



South Georgia Community Service Board Meeting Minutes
Cook Outpatient Clinic
Tuesday, September 24, 2024 2:00-3:00pm

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

X	Connie Graham, Ben Hill County	E	Judge Judy Mullis, Lanier County (Elected Official)
X	Gerry Folsom, Brooks County <i>Secretary/Treasurer</i>	X	Major Arel Valdez, Berrien County
A	Comm’r. Audie Rowe, Cook County (Elected Official)	A	Cindy Vickery, Lowndes County, <i>Vice-Chair</i>
X	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
X	Todd Jones, Programs Specialist, Office of Children, Young Adults, and Families, DBHDD		Timothy Hester, Developmental Disabilities Regional Services Administrator, DBHDD
X	Candice Ingram, Executive Assistant		

Mission	Vision	Values
<i>Empower hope and wellness through exceptional personalized care.</i>	<i>LBH envisions communities free of stigma built on compassion and hope, bridging mental and physical health.</i>	<ul style="list-style-type: none"> • <i>People</i> • <i>Access</i> • <i>Accountability</i> • <i>Quality</i> • <i>Collaboration</i>

Agenda Items	Discussion	Follow-up Actions
1. Welcome	<ul style="list-style-type: none"> Mr. Lane called the meeting to order and welcomed everyone in attendance. 	
Chairman Report: 1. Mission, Vision, and Values 2. Welcome New Member 3. Oath of Office 4. Mr. Slaughter Announcement 5. Approval of Agenda 6. Approval of Minutes 7. CSB Subcommittee Updates	<ul style="list-style-type: none"> At Mr. Lane’s request, Ms. Cartwright reviewed the Mission, Vision, and Values. Mr. Lane announced the appointment of Major Arel Valdez to the South Georgia Community Service Board. Major Valdez will represent Berrien County. Mr. Lane gave the Oath of Office to new member, Major Arel Valdez, and re-appointed Board Members, Dr. Mizell, Ms. McMillian, and Mr. Griffin. Ms. Cartwright announced that Mr. Slaughter has been appointed to the DBHDD Board and will no longer serve on the South Georgia CSB. Mr. Lane advised that the agenda for today’s meeting was placed in the CSB Member Shared Folder for review. Mr. Griffin made a motion to approve the agenda as written. Dr. Mizell seconded the motion. The agenda for today’s meeting was unanimously approved. Mr. Lane advised that the minutes for the 7/23/24 CSB meeting, the 4/24/24 Governance, Risk, and Compliance meeting, the 4/26/24 Rights, Responsibilities, and Ethics meeting, the 6/10/24 P&T Committee meeting, the 6/11/24 Infection Control Committee meeting, and the 7/2/24 Quality Council meeting were placed in the CSB Member Shared Folder for review. Mr. Graham made a motion to approve all the minutes as written. Ms. McMillian seconded the motion. All Meeting minutes were unanimously approved. Mr. Lane requested that each of the CSB Subcommittees provide reports. <ul style="list-style-type: none"> <u>Governance Committee</u>: The Governance Committee met on 9/20/2024 to discuss Board Membership and review the results of the CSB surveys. The minutes were placed in the CSB Member Shared Folder. 	<ul style="list-style-type: none"> Major Valdez will receive Board Orientation. Committees will continue to provide updates at each meeting.

<p>8. Board Membership</p> <p>9. Compliance Officer Re-Appointment</p> <p>10. Annual CEO Resolution</p>	<ul style="list-style-type: none"> ○ <u>Finance Committee</u>: The Finance Committee met on 9/20/2024 and the minutes were placed in the CSB Member Shared Folder. The full report will be provided today during the CFO report. <p>Ms. McMillian made a motion to approve the Governance Committee and Finance Committee minutes, as written. Mr. Griffin seconded the motion. Both sets of Committee minutes were unanimously approved.</p> <ul style="list-style-type: none"> ● Ms. Cartwright provided an update of the current Board Membership, as reviewed by the Governance Committee. She reviewed the vacancies and announced that we have someone that may be interested in the position in Echols. ● Mr. Lane stated that the Legacy Compliance Officer must be re-appointed each year by the Board. Mr. Graham made a motion to re-appoint Ms. Crews as the Legacy Compliance Officer. Ms. Folsom seconded the motion. Ms. Marcy Crews was unanimously re-appointed as the Legacy Compliance Officer. ● Mr. Lane stated that the Annual CEO Resolution for Delegating Power, Authority, Duty, or Function must be approved yearly. Mr. Lane read the Resolution aloud to all in attendance. Mr. Griffin made a motion to approve the Resolution, as written. Mr. Graham seconded the motion. The Resolution was unanimously approved. 	<ul style="list-style-type: none"> ● The Governance Committee will continue to update on Membership.
<p>Public Comments:</p>	<ul style="list-style-type: none"> ● No Public Comments were made at the meeting. 	
<p>CEO Report:</p> <p>1. Community Outreach</p> <p>2. FY25 Annual Board Education & Development</p>	<ul style="list-style-type: none"> ● Ms. Cartwright shared the Community Outreach activities across our service area. ● Ms. Cartwright shared the FY25 Board Education & Development opportunities provided to the Board Members. These include the following: <ul style="list-style-type: none"> ○ <u>2024 GACSB Board Retreat</u> was held August 4-6, 2024. Ms. Cartwright and Mr. Graham attended this event. Commissioner Tanner spoke and 	

<p>3. Annual CSB Survey Feedback</p> <p>4. FY25 Strategic Business Plan- Goals & Objectives</p> <p>5. FY25 Cultural Competency/ DEI Plan Goals</p>	<p>announced that one of his major focuses this year is on meeting the judicial system/jail outreach needs. A proposal has been submitted to build a new, 300 bed state hospital to meet the current needs throughout the state.</p> <ul style="list-style-type: none"> ○ <u>2024 GACSB Educational Exchange</u> will be held October 27-29 at Lake Lanier. The exchange will have a track for IDD, one for Leadership, and one for Board Members. CSB Members were encouraged to attend. ○ <u>Board Member Responsibilities and Duties</u>: Ms. Cartwright distributed a copy of the Board Member Responsibilities and Duties to each member present. <ul style="list-style-type: none"> ● Ms. Cartwright also presented information about www.boardsource.org, an informational tool designed for providing Board education. The cost of the website was discussed, and most Board Members agreed that they would not have time to utilize the resource but would prefer educational topics to be discussed at scheduled Board Meetings. ● Ms. Cartwright presented and reviewed the results and Action Plan developed for the CSB Meeting Effectiveness Survey. She also presented and reviewed The Annual Board Members Survey and the Annual Board Member Self-Assessment Survey. Board Members were asked to provide feedback for an Action Plan to address areas of opportunity that were identified in the surveys . ● Ms. Cartwright stated that the FY25 Annual Strategic Business Plan was placed in the CSB Member Shared Folder for review. She presented and reviewed the FY25 Strategic Business Plan Goals and Objectives for each of the Seven Pillars of Excellence. Mr. Griffin made a motion to approve the FY25 Strategic Business Plan Goals and Objectives, as written. Ms. Folsom seconded the motion. The FY25 Strategic Business Plan Goals and Objectives were unanimously approved. ● Ms. Cartwright also presented and reviewed the Strategic Business Plan Areas of Focus for FY25-forward. ● Ms. Cartwright stated that the FY25 Cultural Competency/DEI Plan Goals were placed in the CSB Member Shared Folder for review. She presented and 	<ul style="list-style-type: none"> ● If you plan to attend the Educational Exchange notify Candice. ● An Action Plan will be developed for both surveys. ● The Strategic Business Plan will continue to be updated quarterly.
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	<p>reviewed the CLAS Standards to be met in FY25. Mr. Graham made a motion to approve the FY25 Cultural Competency/DEI Plan Goals. Dr. Mizell seconded the motion. The FY25 Cultural Competency/DEI Plan Goals were approved unanimously.</p>	<ul style="list-style-type: none"> • The DEI Plan will continue to be updated quarterly.
<p>Chief Operating Officer Report</p> <ol style="list-style-type: none"> 1. BHCC State Survey 2. Temporary Observation Unit Closure 3. CCBHC Attestation 4. Quality Outcomes 5. SAMHSA Prevention Grant 6. Nomination 	<ul style="list-style-type: none"> • Ms. Parssinen stated that the BHCC had their State Survey on 8/28/24. An Action Plan has been developed for the items that require immediate attention. She stated that, in the past, accreditation was granted for a maximum of five years. Now, the max accreditation period is two years. • Ms. Parssinen stated that the BHCC, under guidance from DBHDD, closed the Temporary Observation Unit (Temp Obs) on August 15th. Once the BHCC is fully staffed, the unit will be reopened. • Ms. Parssinen stated that the first year attestation for the CCBHC Grant will be submitted tomorrow. As of now, the grant is only for Lowndes County. Once other counties are available, we will apply for those grants as well. • Ms. Parssinen stated that the FY25 Quality Outcomes were placed in the CSB Member Shared Folder for review. If anyone has any questions, please feel free to contact her. • Ms. Parssinen announced that Legacy has been awarded the SAMHSA Prevention Grant. This grant will be focused on providing information on the dangers of vaping, marijuana use, and alcohol use to middle and high school students. Legacy has hired Ms. Erica Simpson, a teacher, as the project manager. • Ms. Parssinen announced that Legacy has been nominated for “Outstanding CSB”. The winner of this award will be announced at the DBHDD Behavioral Health Symposium, held October 9-11. 	<ul style="list-style-type: none"> • Ms. Parssinen will provide updates, as they are available. • Recruitment is underway for vacant positions. • CCBHC Updates will be provided at each meeting. • Updates will be provided quarterly. • Updates on the Prevention Grant will be provided at each meeting. • The results will be announced at the next CSB Meeting.

Chief Clinical Officer Report:

1. Suicide Prevention Month

- Ms. Sims announced that September is Suicide Prevention Month. She shared some facts and resources about suicide prevention, including 988. Ms. Sims stated that she has been asked to provide Question, Persuade, Refer (QPR) to the Lowndes County Animal Shelter, Quola Soup Kitchen, and LAMP. Ms. Sims is a certified QPR instructor and would be happy to provide this course for anyone that would like to arrange something for their community.

- Information will be provided to anyone requesting it.

2. Program Updates

- Ms. Sims provided Outpatient Program Update:
 - Supported Employment: Ms. Sims stated that Supported Employment is looking to hire one SE Specialist. She provided the number of individuals enrolled in the program as well as the number of individuals that are employed.
 - ACT: Ms. Sims announced that ACT is fully staffed, after recently hiring a Certified Peer Specialist and a Certified Addiction Counselor. She provided the number of individuals enrolled in the program.
 - PATH: Ms. Sims stated that PATH is funded by a grant through DBHDD. She also announced that our PATH Program has been selected to host an intern.
 - MAT: Ms. Sims stated that MAT has reached the maximum number of individuals enrolled and stated that they are looking to hire more staff to be able to enroll new clients. MAT Clients are working to create a recovery garden on the Lowndes Campus.
 - APEX: Ms. Sims stated that APEX is fully staffed. She also stated that Tift County Schools will be expanding APEX services to Tift Middle School. She stated that Legacy sees 2-3 walk-ins from schools daily.
 - Peer Services: Ms. Sims stated that Ms. Leslie Ruff is now overseeing the Peer Team. Ms. Ruff has a nurturing spirit and will be a good fit for the Peer Team. The Team has been meeting weekly.
 - Targeted Case Management: Ms. Sims stated that Targeted Case Managers have been hired and will wrap care around those individuals stepping down from hospitalization.

- Outpatient Program Updates will be provided at each meeting.

3. Community Outreach	<ul style="list-style-type: none"> Ms. Sims provided a list of activities that Legacy staff have participated in throughout the ten-county service area. 	
Compliance Officer Report 1. FY25 Risk Management Plan 2. FY25 Accessibility Plan 3. FY25 Compliance Plan 4. LBH Pandemic Influenza Plan	<ul style="list-style-type: none"> Ms. Crews stated that the FY25 Risk Management Plan was placed in the CSB Member Shared Folder for review. Ms. Crews reviewed the highlights of the Plan with the Board. Mr. Griffin made a motion to approve the plan, as written. Dr. Mizell seconded the motion. The FY25 Risk Management Plan was unanimously approved. Ms. Crews stated that the FY25 Accessibility Plan was placed in the CSB Member Shared Folder for review. Ms. Crews reviewed the highlights of the Plan with the Board, including repainting the handicapped spots to make them identifiable and redesigning the website to make it more accessible. Mr. Griffin made a motion to approve the plan, as written. Dr. Mizell seconded the motion. The FY25 Accessibility Plan was unanimously approved. Ms. Crews stated that the FY25 Compliance Plan was placed in the CSB Member Shared Folder for review. Ms. Crews reviewed the highlights of the plan with the Board. Mr. Griffin made a motion to approve the plan, as written. Dr. Mizell seconded the motion. The FY25 Compliance Plan was unanimously approved. Ms. Crews stated that the Updated LBH Pandemic Influenza Plan was placed in the CSB Member Shared Folder for review. Mr. Griffin made a motion to approve the plan, as written. Dr. Mizell seconded the motion. The Update of the LBH Pandemic Influenza Plan was unanimously approved. 	<ul style="list-style-type: none"> Ms. Crews will provide updates quarterly. Ms. Crews will provide updates quarterly. Ms. Crews will continue to provide updates quarterly.
Chief Financial Officer Report 1. Financials	<ul style="list-style-type: none"> Mr. Huling presented, reviewed, and discussed the financial results for August 2024 and FY25 year to date, 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.

<p>2. Facilities Update</p>	<ul style="list-style-type: none"> • <u>State Building Inspections</u>: Mr. Huling announced that all Legacy locations are subject to inspection by the State Fire Marshal, per DBHDD directive. These inspections have begun and so far the findings have been minor. • <u>Tift Clinic Update</u>: Mr. Huling stated that a three-year lease for the Tift Clinic has been delivered to him. Negotiations will continue and will include a sublease agreement for Genoa Pharmacy. 	<ul style="list-style-type: none"> • Mr. Huling will provide updates at the next meeting.
<p>3. Medication Assisted Therapy Budget</p>	<ul style="list-style-type: none"> • Mr. Huling stated that the official FY25 budget for the MAT Program is expected any day and will need to be approved by the Board. He presented and reviewed the budget from FY24 and stated that there is not expected to be any changes from FY24. 	<ul style="list-style-type: none"> • The budget will be presented when it arrives.
<p>4. Grant Updates</p>	<ul style="list-style-type: none"> • Mr. Huling reviewed each of the grants that Legacy is receiving. <ul style="list-style-type: none"> ○ <u>CCBHC</u>: Year one has come to an end. Mr. Huling shared the funds remaining from the grant and announced that the funds will carry over to year two, as we were recently awarded. ○ <u>Prevention Grant</u>: Mr. Huling announced that Legacy received the five-year grant from SAMHSA. ○ <u>Bruce Williams Legacy Grant</u>: Awarded through Greater Valdosta United Way for renovations in the Lowndes Clinic Lobby. 	<ul style="list-style-type: none"> • Grant updates will be provided as they become available.
<p>5. Pharmacy Operations</p>	<ul style="list-style-type: none"> • Mr. Huling stated that the contract with Genoa will close as soon as the subleases with the Tift and Lowndes clinics are approved and signed. 	<ul style="list-style-type: none"> • Updates will be provided at the next meeting.
<p>6. 2024 LBH Employee Holiday Gift</p>	<ul style="list-style-type: none"> • Mr. Huling requested that the Board approve a \$25 gift amount for each Legacy employee. Ms. McMillian made a motion to approve the Holiday gift. Mr. Graham seconded the motion. The 2024 Holiday gift amount of \$25 per employee was unanimously approved, 	
<p>CSB Effectiveness Survey</p>	<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 	

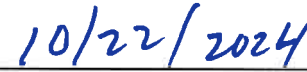
	to improve the quality of board meeting content and communication. She encouraged everyone to provide ongoing feedback.	
Holiday Retreat	<ul style="list-style-type: none"> Ms. Ingram will survey the Board and work to schedule the Annual Holiday Retreat. 	
Next Meeting	<ul style="list-style-type: none"> Tuesday, October 22, 2024 2:00pm Cook Outpatient Clinic Conference Room 	
Adjournment	<ul style="list-style-type: none"> Mr. Griffin made a motion to adjourn today's meeting. Ms. McMillian seconded the motion. The meeting was adjourned. 	

Recorded by: Candice Ingram

Minutes Approved By:



Randy Lane, Chairman



Date