

MEETING MINUTES

Attendees

Voting Members

Mr. Chris Mosley, Chair
Dr. Carol Holtz, Vice Chair
Mr. Keith Ledford, Treasurer
Mr. Steve Grimsley, Secretary
Ms. Tonya Riddick, Board Member
Ms. Chinwe Okoronkwo, Board Member
Mr. Pete Quinones, Board Member
Mr. Michael McElveen, Board Member
Mr. Larry Maxey, Board Member
Mr. Leland Johnson, Board Member
Mr. Lane Bennett, Board Member

Others Present:

Mr. James Catanzaro Jr., Legal Counsel
Ms. Melanie Dallas, Chief Executive Officer
Ms. Stephanie Bishop, Chief Compliance Officer
Ms. Marla Flynn, Chief Financial Officer
Ms. Dena Payne, Chief Operating Officer
Ms. Erica Collins, Vice President of Human Resources
Ms. Cheryl Lewis, Vice President of Mental Health Services
Mr. Mike Mullet, Community Relations Director
Ms. Angela Velez, Director of Intensive Services
Ms. Melissa O'Brien, Marketing Director
Ms. Candice Baldwin, Compliance Secretary
Ms. Melissa Stone, Executive Coordinator & Board Liaison

I. Call to Order

Action: Chair Chris Mosley called the meeting to order at 10:35 a.m.

II. Approval of Agenda

Action: The agenda was approved as presented upon unanimous vote.

III. Executive Session

Action: Upon unanimous vote of motion, the Governing Board moved into Executive Session to authorize negotiations to purchase, dispose of, or lease property; to discuss or deliberate on the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or an employee; and to consult with legal counsel regarding pending or potential litigation, settlement, claims, administrative proceedings, or other judicial action brought by or against the facility, or

any officer or employee, or in which the facility or any officer or employee may be directly involved.

IV. Reconvention of Regular Session

Action: The Chair was authorized to sign the revised documents to transfer the 180 Wateroak Drive, Cedartown, Georgia, property from Highland Rivers Behavioral Health to the Highland Rivers Foundation upon unanimous vote of motion by Mr. Larry Maxey and second by Mr. Pete Quinones.

Action: The Chief Executive Officer Succession Plan was approved as presented upon unanimous vote of motion by Vice Chair Carol Holtz and second by Mr. Pete Quinones.

V. Consent Agenda Items

Action: The following consent agenda items were approved upon unanimous vote of motion by Mr. Leland Johnson and second by Mr. Larry Maxey.

- Governing Board Minutes for December 14, 2022
- Governing Board Executive Committee Minutes for February 1, 2023
- FY23 Staff Enhancement Contract #44100-026-0000173295 - Amendment #01
- FY23 Staff Enhancement Contract #44100-026-CMA00003111 - Amendment #01
- FY23 Early Treatment Program Contract #44100-026-CMA00003545
- FY22 Integrated Medicine Contract #44100-026-CMA00003037
- FY23 Addiction Recovery Support Center Services Contract #44100-906-0000173951 - Amendment #01
- FY23 Consumer Support Contract #44100-907-0000153906 - Amendment #02
- FY23 Certified Community Behavioral Health Center Contract #44100-906-CMA00003564
- FY23 Community Support Team Contract #44100-026-0000171213 - Amendment #01
- Ratification of Revised Department of Community Affairs Resolutions for Contracts
- Grants Report
- Highland Rivers Foundation Report

VI. Compliance Committee Report

Committee Chair Larry Maxey informed the members the committee had reviewed reports and data. They also reviewed the results of the board self-assessment. There were fourteen responses and no areas of concern were noted. The peer assessments were also sent out as required and the results sent to the applicable member. He reminded the members the assessments were required by the Commission on Accreditation of Rehabilitation Facilities (CARF). Chief Compliance Officer Stephanie Bishop stated the necessary paperwork had been sent to CARF in order to have the next accreditation survey scheduled. The surveyors would come on site and it would be a hefty lift for staff. Cobb and Haralson counties are included in the survey for this cycle. She would keep the board updated as she received more information from CARF.

VII. Finance Committee Report

Treasurer Keith Ledford informed the members that the committee had met and discussed the financial reports. Chief Financial Officer Marla Flynn directed the members to the balance sheet as of December 2022. The total current assets were \$24,891,411 and were \$13,328,658 over the prior year. The increase was due in part to the consolidation. Cash and equivalents were \$11,796,135 and were \$7,802,305 over the prior year. This was also due in part to the consolidation. Accounts receivable were up due to the timing of payments from the Department of Behavioral Health and Developmental Disabilities (DBHDD). In FY21, Highland Rivers Behavioral Health (HRBH) could not bill for fee for service. HRBH received a monthly payment. Fee for service started back up in FY22. Accounts payable

increased due to the consolidation. The other current liabilities increased due to the timing differences of accruals of the State Health Benefit Plan. The key performance indicators showed 58.3 days cash on hand and a current ratio of 3.5.

Ms. Flynn directed the members to the statement of revenue and expenses year to date through December 2022. The budget column included information from the budget that was approved at the December meeting. The total revenue was \$39,244,917 and was up \$2,768,307 over budget. Grant in aid revenue was up \$2,229,319 from the budget due to supplemental funding and the consolidation. Fee for service revenue was down by \$1,647,489 due to the change from fixed payments in FY21 to fee for service payments in FY22. Expense based contract and grant revenue increased by \$1,427,211 due to the consolidation. \$1.2 million of the increase could also be attributed to the Certified Mental Health Center grant. CMO revenue increased by \$120,516 due to seasonal fluctuations. Outpatient child and adolescent services increased due to the holidays. Medicare revenue was down \$187,463 due to vacancies in positions in outpatient services. Ms. Flynn was working with Ms. Cheryl Lewis, Vice President of Mental Health Services, and Dr. Michelle Hamm, Vice President of Substance Use Services, to find ways to increase revenue in their programs. Total expenses were \$37,227,934 and were up \$1,852,962 over budget. Salaries were down \$800,533 due to vacancies and using contract staffing. The contract staffing had increased in direct correlation. IDD direct care costs were down \$170,900 due to fewer host homes. It could also be attributed to the expiration of the consumer support contract. HRBH was asked to be the administrator of the support services while DBHDD developed a process to handle it in-house. The process was completed and the contract was not renewed. Pharmaceutical costs increased by \$70,152 due to the timing of invoices from Genoa. Telecommunication and system expenses increased by \$353,796 due to the consolidation. Insurance premiums increased by \$86,121 due to the consolidation. Other operating expenses increased by \$79,057 due to an increase in monthly costs for the electronic health record system and the Relias training system. The net profit year to date was \$2,016,983. HRBH was in a good financial position.

VIII. Agency Scorecard

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

- The productivity metric included Ascend Staffing. The staff started the pay for performance model in November. The dip in November and December was due to vacations and the holidays.
- The quality metric did not meet the goal. The dip could be attributed to high staff turnover in the Behavioral Health Crisis Center. It should increase in the coming months.
- The operating margin metrics showed a positive margin. There were 58.3 days of cash on hand. The collections to fee for service net revenue metric was 122%. This could be attributed to payments processed by Medicaid for Appendix K.
- The billing metric and authorization metric met the goals.
- The documentation metric was 84.7%. The community-based staff had 72 hours to complete the documentation and the clinics had 24 hours.
- Recruiting continued to be a struggle due to workforce shortages. The increase in open positions was due to new grants.
- The DBHDD critical incidents metric was 71.74%. There were late submissions in some of the host homes and crisis services.
- The agency received a new performance management report (PMR) score in November of 82%. Ms. Tonya Riddick asked what the score was for last year. Ms. Payne stated it was 76%. The score was only for Highland Rivers Behavioral Health. The next review would look at the consolidated entities as one.

IX. 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 met with Cobb County Commission Chair Lisa Cupid and the county legal counsel to discuss the current location of the Mothers Making a Change program. Ms. Dallas explained the need for a new location for the program. She hoped the county might use some of the opioid dollars to help. She wanted to keep the program in Cobb county.
- Ms. Dallas continued to look for a property in Cherokee county for the Green Zone veteran's program.
- The agency had received three American Rescue Plan Act (ARPA) grants from Cobb County. The grants included 1) expanding co-response, 2) placing recovery navigators in the court system, and 3) placing a clinician in the 911 center. The new grants were to help individuals get help before a crisis. Mr. Pete Quinones asked how the programs would be sustained after the grant funds ended. Ms. Dallas stated that outcomes would be measured from the beginning of the programs. The program outcomes will be brought to the Board of Commissioners in order to discuss funding to continue the programs. There might also be other grants that would cover future costs. Chair Chris Mosley asked if Ms. Dallas had started conversations with the Commission on sustainability of the programs. He suggested that the savings on county resources be extrapolated into the future so the Commission would have a better picture. Ms. Dallas also stated that the legislature would be looking at how to fund initiatives such as co-response and that could help to sustain the programs. Ms. Tonya Riddick asked how long the grants would last. Ms. Dallas stated the grants were each for three years.
- The grants team had done an amazing job of procuring grants in the amount of \$15.7 million. The grants included the following:
 - Certified Community Behavioral Health Center grant from the Department of Behavioral Health and Developmental Disabilities (DBHDD) - All Counties
 - Mental Health Awareness Training grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) - All Counties
 - Staff Sergeant Fox Suicide Prevention grant from the Veteran's Administration (VA) - Cherokee & Pickens County
 - INSPIRE Recovery to Work from Appalachian Regional Commission (ARC) - Fannin, Haralson, Murray, Polk, and Whitfield Counties
 - Cherokee PATH Co-response Program - SAMHSA
 - Certified Mental Health Center - SAMHSA
 - Catoosa PATH Co-response Program - Bureau of Justice (Partnership with Bridge Health CSB)
- House Bill 520 had been released for review by the legislators. It was to continue the work started with House Bill 1013. Senate Bill 403 was also released for review and would help with integration in communities. There was still a long way to go regarding parity.

X. Find Help Demonstration

The demonstration was not conducted due to technical difficulties.

XI. Community Relations & Marketing Report

Community Relations Director Mike Mullet informed the members that Highland Rivers Behavioral Health (HRBH) continued to get a lot of media coverage. The community relations and marketing team were working on the FindHelp platform and the websites. They also visited the capitol to hand out annual reports and provide information about HRBH to legislators. Marketing Director Melissa O'Brien reminded the members that "The CSB is Me"

campaign was on-going. The campaign was an opportunity to educate the public on the community service boards and their function in the community. All 22 of the CSBs participated in the campaign.

XII. Recognition of Visitors

Chair Chris Mosley recognized the following visitors:

- Kenneth Ward - Department of Behavioral Health and Developmental Disabilities
- Kathleen Brown - Department of Behavioral Health and Developmental Disabilities
- Kenneth Davidson - Department of Behavioral Health and Developmental Disabilities
- Bella Kim - Department of Behavioral Health and Developmental Disabilities
- Chair Dave Carmichael - Paulding County Board of Commissioners
- Sandy Kaecher - Paulding County Board of Commissioners
- Barbara Hoffman - Community Member

XIII. Public Comment

Chair Chris Mosley informed the members that he had accepted a position out of state. Unfortunately, that meant he was resigning from the board effective February 22nd. He thanked the members for their support during his service on the board. It had been a privilege to serve and help make a difference in the communities served by the agency. He hoped that the members would continue to use their expertise, passion, and talents to support Highland Rivers Behavioral Health. Chief Executive Officer Melanie Dallas presented Mr. Mosley with a plaque thanking him for his service. She stated he had been instrumental in helping with the recent consolidation. She appreciated his support during his tenure and his mentorship.

Mr. Mosley suggested that Mr. Leland Johnson be considered for interim chair until a nominating committee could be convened. The suggestion was based on Mr. Johnson's prior service and experience in the roll. Mr. Johnson said he would serve if it was acceptable to the board. If confirmed, his first act at the next meeting would be to put together a nominating committee.

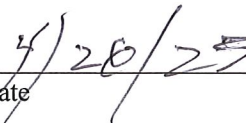
Action: Mr. Leland Johnson was voted in as the Interim Chair upon unanimous vote of motion by Treasurer Keith Ledford and second by Ms. Chinwe Okoronkwo.

XIV. Adjournment

Action: Chair Chris Mosley adjourned the meeting.



Signature



Date