



**GEORGIA ASSOCIATION OF COMMUNITY SERVICE BOARDS  
ADMINISTRATIVE OPERATIONS COMMITTEE  
THURSDAY, JANUARY 9, 2025 – 10:00AM  
VIRTUAL MEETING MINUTES**



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

Agenda Items	Discussion	Action/Resolution	Responsibility	Due Date
<b>Welcome/Call to Order</b>	<ul style="list-style-type: none"> <li>Pamela Cartwright called the meeting to order at 10:00AM.</li> <li>The agenda for today’s meeting was presented and reviewed. Mr. John Moore made a motion to approve the agenda, as written. Ms. Terry Richards seconded the motion. The agenda for today’s meeting was unanimously approved.</li> <li>The minutes from the 12/12/24 meeting were presented and reviewed. Ms. Dena Payne made a motion to approve the minutes, as written. Mr. John Moore seconded the motion. The 12/12/24 meeting minutes were unanimously approved.</li> </ul>			

<p><b>Focus Group Report Outs/Action Items</b></p>	<ul style="list-style-type: none"> <li>• <b>HR/Compliance-</b> Ms. Laura Fullard reported on the following: <ul style="list-style-type: none"> <li>• <u>Work Day:</u> The April 25, 2025 “go-live” rollout has been postponed to October, 2025 and will be done in sync with the Finance roll-out that is scheduled for that time. .</li> <li>• <u>FLSA Update:</u> The threshold will remain the same what it was prior to 7/24. again in sometime in the early spring.</li> <li>• <u>Fingerprinting:</u> The last day for Field Print applicant registrations will be 01/17/25. It will be replaced by CheckPT which will expedite the fingerprinting background check process. The official launch date is 2-3-25.</li> <li>• <u>Turnover Spreadsheets:</u> 17 CSBs submitted data to Dr. Thomas by 12/31/24 due date. It was mentioned that having full participation in submission of data is vital as it potentially supports both recruitment and salary increases.</li> <li>• <u>Organizational Climate Surveys-</u> Were submitted by 12/31/24. Initial review of feedback revealed patterns and focused on need for enhanced Communication.</li> </ul> </li> <li>• <b>IT-</b> Mr. Hatcher reported on the following: <ul style="list-style-type: none"> <li>• In response to a request from the Commissioner, River Edge is currently providing management services (billing, etc) to Oconee. They are transitioning from a home grown EMR system to CareLogic.</li> <li>• In April, 2025 River Edge will be opening a 16 bed IDD Crisis Center in Macon. The facility will have 2 sides including IDD beds and an outpatient side managed by Mercer.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Updates will be provided as they become available.</li> <li>• Information regarding any proposed future changes will be provided upon receipt.</li> <li>• Updates will be provided on the transition as soon as they are received.</li> <li>• The remaining CSBs that have not submitted their data will be contacted to request that they do so.</li> <li>• Mr. Hatcher to meet with Fabio Vander Merwe to discuss future IT Focus Group reporting.</li> </ul>	<p><b>HR/Compliance-</b> Laura Fullard</p> <p><b>IT-</b> Fabio van der Merwe</p>	
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	<ul style="list-style-type: none"> <li>• <b>CFO-</b> Ms. Lee Pavlik reported the group met on 12/20/24 and discussed the following topics: <ul style="list-style-type: none"> <li>• FY24 audits that were due on 12/31/24.</li> <li>• MAT Contracts will be changed from being expensed based to drawing down funds 1/12 monthly.</li> </ul> </li> <li>• <b>Rev Cycle-</b> Dana Glass reported that Angela Holt has accepted management of Rev. Cycle.</li> </ul>		<p><b>CFO-</b> Lee Pavlik</p> <p><b>Rev Cycle-</b> Angela Holt</p>	
<b>Strategic Plan Initiatives Update</b>	<ul style="list-style-type: none"> <li>• <b>GACSB's Top Two Focuses:</b> The two main Fy25 focuses are: <ul style="list-style-type: none"> <li>• <i>Sustainability</i></li> <li>• <i>Maintaining a Robust Network</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment efforts are currently underway for the GACSB Executive Director position. Recruitment is being done by CCSI who is the Employer of Record. Ms. Levi stated that within the next few days the position will be posted and a posting link will be sent to all CEOs.</li> </ul>	<b>Strategic Plan Initiatives -</b> GACSB Exec. Director	
<b>State-wide Policy Initiatives</b>	<ul style="list-style-type: none"> <li>• <b>CCBHC:</b> No updates</li> <li>• <b>DBHDD:</b> No updates</li> </ul>	<ul style="list-style-type: none"> <li>• Updates will be provided as information becomes available.</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• <b>Disaster Preparedness-</b> Ms. Cartwright stated that the news has reported that 6 states have reinstated mandatory masking as a result of the current bird flu. It was suggested that members reach out to their leadership teams to potentially identify any supplies that might needed to proactively prepare for expansion of mandates and impact on services.</li> </ul>	<ul style="list-style-type: none"> <li>• CSBs were encouraged to reach out to the Healthcare Coalitions within their regions as a potential source for information and supplies.</li> </ul>		

<b>Next Meeting</b>	The next committee meeting will be February 9, 2025, at 10:00AM			
<b>Adjournment</b>	The meeting was adjourned at 10:40am			
<b>Chair</b>	Pamela Cartwright		Recorded By: Candice Ingram	