

MEETING MINUTES

Attendees

Voting Members

Mr. Pete Quinones, Chair
Ms. Mary Ghorley, Vice Chair
Mr. Keith Ledford, Treasurer
Mr. Michael McElveen, Secretary
Ms. Tonya Riddick, Board Member
Ms. Chinwe Okoronkwo, Board Member
Mr. Leland Johnson, Board Member
Ms. Karen Sparks, Board Member
Mr. Steve Grimsley, Board Member
Mr. Connor Hooper, Board Member
Mr. Thomas Brown, Board Member

Others Present:

Mr. James Catanzaro Jr., Legal Counsel
Ms. Melanie Dallas, Chief Executive Officer
Ms. Cheryl Lewis, Chief Clinical Operations Officer
Ms. Dena Payne, Chief Operating Officer
Ms. Erica Collins, Vice President of Human Resources
Ms. Kathleen Varda, Foundation Director
Ms. Marla Flynn, Chief Financial Officer
Mr. Rodney Moore, Vice President of New Market Innovation
Ms. Stephanie Bishop, Chief Compliance Officer
Ms. Melissa Stone, Executive Coordinator & Board Liaison

I. Call to Order

Action: Chair Pete Quinones called the meeting to order at 3:16 p.m.

II. Oath of Office for New Member

Ms. Lori Rakes was unable to attend the meeting. The oath will be administered at the next meeting.

III. Approval of Agenda

Action: The agenda was approved as presented upon unanimous vote of motion by Mr. Leland Johnson and second by Ms. Karen Sparks.

IV. Executive Session

Upon unanimous vote of motion by Mr. Leland Johnson and second by Ms. Karen Sparks, the Governing Board moved into executive session 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.

V. Reconvention of Regular Session

The members convened into regular session.

VI. Treasurer Nominations

Chair Pete Quinones informed the members Mr. Randal Crider will not be serving as the Treasurer. He asked for nominations from the floor. Mr. Leland Johnson nominated Mr. Keith Ledford to continue to serve as the Treasurer for the remainder of the fiscal year. Ms. Karen Sparks seconded the motion.

Action: Mr. Keith Ledford was nominated to serve as Treasurer for the remainder of the fiscal year upon unanimous vote.

VII. Policy Review Committee Recommendations

Vice Chair Mary Ghorley informed the members that the policy review committee had reviewed the 18 board policies. The committee did not identify any needed revisions. The committee recommended the policies be approved with no revisions.

Action: The policies were approved with no revisions upon unanimous vote of motion by Vice Chair Mary Ghorley and second by Ms. Tonya Riddick.

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 Ms. Tonya Riddick.

- Governing Board minutes for August 23, 2023
- FY23 Vocational Rehabilitation Contract #41200-610-SAFY22-010176 - Amendment #03
- FY24 Vocational Rehabilitation Contract #41200-610-SA-FY22-010176 - Renewal #4
- FY24 Addiction Recovery Support Center Contract #44100-906-0000173951 - Amendment #02
- FY24 Consumer Support Contract #44100-907-CMA00004045
- FY24 Georgia Housing Voucher Program (GHVP) Housing Support Services Contract #44100-026-0000167318 - Renewal #2
- FY24 Assertive Community Treatment Contract #44100-026-CMA00004251
- FY24 Assertive Community Treatment Contract #44100-026-CMA00004004
- FY24 Intellectual/Developmental Disabilities Contract #44100-261-9072024103 - Amendment #01
- FY24 Intensive Case Management Contract #44100-026-CMA00003321 - Amendment #01

- FY24 Community Support Team Contract #44100-026-CMA00004317
- FY24 Adolescent AD Clubhouse Contract #44100-906-CMA00004323
- Agency Scorecard
- CCBHC Report
- Community Relations & Marketing Report
- Grants Report
- Highland Rivers Foundation Report

IX. Finance Committee Report

Treasurer Keith Ledford asked Chief Financial Officer Marla Flynn to give an overview of the financial reports. Ms. Flynn stated the reports were as of August 2023. The balance sheet showed total current assets were \$32,484,690 and were \$8,623,321 over the prior year. This is due in part to consolidation. Cash was \$13,704,213 and was \$2,701,139 over the prior year. Also, in correlation to the consolidation. Accounts receivable was down \$861,309 due to the timing of payments from the Department of Behavioral Health and Developmental Disabilities. Payments were received on a timely basis and reflected an increase in cash. Accounts payable decreased \$295,470 from the prior year. Highland Rivers Behavioral Health (HRBH) was more accurately accruing expenses. It meant HRBH paid the expense more rapidly than incurring new expenses. Other current liabilities decreased \$79,727 due to a decline in days payable outstanding. The KPIs showed 63.1 days cash on hand and a current ratio of 3.2.

The statement of revenue and expenses year to date showed a net profit of \$177,053. Total revenue was \$13,642,269. Grant in aid revenue was up \$90,021 from the budget due to the supplemental funding and the consolidation of the three companies. Fee for service revenue was down \$55,684 due to receiving fixed payments last year vs. fee for service. Expense based contracts increased \$354,785 due to the consolidation. Medicare was down \$19,064 due to vacancies in positions in outpatient services. CMO revenue was down \$290,984 due to seasonal fluctuations. Total expenses were \$13,465,216. Salaries were down \$588,319 due to vacancies and using Ascend for contract staffing. Contract staffing expenses had increased in direct correlation. IDD direct care expenses were down \$57,522 due to fewer host homes. Also, HRBH no longer had the state IDD employment contract. Pharmaceutical expenses increased \$124,207 due to the timing of the invoices from Genoa. Facility rent expenses decreased \$3,675 due to more accurate accruing for the monthly expenses. Facilities maintenance and repair expenses decreased \$24,044. Other operating expenses increased \$415,815 due to the electronic health record invoice as well as the Relias training platform. In addition, Bridge Funding increased due to more clients in the apartments.

X. Compliance Committee Report

Committee Chair Tonya Riddick informed the members that Highland Rivers Behavioral Health had a successful Commission on Accreditation of Rehabilitation Facilities (CARF) survey. HRBH received a three-year award. The committee discussed the survey and results.

XI. 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.

- The staff appreciation event, Fallapalooza, was scheduled for October 26th. Board members were welcome to attend.

- Ms. Lori Rakes, CEO of Piedmont Cartersville, would be representing Bartow County on the board. Ms. Dallas had met with Ms. Rakes for an orientation session.
- The veteran's suicide response team hosted an event in Acworth. The event led to Ms. Dallas receiving an invitation to appear on "A Closer Look with Rose Scott." Ms. Tonya Riddick stated this was a big deal. Ms. Dallas stated she would be happy to send the link to the interview to the members.
- Highland Rivers Behavioral Health received an SSG Fox Grant from the VA. The grant was named for a veteran who took his own life. The funds were to help mitigate veteran suicides. There have been 282 referrals so far to the program. The team did amazing things. Ms. Dallas had the honor of meeting SSG Fox's parents at a recent event at the capitol.

XII. Recognition of Visitors

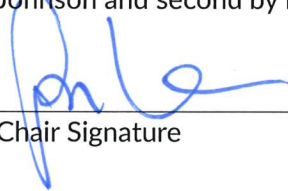
Chair Pete Quinones recognized Taylor Croft from the Atlanta Journal Constitution.

XIII. Public Comment

There was no public comment.

XIV. Adjournment

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



Chair Signature

12-13-23

Date