



South Georgia Community Service Board Meeting Minutes
Cook Service Center
Tuesday, March 26, 2024 3:00-4:00pm

Members:
X= Present
A= Absent
E= Excused
C= Call in

E	Connie Graham, Ben Hill County	X	Judge Judy Mullis, Lanier County (Elected Official)
X	Gerry Folsom, Brooks County <i>Secretary/Treasurer</i>	A	Bill Slaughter, Lowndes County (Elected Official)
A	Comm’r. Audie Rowe, Cook County (Elected Official)	X	Cindy Vickery, Lowndes County, <i>Vice-Chair</i>
E	Randy Lane, Cook County, <i>Chairman</i>	X	Maj. Chris Griffin, Tift County
X	Dr. Emethel Mizell, Irwin County	X	Juretha McMillian, Turner County
X	Pam Cartwright, Chief Executive Officer	X	Dr. Jaymal Patel, Chief Medical Director
X	William Huling, Chief Financial Officer	X	Paivi Parssinen, Chief Quality Officer
X	Mallory Sims, Chief Clinical Officer	X	Marcy Crews, Chief Compliance Officer
E	Jimmy Bennett, Behavioral Health Regional Services Administrator, DBHDD	E	Timothy Hester, Developmental Disabilities Regional Services Administrator, DBHDD
X	Candice Ingram, Executive Assistant		

Mission	Vision	Values
To provide the highest quality behavioral health and developmental disabilities services to individuals, their families, and the community through prevention, intervention, treatment, and education.	All people are accorded respect, dignity, and opportunity to achieve their full potential free from stigma and prejudice.	<ul style="list-style-type: none"> ● Collaboration ● Excellence ● Inclusiveness ● Integrity ● Respect

Agenda Items	Discussion	Follow-up Actions
1. Welcome	<ul style="list-style-type: none"> Ms. Vickery called the meeting to order and welcomed everyone in attendance. 	
Chairman Report:		
1. Mission, Vision, and Values	<ul style="list-style-type: none"> At Ms. Vickery's request, Ms. Cartwright reviewed the Mission, Vision, and Values. 	
2. Approval of Agenda	<ul style="list-style-type: none"> Ms. Vickery advised that the agenda for today's meeting was placed in the CSB Member Shared Folder for review. Ms. Mullis made a motion to approve the agenda as written. Dr. Mizell seconded the motion. The agenda for today's meeting was unanimously approved. 	
3. Approval of Minutes	<ul style="list-style-type: none"> Ms. Vickery advised that the minutes for the 1/23/24 CSB meeting, the 8/22/23 Risk Management meeting, the 9/29/23 and 12/13/23 Infection Control meeting, the 12/18/23 P&T Committee meeting, the 12/5/23 and 2/6/24 Quality Council meeting, the 2/7/24 Governance Committee meeting, the 1/19/24 and the 3/22/24 Finance Committee Meeting were placed in the CSB Member Shared Folder for review. Mr. Griffin made a motion to approve all the minutes as written. Ms. Mullis seconded the motion. All Meeting minutes were unanimously approved. 	
4. CSB Subcommittee Updates	<ul style="list-style-type: none"> Ms. Vickery requested that each of the CSB Subcommittees provide reports. <ul style="list-style-type: none"> <u>Governance Committee</u>: The Governance Committee met on 2/7/2024. Ms. Cartwright reported on behalf of Ms. Mullis, Committee Chair. <ul style="list-style-type: none"> The Governance Committee proposed a meeting time change, to 2:00pm, beginning in May. Ms. Mullis made a motion to change the meeting time to 2:00pm. Ms. McMillian seconded the motion. The Board voted unanimously to change the meeting time to 2:00pm. The Governance Committee proposed that the following Governance Policies be approved by the CSB. Policies were placed in the CSB Member Shared Folder for review: <ul style="list-style-type: none"> Board Orientation Policy 	<ul style="list-style-type: none"> Committees will continue to provide updates at each meeting.

- CEO Evaluation and Professional Development
- Code of Ethics
- Conflict of Interest
- CSB By-Laws
- CSB Governing Structure
- Education and Board Development
- Organizational Legal Status and Identity

No changes were recommended for these policies. Ms. Folsom made a motion to approve all policies, as written. Mr. Griffin seconded the motion. The Governance Policies were unanimously approved by the Board.

- Finance Committee: The Finance Committee met on 3/22/2024, and the report will be given today during the CFO report.

5. Tift Clinic Update

- Ms. Cartwright provided information on the status of the Tift Clinic lease. In October, 2023, LBHS received a letter from Mr. Tony McBrayer, Chairman of the Tift County Board of Commissioners requesting that LBHS vacate its current Outpatient Clinic in Tifton by June 30, 2024. Despite looking at many replacement rental properties, LBHS was unable to find a suitable building. She noted that the current facility is approximately 10,000 sq. feet and LBHS is looking for something about 5000 sq. feet. Since it takes approximately 9-12 months to get a license approved to relocate services, Mr. Lane has reached out to the Tift County Board of Commissioners to request an extension of up to 1 year for the current location. Meanwhile, Ms. Cartwright stated that LBHS has been in discussions for several months with Tift Regional Hospital regarding the potential leasing of one of their buildings on Union Road in Tifton. These discussions look promising, but the decision is pending the ability of Tift Regional Hospital to obtain approval for leasing to LBHS. At this time, there is not a timeline in place for when/if final approval for LBHS to lease this property from Tift Regional Hospital will occur.
Therefore, due to the relatively short timeframe for the pending departure from the current facility, LBHS has the following potential options:
 - Obtain an extension on the current clinic facility of up to 1 year from the Tift County Board of Commissioners- Status: Request Pending

- Mr. Randy Lane will reach out to the Tifton City Manager to request a 1-2 year extension on the order to vacate the Tift Clinic, in order to provide LBHS enough time to identify a suitable location and obtain required licenses.

<p>6. Board Re-Appointments</p> <p>7. By-Laws</p>	<ul style="list-style-type: none"> ○ Obtain a lease from Tift Regional Hospital for clinic space located on Union Road – Status: Pending ○ If neither Option 1 nor 2 above are successful, then the approximately 3000 clients currently seen at the Tifton Outpatient Clinic would need to receive their services in either Turner or Cook County until an appropriate location in Tifton can be obtained. All substance abuse clients would need to go to the Cook Outpatient Clinic as it is the closest LBHS Outpatient clinic licensed to meet their needs. <ul style="list-style-type: none"> ● Ms. Cartwright stated that five Board Members’ terms expire on April 1st. Mr. Graham was already reappointed by Ben Hill County. Letters will be sent for Mr. Randy Lane, Mr. Audie Rowe, Ms. Gerry Folsom, and Dr. Emethel Mizell to request reappointment. ● Ms. Vickery stated that the CSB By-Laws were placed in the CSB Member Shared Folder for review and stated that no changes were recommended. Ms. Mullis made a motion to approve the By-Laws, as written. Ms. Folsom seconded the motion. The By-Laws were unanimously approved. 	
<p>Public Comments:</p>	<p>No public comments were made at today’s meeting.</p>	
<p>CEO Report:</p> <p>1. Community Outreach</p> <p>2. Mental Health Summit</p> <p>3. FY24 Board Education & Development</p>	<ul style="list-style-type: none"> ● Ms. Cartwright stated that LBHS has worked to promote our services within our 10-county service area. She shared photographs of staff at these events. ● Ms. Cartwright stated that the Inaugural Mental Health Summit, sponsored by the United Way, was a great success. Legacy was represented by several speakers, including Dr. Nitin Patel and the Peer Support Team. ● Ms. Cartwright shared the FY24 Board Education & Development opportunities provided to the Board Members. In addition, she discussed upcoming educational and developmental activities that Board Members were encouraged to attend. These include the following: 	<ul style="list-style-type: none"> ● Anyone interested in attending any educational opportunities should notify Candice.

<p>4. Advocacy Efforts</p> <p>5. House Bill 883</p>	<ul style="list-style-type: none"> ○ <u>2024 GACSB Board Retreat</u> will be held August 4-6, 2024 in Young Harris, GA. ○ <u>2024 GACSB Educational Exchange</u> will be held October 27-29 at Lake Lanier. Like previous years, the exchange will have a track for IDD, one for Leadership, and one for Board Members. CSB Members were encouraged to attend. ● Ms. Cartwright announced the following advocacy efforts: <ul style="list-style-type: none"> ○ <u>Mental Health Day at the Capitol</u> took place on January 24th. Senior Leadership attended the event. ○ <u>CSB Day at the Capitol</u> was held on February 13th. Ms. Crews attended on behalf of Legacy BHS. She met with legislators and explained the work that LBHS does in the community. ● Ms. Cartwright announced that House Bill 883 has been passed and has been moved to the Senate for a vote. House Bill 883 would allow Community Service Boards to meet virtually, so that a quorum can be obtained. 	<ul style="list-style-type: none"> ● Mr. Graham will attend as CSB Rep with Leadership. ● Ms. Cartwright will continue to share advocacy efforts. ● Ms. Cartwright will provide updates, as available.
<p>Chief Operating Officer Report</p> <p>1. CCBHC Implementation Update</p> <p>2. Lowndes County Mental Health Coalition Update</p> <p>3. Grant Updates</p>	<ul style="list-style-type: none"> ● Ms. Parssinen introduced Ms. Toni Quimby as the CCBHC Project Director. She stated that the Needs Assessment is almost completed and should be submitted to SAMHSA in the coming week. Ms. Quimby and her team are working to have MOUs signed with community partners and are currently filling vacant positions. ● Ms. Parssinen announced that the Lowndes County Mental Health Coalition celebrated its one-year anniversary last week. In the year since its inception, there have been a total of 28 meetings and 2 large public events. The Coalition is in the planning phase of an event to celebrate Mental Health Awareness Month. ● Ms. Parssinen provided an update for the grants in which LBHS has applied and named the grants that we will be applying for. These include: 	<ul style="list-style-type: none"> ● CCBHC updates will be provided at every meeting. ● Ms. Parssinen will continue to provide updates, as they become available. ● Updates will be provided, as they become available.

	<ul style="list-style-type: none"> ○ Staff attended the Community Care Day in Tifton. ○ Staff attended the Health Equity Summit at ABAC. ○ Staff attended the Lanier Co. Family Connections Meeting ● The following events are upcoming: <ul style="list-style-type: none"> ○ APEX Regional Collaborative Meeting in Macon ○ MH Awareness Walk at Valdosta Middle School on May 18th. ○ CASA 5K Glow Run on April 26th in Berrien County. ○ 3rd Annual Health and Wellness Summit at VSU. ○ Invited to the Community Block Parties at Valdosta Housing Authority. 	
<p>Compliance Officer Report</p> <p>1. FY24 Continuity of Operations Plan (COOP)</p> <p>2. Annual Compliance Training</p>	<ul style="list-style-type: none"> ● Ms. Crews stated that the FY24 Continuity of Operations Plan has been completed. She reviewed the Top Ten Hazards identified in the plan and stated that the list is based on actual incidents and potential hazards. Ms. McMillian made a motion to approve the Continuity of Operations Plan. Ms. Mullis seconded the motion. The Board voted unanimously to approve the COOP, as written. ● Ms. Crews provided CSB Members with their annual Compliance Training. She reviewed the 7 Elements of an Effective Compliance Program. She explained the 3 Fiduciary Duties of Board Members and reviewed the Compliance Responsibilities of the Board. Ms. Crews also shared the procedure for filing a compliance violation on the LBHS website. 	<ul style="list-style-type: none"> ● Ms. Crews will continue to provide updates to the COOP yearly. ● Compliance Training will be provided to Board Members yearly.
<p>Chief Medical Officer Report</p> <p>1. Medical Student Rotations</p>	<ul style="list-style-type: none"> ● Dr. Patel announced that LBHS has been the psychiatric rotation site for students from PCOM and Mercer University. The goal of the program is to educate and train students as a quality education site. Students spend half a day at the BHCC with Dr. Patel and half a day at the Outpatient Clinic with Dr. Thanki. 	

Chief Financial Officer Report 1. Financials	<ul style="list-style-type: none"> Mr. Huling presented, reviewed, and discussed the financial results for February 2024 and FY24 YTD, including Revenue and Expenses. He also reviewed and explained each of the Financial KPIs. 	<ul style="list-style-type: none"> Mr. Huling will provide a financial report at each meeting.
CCBHC Education	<ul style="list-style-type: none"> Ms. Toni Quimby, CCBHC Project Director, presented the CCBHC Training for Board Members. Topics discussed included: <ul style="list-style-type: none"> History of the CCBHC What is a CCBHC? Key Features of a CCBHC Nine Required Core Services and Six Key Program Areas Organizational Authority, Governance and Accreditation. Community Needs Assessment Community Partners Training and Education required CCBHC Key Personnel 	<ul style="list-style-type: none"> CCBHC Education will continue to be provided to Board Members.
Feedback/Questions		
CSB Effectiveness Survey	<ul style="list-style-type: none"> Ms. Cartwright thanked board members for the meeting feedback that they have submitted at the conclusion of board meetings. All feedback is anonymous and will be shared on a bi-annual basis with the board membership to continue to improve the quality of board meeting content and communication. She encouraged everyone to provide ongoing feedback. 	
Next Meeting	<ul style="list-style-type: none"> Tuesday, May 28, 2024 2:00pm 	

Recorded by: Candice Ingram

Minutes Approved By:



Randy Lane, Chairman

6/25/2024

Date