counties in the recognized service area in the Preamble was eliminated in case of future expansion.
- The revisions reflected some operating flexibility by stating Highland Rivers Behavioral Health may operate under other names that may be adopted from time to time in Article I.
- The maximum number of directors in Section 3.5 was deleted and replaced with a statement that governing law would determine the maximum number. It allowed the board to address population size and to address other inequities.
- The addition of Section 6.9 allowed for the board to have meetings via Zoom or other electronic venue when it was permissible under the Open Meetings Act. Mr. Catanzaro had been able to confirm that the board and committees could continue to operate electronically as long as the federal public health state of emergency order was in place. However, once the order expired, the board would have to revert to the original requirement of face-to-face meetings.
- Section 10.9 was amended to include a term limit of three consecutive years for officers. This would allow for new and fresh perspectives.

Mr. Johnson thanked the committee and Mr. Catanzaro for their work on the bylaws.

**Action:** The recommended revisions to the bylaws were approved upon unanimous vote of motion by Dr. Carol Holtz and seconded by Mr. Randal Crider.

### **VII. Legislative Summary**

Chief Operating Officer Dena Payne directed the members to the legislative summary in the packet. There were several bills that had been sent to the Governor for review and signature. The summary gave good information about each one of the bills. House Bill 1013 - Mental Parity Act was the bill that was introduced by House Speaker David Ralston. It had many

moving parts. It was the beginning of a new, level playing field for mental health in the state. Chief Executive Officer Melanie Dallas would provide more information as the parts of the bill were enacted.

#### **VIII. 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 Mr. Larry Maxey.

- Governing Board Meeting Minutes for February 23, 2022
- FY22 Highland Rivers High Utilization Management Contract #44100-026-0000179573
- FY22 Highland Rivers Behavioral Health Contract #44100-261-0262022103 - Amendment #02
- FY22 Highland Rivers GHVP Housing Support Services Contract #44100-DBHD0000583 - Amendment #1
- FY22 Cobb Behavioral Health Contract #44100-261-0262022101 - Amendment #02

#### **IX. Agency Scorecards**

Chief Operating Officer Dena Payne directed the members to the agency scorecards in the packet. She gave the following highlights from the Cobb scorecard.

- The percentage of staff meeting 90% of their productivity had increased to 47.62% in February. It was expected that the percentage would also increase for March and April.
- The average overall pay for performance productivity increased to 84.43%.
- The quality metric areas highlighted in yellow were tracked quarterly.
- The operating margin metric relating to the budget had not met the goal of being greater than the budget.
- The billing, authorizations, and documentation metrics did not meet the goals.
- The Cobb personnel information had been uploaded to the Kronos system. The human resource metrics have been merged onto the Highland Rivers scorecard.
- Compliance continued to work hard on the process to get DBHDD critical incidents to the goal of submission within 30 hours. The metric had increased to 60%.
- The annual overtime metric was good at 2.3%.
- Processes have been put into place to increase the metric for annual training for FY22.
- The scores for the Administrative Services Organization (ASO) reviews showed that the overall score for behavioral health was the only metric that was met in the last audit period. Ms. Payne reminded the members that the ASO was the entity that was used by the state to audit Community Service Boards (CSBs). The ASO ensured that best practices and guidelines were followed by the CSBs. Repeat visits were made for the areas that did not meet the required score.
- The performance management report (PMR) was a requirement for 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 percent of staff meeting 90% of their productivity was 62.50%.
- The quality audit score increased to 93.25%.
- The positive operating margin metric had been highlighted incorrectly as red. The margin was positive and should have been highlighted in green.
- Terminations will be tracked in the next fiscal year.
- The turnover metric was skewed due to Cobb personnel turnover being added into the system mid-year.

- There was no change to the annual scores since the last reporting period.

**X. Finance Committee Report**

Vice Chair Chris Mosley informed the members that revenue for Cobb County and Highland Rivers was down, but the expenses were lower. This meant there was higher profitability. However, it was due to open positions, which was not what the agency wanted. The committee had a robust discussion around the labor market. The agency needed people to provide services that could be billed. There were many employers who were facing the exact same challenges. Ascend, a staffing company, was being used to help with recruiting. The challenge was getting applicants to the door. Wage inflation has made hiring difficult. Demand had outstripped supply. The committee discussed some strategies at a high level to try to appeal to the market and some possible legislative remedies.

Mr. Mosley asked Chief Financial Officer Jerry Koester to give a summary of the financials. Mr. Koester stated that everything looked good from a financial standpoint. Cobb county and Highland Rivers both had a profit and were ahead of the previous year. The agencies had been audited and both were unqualified. HRBH had a recommendation that was immaterial and made a positive adjustment. There was an issue with the Carelogic (electronic health record) and Great Plains (financial system) interface that had been corrected. The auditor would be attending the June meeting to review the audit results with the members.

**XI. Compliance Committee Report**

Committee Chair Larry Maxey stated there were no significant deficits or outstanding items from the committee. He asked Chief Compliance Officer Stephanie Bishop to give an update from the earlier meeting. Ms. Bishop informed the members that a team had worked to combine the policies, procedures, and electronic clinical records for Cobb county and Highland Rivers. The agency should be able to eliminate disparate processes beginning May 2nd and staff would be directed to one unified medical record process. The team was streamlining staffing for orientation. They used the last quarter to train staff around forms, systems, and processes to get it one way. It was a transition. A lot of paper processes have been moved to electronic reporting. The biggest hurdle was trying to unify the Commission on Accreditation of Rehabilitation Facilities (CARF) reviews into one. She was hopeful that CARF would extend the Cobb county review for nine months so that there would only be one review and a supplemental going forward.

**XII. CEO Report**

Chief Operating Officer Dena Payne directed the members to the CEO report in the packet. She gave the following highlights from the report.

- The annual employee superlatives were presented individually in the past few years due to the pandemic. This year there would be a luncheon and the awards would be presented at the event. She welcomed the members to attend if they could fit it into their schedules.
- Governor Kemp had awarded a \$5,000 increase to all state employees. Community Service Boards (CSBs) were not always included in these types of increases. Thankfully, CSB staff were included in the FY22 amended state budget. Staff would receive a supplemental payment of \$3,750 on Monday. They would also receive an increase of \$2.40 per hour on their paychecks going forward. The increase was also included in the FY23 state budget, which was good news.
- Highland Rivers Behavioral Health was designated as a Certified Mental Health Center. The designation required that all staff have proof of COVID-19 vaccination or proof of an approved exemption. A written policy has been put into place and rolled out. A great turnout of staff has already completed the required process. To date, there is only one staff member who has been resistant to the mandate.

**XIII. Cobb Executive Director Report**

Chair Leland Johnson informed the members that the report was included for their review.

**XIV. Community Relations & Marketing Report**

Community Relations Director Mike Mullet informed the members that an article had recently run in the Haralson County Gateway-Beacon announcing the name change to Highland Rivers Behavioral Health and included a photo of the new signage. Media referrals were coming in rapidly. Chief Executive Officer Melanie Dallas will be part of an interview for the Cobb PATH program (co-response) on 11 Alive in the future.

**XV. Highland Rivers Foundation Report**

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

- The Reveille for Hope will be held on May 12th from 7:30a-9:00a at Venue 92 in Woodstock. The concept for the Green Zone Veterans Community Center would begin in Cherokee. It was the hope that the concept would be successful and would be expanded to other counties in the Highland Rivers Behavioral Health catchment area. The foundation had some great partnerships with community partners who were going to sponsor or direct the foundation to possible donors in the community. The cost to establish the center would be \$1.4 million. Board members were invited to attend the event. They were encouraged to RSVP through Melissa Stone, Executive Coordinator, or through Ms. Varda.
- The upcoming Dancing with the Stars event has been moved to September 24, 2022, to coincide with National Recovery Month.

**XVI. Recognition of Visitors**

Ms. Earnestine Jones from WBHF Radio attended the meeting for the period before the executive session. She left before the reconvention of the meeting.

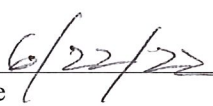
**XVII. Public Comment**

There was no public comment.

**XVIII. Adjournment**

**Action:** The meeting was adjourned upon unanimous vote of motion by Mr. Randal Crider and second by Ms. Karen Sparks.

  
Chair Signature

  
Date