



South Georgia Community Service Board Meeting Minutes
Cook Service Center
Tuesday, January 23, 2024 3:00-4:00pm

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

X	Connie Graham, Ben Hill County	A	Judge Judy Mullis, Lanier County (Elected Official)
X	Gerry Folsom, Brooks County <i>Secretary/Treasurer</i>	X	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	E	Dr. Jaymal Patel, Chief Medical Director
E	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		Jane Stephens, Controller

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 2. Approval of Agenda 3. Approval of Minutes 4. CSB Subcommittee Updates	<ul style="list-style-type: none"> At Ms. Vickery’s request, Ms. Cartwright reviewed the Mission, Vision, and Values. Ms. Vickery advised that the agenda for today’s meeting was placed in the CSB Member Shared Folder for review. Mr. Slaughter made a motion to approve the agenda as written. Mr. Graham seconded the motion. The agenda for today’s meeting was unanimously approved. Ms. Vickery advised that the minutes for the 12/5/23 CSB meeting, the 9/13/23 P&T Committee meeting, the 10/26/23 RRE Committee Meeting, and the 11/7/23 Quality Council meeting were placed in the CSB Member Shared Folder for review. Ms. McMillian made a motion to approve all the minutes, as written. Dr. Mizell seconded the motion. All Meeting minutes were unanimously approved. Ms. Vickery requested that each of the CSB Subcommittees provide reports. <ul style="list-style-type: none"> <u>Executive Performance Committee</u>: Ms. Vickery announced that the Executive Performance Committee met on 1/18/24 to complete Ms. Cartwright's FY23 performance evaluation. Report will be given in Executive Session immediately following this meeting. <u>Finance Committee</u>: The Finance Committee met on 1/19/2024, and the report will be given today during the CFO report. 	<ul style="list-style-type: none"> Committees will continue to provide updates at each meeting.
Public Comments:	No public comments were made at today’s meeting.	
CEO Report: 1. Welcome	<ul style="list-style-type: none"> Ms. Cartwright welcomed everyone to the first meeting of 2024. She stated that the Board Members received a binder at the December meeting. Each 	<ul style="list-style-type: none"> Let Candice know if you did not receive your binder.

<p>2. FY24 Board Education & Development Activities</p> <p>3. FY24 Strategic Business Plan- Q2 Update</p> <p>4. DEI/CLAS Implementation Plan</p>	<p>binder contained a copy of the Board Orientation, CSB Member job descriptions, and a copy of the By-Laws.</p> <ul style="list-style-type: none"> • Ms. Cartwright reviewed the Board Education opportunities thus far in FY24. She announced that tomorrow, January 24th, Marcy Crews will be representing LBHS at Mental Health Day at the Capitol. This event allows lawmakers to hear from the CSB and those affected by mental health issues. The event is open to the public. • Ms. Cartwright stated that the FY24 Strategic Business Plan- Q2 Update will be placed in the CSB Member Shared Folder for review. Ms. Cartwright provided a brief summary of each of the 7 Pillars of Excellence. <ul style="list-style-type: none"> ○ Clinical Services and Programs ○ Quality, Safety, and Compliance ○ Fiscal Viability ○ Human Resources ○ Medical Staff Providers ○ Information Technology ○ Community Outreach/Public Relations • Ms. Cartwright stated that the LBHS DEI Plan has been completed and has been placed in the CSB Member Shared Folder for review. The FY24 DEI Plan incorporates the fourteen Cultural and Linguistically Appropriate Services (CLAS) standards developed by the U.S. Department of Health & Human Services, Office of Minority Health, as our guidelines for furnishing culturally competent services. Mr. Slaughter made a motion to approve the FY24 DEI Plan. Ms. McMillian seconded the motion. The FY24 DEI Plan was unanimously approved by all present Board Members. 	<ul style="list-style-type: none"> • Ms. Crews will provide a report when he returns. • The FY24 Strategic Business Plan will be updated quarterly.
<p>Chief Operating Officer Report</p> <p>1. CCBHC Implementation Update</p>	<ul style="list-style-type: none"> • Ms. Parssinen stated that the CCBHC implementation is beginning in Lowndes County. We will hold a training course at the next Board Meeting, as required by the CCBHC grant. We are currently working on a Community Needs 	<ul style="list-style-type: none"> • CCBHC updates will be provided at every meeting.

	<p>Assessment for our area, which should be sent out within the next couple of weeks. CCBHC Mandatory training in Washington, D.C. in February.</p>	
<p>2. United Way Grant</p>	<ul style="list-style-type: none"> Ms. Parssinen announced that LBHS has submitted a grant application for the Greater Valdosta United Way grant which, if awarded, will pay out \$20,000 over the next two years. 	<ul style="list-style-type: none"> Updates will be provided, as they become available.
<p>3. SAMHSA Prevention Grant</p>	<ul style="list-style-type: none"> Ms. Parssinen stated that we are also planning to apply for the SAMHSA Prevention Grant, aimed at services provided to youth under 18. If awarded, this grant would pay out \$1.87M over five years. LBHS will send out MOUs to comply with standards set forth by the grant. 	<ul style="list-style-type: none"> Updates will be provided, as they become available.
<p>4. Grant for Mobile Van</p>	<ul style="list-style-type: none"> Ms. Parssinen announced that LBHS has been meeting with Adrian Rivers, an aide to Senator Warnock. Mr. Rivers advised LBHS to apply for a grant which would fund a van to allow LBHS to operate a mobile clinic to take mental health treatment to our out-lying counties. The van would be equipped with telehealth capabilities. 	<ul style="list-style-type: none"> Ms. Parssinen will provide updates as they become available.
<p>5. Quality Plan Addendum</p>	<ul style="list-style-type: none"> Ms. Parssinen stated that the FY24 Quality Plan has been revised to include the CCBHC required indicators. Once revised, the plan will be submitted to the Quality Council for approval and then be presented to the Board. 	
<p>6. FY24 Q2 Quality Outcomes</p>	<ul style="list-style-type: none"> Ms. Parssinen stated that the FY24 Q2 Quality Outcomes have been placed in the CSB Member Shared Folder for review. If anyone has any questions regarding the Quality Outcomes, feel free to contact Ms. Parssinen. 	
<p>7. Mental Health Summit</p>	<ul style="list-style-type: none"> Ms. Parssinen announced the Inaugural Mental Health Summit to be held on February 20th. Legacy's own Dr. Nitin Patel will be speaking at the event, as well as Dr. Ramirez and Dr. Valdez. The event is open to the public and lunch will be provided to those registering before 2/12. 	<ul style="list-style-type: none"> Candice will email the event flyer once it has been completed.
<p>8. Legacy social media</p>	<ul style="list-style-type: none"> Ms. Parssinen encouraged all Board Members to follow LBHS on social media. 	

<p>Chief Clinical Officer Report:</p> <p>1. Community Outreach</p> <p>2. Staffing</p> <p>3. FY24 Q2 KPI Report</p> <p>4. Program Updates</p>	<ul style="list-style-type: none"> • Ms. Sims announced the following community outreach events that LBHS staff has participated in with our community partners: <ul style="list-style-type: none"> ○ <u>Counseling Services:</u> Legacy was asked to provide crisis counseling at Valdosta High after death of football player. Services were offered to students as well as faculty. ○ <u>Stomp out Homelessness:</u> On January 13th, PATH staff attended the Stomp Out Homelessness, where they received an invitation to participate in future events related to homelessness. • Ms. Sims announced that Jennifer Taylor, LMFT has been named the Director of Judicial Services. This role will oversee all services under the judicial umbrella to include accountability courts and growing these services to other counties, co-responder, jail in reach program, anger management and family violence. • Ms. Sims reviewed and explained each of the KPIs for Medical Providers, Outpatient Services, and BHCC. • <u>Supported Employment:</u> Ms. Sims stated that Supported Employment is expecting their Fidelity Audit on February 6th. She also announced that, at this time, Supported Employment is fully staffed. 	
<p>Compliance Officer Report</p> <p>1. FY24 Q2 Risk Management Plan Update</p> <p>2. FY24 Q2 Accessibility Plan Update</p>	<ul style="list-style-type: none"> • Ms. Crews stated that the FY24 Q2 Risk Management Plan Update was placed in the CSB Member Shared Folder for review. Ms. Crews reviewed the Quarter 2 accomplishments/highlights with the Board. • Ms. Crews stated that the FY24 Q2 Accessibility Plan Update was placed in the CSB Member Shared Folder for review. Ms. Crews reviewed the Quarter 2 accomplishments/highlights with the Board. 	<ul style="list-style-type: none"> • Ms. Crews will provide updates to the Plan quarterly. • Ms. Crews will provide updates to the Plan quarterly.

<p>3. FY24 Q2 Compliance Plan Update</p>	<ul style="list-style-type: none"> Ms. Crews stated that the FY24 Q2 Compliance Plan Update was placed in the CSB Member Shared Folder for review. Ms. Crews reviewed the highlights of the plan with the Board. 	<ul style="list-style-type: none"> Ms. Crews will provide updates to the Plan quarterly.
<p>CFO Report 1. Financials 2. Finance Policies for Approval</p>	<ul style="list-style-type: none"> In Mr. Huling’s absence, Ms. Jane Stephens (LBHS Controller) presented, reviewed, and discussed the financial results for December 2023 and FY24 YTD, including Revenue and Expenses. She also reviewed and explained each of the Financial KPIs. Ms. Cartwright presented and reviewed the Action Plan to increase Legacy BHS’s financial viability. Ms. Cartwright stated that the Finance Committee approved the renewal of the Financial Policies listed below at the 1/19/24 Finance Committee meeting. The policies were placed in the CSB Member Shared folders for review and feedback and no changes were requested. <ul style="list-style-type: none"> Accounting System Policy Annual Audit Policy Annual Operating Budget Policy Cashing Checks for Employees Policy Company Credit Card Policy Consumer Benefit Policy CSB External Resources Policy CSB Financial Matters Policy CSB Travel Policy Disbursements Policy Donations Policy Executive Compensation Policy Fleet Management and Records Keeping Policy Inventory of Assets Policy Petty Cash Policy Purchasing Authority Policy Requisition and Purchasing Process Policy Return Check Policy Travel and Related Expense Regulations Policy 	

<p>3. State Awarded Bonus</p> <p>4. Tift County Building Lease</p>	<ul style="list-style-type: none"> • Mr. Slaughter made a motion to approve all policies, as written. Dr Mizell seconded the motion. The Finance Policies were unanimously approved. • Ms. Cartwright announced that Governor Kemp offered full-time state employees a one-time \$1000 bonus in December. It was later announced that CSBs would be included in this bonus. Funds have been received by LBHS and eligible employees will receive their payment via direct deposit on Thursday, January 25th. • Ms. Cartwright provided an update on the Tift Clinic which the Tift County Commissioners had requested LBHS to vacate by June 2024. Ms. Cartwright has met with the mayor of Tifton, Ms. Julie Smith, who is looking into potential properties that can be used. Ms. Cartwright provided possible options for the relocation of the clinic; in the event a building cannot be located. 	<ul style="list-style-type: none"> • Mr. Huling and Ms. Cartwright will continue to provide updates, as they become available.
<p>Executive Session</p>	<ul style="list-style-type: none"> • Ms. Vickery announced that the Board will now go into Executive Session. All non-Board Members were dismissed from the meeting. Mr. Graham made a motion to go into Executive Session. Mr. Slaughter seconded the motion. • After the Executive Session, Dr. Mizell made a motion to leave the Executive Session. Ms. McMillian seconded the motion. The vote was unanimous. Executive Session ended and the CSB Meeting resumed. • Ms. Vickery stated that Ms. Cartwright’s performance evaluation would be sent to Mr. Lane for signature. Once signed, the evaluation would be sent to Legacy HR. 	
<p>Feedback/Questions</p>	<ul style="list-style-type: none"> • Ms. McMillan stated that the 3pm meeting time is starting to be an inconvenience to her. She asked that the Board consider moving the meeting time back to 2pm. 	<ul style="list-style-type: none"> • A question will be added to the Meeting Effectiveness Survey to poll the Board Members.
<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 via SurveyMonkey. All feedback is anonymous and will be shared on a bi-annual basis with the board membership in an effort 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, March 26, 2024 3:00pm	

Recorded by: Candice Ingram

Minutes Approved By:



Cindy Vickery, Vice-Chair



Date