



**GEORGIA ASSOCIATION OF COMMUNITY SERVICE BOARDS
ADMINISTRATIVE OPERATIONS COMMITTEE
November 14, 2024 – 10:00AM
VIRTUAL MEETING MINUTES**



MEMBERSHIP ATTENDANCE: X - Denotes Attendance					
	Chair- Pam Cartwright- Legacy	X	Highland Rivers- Dena Payne	X	Ricardo Pena, Georgia Pines
	Vice Chair- Fabio Van De Merwe-DeKalb	X	Legacy – Paivi Parssinen	X	Lee Pavlik, Aspire
X	Advantage- Tammy Conlin		McIntosh Trail- Kenyatta Walker	X	Cass Hatcher, River Edge
	Aspire- Dana Glass		Middle Flint- Matthew Almeida		
	Avita- Cathy Ganter		New Horizons- Susan Gallagher		
X	Bridge Health- Patrick McBride		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		Serenity- John Moore		
X	Gateway – Pamela Brinck	X	Unison- Laura Fullard		
	Georgia Pines- Tim Hampton (Proxy)	X	View Point Health- Jennifer Speights		
GUESTS: Heather Ramsey, Candice Ingram					
DISTRIBUTION: 11/14/2024 Agenda, 09/12/2024 Minutes					

Agenda Items	Discussion	Action/Resolution	Responsibility	Due Date
Welcome/Call to Order	<p>Pamela Cartwright called the meeting to order at 10:00AM.</p> <p>The agenda for today’s meeting was presented and reviewed. Ms. Parssinen made a motion to approve the agenda, as written. Ms. Richards seconded the motion. The agenda for today’s meeting was unanimously approved.</p> <p>The minutes from the 9/12/24 meeting were presented and reviewed. Mr. McBride made a motion to approve the minutes, as written. Ms. Parssinen seconded the motion. The 9/12/24 meeting minutes were unanimously approved.</p>			
Focus Group Report Outs/Action Items	-HR/Compliance- Laura Fullard reported on the following:		HR/Compliance- Laura Fullard	

	<ul style="list-style-type: none"> • Jay Martine, Liaison for Next Gen and the CSBs was a guest speaker and discussed transition to the new Workday HR system, including challenges with data validation, login credentials, and training. The estimated “go live” date for HR is April 2025. The “go-live” for finance will be later in the summer. • Criminal Background Check delays continue to be reported by CSBs with the average wait time being reported as 2 weeks. Transition is underway to a new provider. (Fieldprint to Idemia). Discussion occurred regarding the process for obtaining a background check. <p>- IT- No report provided.</p> <p>- CFO- Lee Pavlik reported the group discussed the following topics:</p> <ul style="list-style-type: none"> • US Dept. of Labor (DOL) rule that is set to increase the salary threshold from \$44,000 to \$58,656 effective 1/1/25. Discussion ensued on the classification of employees (executive, professional, highly compensated) • CSB financial audits are currently underway and due by the end of December. • Medicaid rate increases for behavioral health and IDD. <p>- Rev Cycle- No report provided</p>	<p>- A meeting has been scheduled for next week to continue discussions and a report will be provided at the next Admin Ops Committee Meeting</p> <p>-Updates will be provided on the transition as soon as they are received.</p> <p>- Updates to be provided at 12/12/24 meeting</p> <p>-Updates to be provided as they become available.</p> <p>- Ms. Pavlik stated that at the next CFO focus group meeting a discussion will take place in regards to how to book revenue.</p>	<p>IT- Fabio van der Merwe</p> <p>CFO- Lee Pavlik</p> <p>Rev Cycle- TBD</p>	
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Strategic Plan Initiatives Update	GACSB's Top Two Focuses - <i>Sustainability</i> - <i>Maintaining a Robust Network</i>			
State-wide Policy Initiatives	No new updates from DBHDD or CCBHC.			
Other	- GACSB Leadership Conference - Held 10/27-10/29, Discussed the impact of The Sunshine Law and the requirements of the CSBs. - Disaster Preparedness - The group discussed the importance of maintaining up-to-date disaster preparedness and continuity of operations plans, especially in light of potential threats like pandemics, natural disasters, and supply chain disruptions. The group agreed to continue discussing this topic at future meetings.	-A copy of the Georgia Sunshine Law is available upon request.	Candice Ingram	
Next Meeting	The next committee meeting will be December 12, 2024, at 10:00AM			
Adjournment	The meeting was adjourned at 11:00am			
Chair	Pamela Cartwright	Recorded By: Candice Ingram		