



**GEORGIA ASSOCIATION OF COMMUNITY SERVICE BOARDS
ADMINISTRATIVE OPERATIONS COMMITTEE
THURSDAY, MARCH 13, 2025 – 10:00AM
VIRTUAL MEETING MINUTES**



MEMBERSHIP ATTENDANCE: X - Denotes Attendance				
X	Chair- Pam Cartwright- Legacy	X	Highland Rivers- Dena Payne	Cindy Levi, Avita Partners
X	Vice Chair- Fabio Van De Merwe-DeKalb	X	Legacy – Paivi Parssinen	X Lee Pavlik, Aspire
X	Advantage- Tammy Conlin		McIntosh Trail- Leslie Cantrell	Cass Hatcher, River Edge
X	Aspire- Dana Glass	X	Middle Flint- Angela Holt	
	Avita- Cathy Ganter	X	New Horizons- Susan Gallagher	
	Bridge Health- Heather Ramsey	X	Oconee- Kristi Stiggers	
	Claratel- Chatele' Chester		Pathways- Jade Benefield	
	Clayton Center – Barbara June		Pineland- Patricia Donaldson	
X	CSB of Middle Georgia- Terry Richards		River Edge- Dr. Ali Yallah	
	Douglas County – Ivy Wright	X	Serenity- John Moore	
	Gateway – Pamela Brinck	X	Unison- Laura Fullard	
X	Georgia Pines- Martha Parada		View Point Health- Jennifer Speights	
GUESTS: Heather Roesner (Bridge Health), Sandra Myers (Aspire), Lori Holbrook (VOTING- Avita), Tim Hampton (Georgia Pines), Eddie Williams, Candice Ingram				
DISTRIBUTION: 1/9/2025 Agenda, 12/12/2024 Minutes				

Agenda Items	Discussion	Action/Resolution	Responsibility	Due Date
Welcome/Call to Order	<ul style="list-style-type: none"> Pamela Cartwright called the meeting to order at 10:00AM. Once a quorum was obtained, the agenda for today's meeting was presented and reviewed. Ms. Angela Holt made a motion to approve the agenda, as written. Ms. Terry Richards seconded the motion. The agenda for today's meeting was unanimously approved. The minutes from the 2/13/25 meeting were presented and reviewed. Ms. Dena Payne made a motion to approve the minutes, as written. Ms. Angela Holt seconded the motion. The 2/13/25 meeting minutes were unanimously approved. 			

<p>Focus Group Report Outs/Action Items</p>	<ul style="list-style-type: none"> • HR/Compliance- Ms. Laura Fullard reported that the group met today and discussed the following: <ul style="list-style-type: none"> • <u>Idemia/Checkpoint</u>: Everyone in the Focus Group seems satisfied with the new process, as results are coming back much more quickly. No timeline has been set for implementing wrap-back service. • <u>Audits</u>: HFR auditors are checking to be sure the job descriptions are signed on orientation day. Also requiring 50% random drug screens at each work location. • <u>DBHDD Update</u>: Fabio added that proposals are being made for DBHDD to take over the CLA and the DTAP licensure from DCH. This change would discontinue HFR audits. • <u>Parapro Training</u>: Changes have been made to the requirements for Parapro training, but the training is not available on Relias. We are supplementing DBHDD Relias Paraprofessional training until the curriculum is updated in the DBHDD Relias. • IT- Mr. Van der Merwe reported that the group met and discussed the different software initiations happening across the CSBs. • CFO- Ms. Lee Pavlik reported the group met on 3/28/25 and discussed the following: <ul style="list-style-type: none"> • Cyberattacks: The chance for cyberattacks has increased over the last few years. The deductible on the cyber insurance coverage is very large at a cost of approximately 1.5 million. • Care-Logic: The CFO Focus Group identified and shared tools to obtain the 	<ul style="list-style-type: none"> • Updates will be provided as they become available. • Information will be provided once a date for transfer of these services occurs. • Updates will be provided as they become available. • Updates will be provided at upcoming Admin Ops meetings. • Updates will be provided monthly going forward. • Will continue to provide updates as they become available. 	<ul style="list-style-type: none"> • HR/Compliance- Laura Fullard • IT- Fabio van der Merwe • CFO- Lee Pavlik 	
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	<p>AR report.</p> <ul style="list-style-type: none"> • FY24 audits were due on 12/31/24. Lee and 2 other CFO's met with the auditors to address roadblocks. Auditors agreed to provide status updates and not start the audit until the CSB is ready and avoid "pick up and put down" cycle. Auditor reported they are staffed to handle all of the audits in the network at about 8 each. Auditor reported reconciling expensed based contracts caused biggest delays. CSBs with smoother audits agreed to assist in this process by obtaining reports from DBHDD and self-auditing to reconcile as well as taking on the GSBY and SEFA schedules as staffing allows. • Rev Cycle- Ms. Angela Holt reported that the Revenue Cycle Focus Group met on 2/25 with Jenny from Carelon and discussed the following: <ul style="list-style-type: none"> • Issues have been reported with processing the payments received from the Medicaid rate increases. The report will be worked and claims reprocessed. • Some claims are being denied as "Incorrect Vendor ID". This is an Availity issue and is being corrected. • Come claims are denied as "No diagnosis" even though one is attached to the claim. This bug has been fixed and claims are being processed. • Multiple CID numbers were issued for a client. They are working to resolve this issue. 	<ul style="list-style-type: none"> • The Revenue Cycle Focus Group will meet again on 3/24. Ms. Holt will provide updates at future meetings. 	<ul style="list-style-type: none"> • Rev Cycle- Angela Holt 	
<p>Strategic Plan Initiatives Update</p>	<ul style="list-style-type: none"> • GACSB's Top Two Focuses: The two main FY25 focuses are: <ul style="list-style-type: none"> • <i>Sustainability</i> • <i>Maintaining a Robust Network</i> <p>Discussion regarding GACSB strategic focus to provide high quality, cost effective and efficient</p>	<ul style="list-style-type: none"> • Recruitment of GACSB Executive Director is underway and selection process is estimated to be completed in April, 2025. 	<ul style="list-style-type: none"> • Strategic Plan Initiatives - GACSB Exec. Director 	

	services throughout the network.			
State-wide Policy Initiatives	<ul style="list-style-type: none"> • CCBHC: No updates • DBHDD: Virtual Board Meetings continues to be a topic of interest, especially among rural areas. The legislation has based the House and has gone to the Senate, where updates were made based on their recommendations. The present change if passed, would allow meetings to be held virtually, with 20% of the Board meeting in-person. 	<ul style="list-style-type: none"> • Updates will be provided as information becomes available. 		
Other	<ul style="list-style-type: none"> • Preparedness- Ms. Cartwright reminded everyone that their agencies should be prepared in case of pandemic, natural disaster, and government shut-down. 	<ul style="list-style-type: none"> • Ongoing updates will be provided. 		
Next Meeting	The next committee meeting will be April 10, 2025, at 10:00AM			
Adjournment	The meeting was adjourned at 11:00am			
Chair	Pamela Cartwright	Recorded By: Candice Ingram		