

**MINUTES**  
Serenity Behavioral Health Systems

**SUMMARY**

**Committee/Service:** Community Service Board of East Central Georgia

**Date:** April 26, 2011 **Time Called to Order:** 6:05PM **Time Adjourned:** 7:15PM

**Minutes Written By:** Yvonne Lewis **Regular Meeting:** X **Called Meeting:**

**CSB of ECG Members Attending:**

Ralph Herndon  
Curt Young  
M. V. Booker  
Frances Aycock  
Jim Showman

**CSB of ECG Members Absent:**

Eleanor McMannon (E)  
Clara Roberts (E)  
Dr. Charlene Andress (E)  
B. J. Blackwood (E)

\*\*\*\*\*

**Called to Order**

Mr. Herndon called the meeting to order at 6:05 PM.

**Approval of Agenda**

Mr. Herndon called for approval of the agenda. Mr. Showman moved to approve the agenda and Mrs. Aycock seconded the motion; Motion carried.

**Approval of Minutes**

Mr. Herndon called for a motion to approve the February 22, 2011, minutes. Mr. Young moved to approve the minutes and Mr. Showman seconded the motion; Motion carried.

**REPORTS FROM BOARD MEMBERS**

**Standing Committees**

**Executive Board/Chairperson** – Mr. Herndon reported that no meetings were held; therefore, no report was given.

**Audit/Finance Committee-** Mr. Herndon stated no meetings were held; therefore, no report was given from the committee.

**Membership Committee** – Mrs. Lewis reported that a representative, Ms. Kendrick, was appointed from Taliaferro County. Mrs. Lewis stated that Ms. Kendrick would be sworn in at the next meeting.

**By-laws Committee** – Mr. Herndon stated no report.

**REPORTS FROM SERENITY BEHAVIORAL HEALTH SYSTEMS**

**Executive Director** – Mr. Williamson reported that SBHS should receive an overall increase of \$80,000 for the coming year. He reported that the Adult Mental Health Core Data improved to 113%, that is an increase from 58% last year. The Substance Abuse Core Data improved to 49%, an increase from 40% last year. He stated that a meeting is scheduled tomorrow with Ms. Sumner and he would report back to the CSB members.

Mr. Williamson reported that January – March is the best quarter so far; however, overall the Center is still at a loss. He discussed the one-time hurting factors:

- 1) Medicaid payback
- 2) Term paid for laid off employees
- 3) Pharmacy

Mr. Williamson reported the following positive factors:

- 1) Medicaid & State contracted services authorization percentages each reached all-time high (99.01% for Authorized Medicaid on 4/22 and 99.08% for Authorized State contracted Services on 3/31).
- 2) 401K savings

Mr. Williamson reported that he and Mr. Herndon attended the CSB Association's meeting in Macon, GA.

Mr. Williamson discussed the handout from GA Pines as related to strengths and weaknesses (CSB financial presentation) from the CEO's Section meeting. He outlined what aspects of the handout could be beneficial to Serenity. He stated that SBHS needed to be proactive during the last quarter of this fiscal year and review each program. He reported that DHR is scrutinizing DD rates per cost study. The study entails not only CSBs but also all providers. Mr. Williamson stated that DD rates needed to be monitored and Mrs. Duncan currently attends all related meetings.

Conference call with Avita CSB regarding Open Access Clinic- Mr. Williamson stated that this is a slow process.

Recruitment - He informed the members that SBHS did extensive advertising across the State for Nurse Practitioners/Physician Assistants/and APRNs. If the advertising continues to be unsuccessful, he would advertise for a psychiatrist for Building A.

Dekalb CSB - A site visit is being arranged to Dekalb CSB. A teleconference call was held regarding provider productivity standards. The possibility of centralizing intake and Saturday private insurance clinics are options being considered to increase productivity.

Mrs. Carnes' Retirement - Mr. Williamson commended Mrs. Carnes for her loyalty, trustworthiness, diligence, and hard work as the Clinical Director. He stated that he would work with Ms. Morris and Mrs. Carnes to devise a suitable job description to fill Mrs. Carnes' upcoming vacant position.

Employee Appreciation Day - The Annual Employee Appreciation Day is scheduled for May 25 at Lock n Dam. Mr. Williamson invited the CSB members to attend the event.

"Doughnut Day" - Mr. Williamson informed the Board that he likes to surprise staff in different departments with doughnuts to show his appreciation for their hard work. He stated that staff are very receptive to the idea.

CFO - Mrs. Bingham discussed the Center's finances as follows:

Full accrual basis has been implemented. February's P&L reflects prior period (July-January) adjustments. OP Medicaid is separated into Medicaid HP and Medicaid CMO. Client self-pay Client Fee is separated into Client Reimbursements were separated. The handout is attached with the original minutes.

P&L as of March 31

Pharmaceutical expenses decreased to \$5,100 from \$150,000/mo.

- a. Reduction of GIA (mainly 10% cut of MH and AD Core services)
- b. Reduction of Waiver Revenue due to a decrease in the number of clients (deceased clients, direct contract with DBHDD) and difficulty in obtaining Prior Authorizations
- c. Payment of Medicaid audit
- d. Term pay for laid off employees
- d. Increase in WC and unemployment insurance expense and motor vehicle expense maintenance costs. With high maintenance and repair cost another option is leasing vehicles

Mrs. Bingham discussed her handout as related to YTD comparison between FY2011 and FY2010; Per Quarter Financials; and Major Revenue Financials.

Mr. Williamson stated that the pharmacy did not generate enough revenue to justify having an in-house pharmacy. Also, the MR/DD programs need to be monitored and reviewed by the fourth quarter. Mr. Williamson stated that April 25 was the first working holiday that will be reviewed for any profits.

Mr. Herndon asked if there were any questions and there were none.

**Medical Director** – Dr. Paolini reported that medical students spent three weeks with him and then they will go to GHSU. He stated that Amerigroup and Wellcare are no longer accepted by GHSU.

Dr. Paolini reported that Dr. Messulam took her board exam and passed!

Mr. Williamson informed the Board that he would utilize Mrs. Carnes expertise for special assignments such as audits, surveys, and CARF.

**Clinical Director** – Mrs. Carnes reported that two staff trainings were held on 4/13 and 4/18. The trainings consisted of Corrective Action Plan (CAP) for federal Medicaid audits, treatment plans, suicide risk assessments, and a post-test. She stated that quarterly trainings will continue and internal audits would be conducted at each site.

Mrs. Carnes reported that a meeting was held with Dr. Foster and Mrs. Stirewalt regarding a grant for homeless persons. She stated that collaboration with the grant and the PATH program could be beneficial for programs at the KROC Center.

**Legislative Dinner** – Mrs. Carnes reported that she, Dr. Paolini, and Mr. Bolin attended the dinner on May 12. Dr. Shelp was the guest speaker.

**Advisory Board at Augusta State University** – Mrs. Carnes reported that a meeting is scheduled for tomorrow and she will be taking Mrs. Zubieta with her to the meeting. Mrs. Zubieta is the new Nurse Manager for Building A's outpatient clinic.

Mrs. Carnes expressed her heartfelt appreciation for having the privilege to work at Serenity for many, many years. She stated that she would be more than happy to continue to provide assistance to the Center.

Mrs. Carnes asked if there were any questions and there were none.

#### **Old Business**

None

#### **New Business**

**Election of the Nominating Committee** – Mr. Herndon asked Mr. Showman to serve as Chairperson of the committee. Mr. Young inquired of the members whose terms are expiring on June 30. Mrs. Lewis responded that she sent letters to the applicable Commissioners regarding the reappointments.

Mr. Herndon called for nominations to serve on the Nominating Committee. Mr. Young nominated Mrs. Blackwood and Mr. Showman nominated Ms. Booker. Mr. Herndon called for any other nominations and there were none; therefore, the nominations were closed. The Board voted unanimously to accept the recommended nominations.

**CSB Policies** - Mr. Herndon called for a motion to approve the listed CSB policies on the agenda. Mrs. Carnes stated that it is not necessary to approve CSB 1.40 and CSB 1.50 because these policies were revised by DHR standards. Mr. Showman moved to approve the policies in a "block" and Mr. Young seconded the motion; Motion carried.

#### **Open Forum**

None

Mr. Herndon thanked everyone for attending the meeting. He informed the members that he is going to be the Chairman of the CSB Board Association.

#### **Adjourn**

There being no further business of this Board, the meeting adjourned at 7:15 pm.

APPROVED: Curt Young  
Curt Young, CSB Secretary-Treasurer

MINUTES RECORDED BY: Yvonne Lewis  
Yvonne Lewis, Recording Secretary