



**GEORGIA ASSOCIATION OF COMMUNITY SERVICE BOARDS  
ADMINISTRATIVE OPERATIONS COMMITTEE  
December 12, 2024 – 10:00AM  
VIRTUAL MEETING MINUTES**



<b>MEMBERSHIP ATTENDANCE: X - Denotes Attendance</b>				
X	Chair- Pam Cartwright- Legacy	X	Highland Rivers- Dena Payne	Ricardo Pena, Georgia Pines
X	Vice Chair- Fabio Van De Merwe-DeKalb	X	Legacy – Paivi Parssinen	Lee Pavlik, Aspire
X	Advantage- Tammy Conlin		McIntosh Trail- Kenyatta Walker	Cass Hatcher, River Edge
X	Aspire- Dana Glass		Middle Flint- Matthew Almeida	Angela Holt, Middle Flint
	Avita- Cathy Ganter		New Horizons- Susan Gallagher	Cindy Levi, Avita Partners
X	Bridge Health- Patrick McBride		Oconee- Kristi Stiggers	
	Claratel- Chatele' Chester		Pathways- Jade Benefield	
X	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- Ricardo Pena	X	View Point Health- Jennifer Speights	
<b>GUESTS: Heather Ramsey, Candice Ingram</b>				
<b>DISTRIBUTION: 11/14/2024 Agenda, 09/12/2024 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. McBride made a motion to approve the agenda, as written. Ms. Richards seconded the motion. The agenda for today's meeting was unanimously approved.</li> <li>The minutes from the 11/14/24 meeting were presented and reviewed. Ms. Payne made a motion to approve the minutes, as written. Mr. Van de Merwe seconded the motion. The 11/14/24 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>: a guest from the State Accounting Office spoke at today's HR/Compliance Focus Group Meeting. Another round of testing and Work Day training (90% of which is e-learning) are scheduled to be completed in January, 2025, with "go-live" planned for April, 2025.</li> <li>• <u>FLSA Update</u>: A judge has blocked the increase in the exemption threshold that was scheduled for 01/25, including the one that was put into place in July 2024. With the new administration coming in, in January, 2025, it is anticipated that the threshold will be reviewed again in sometime in the early spring.</li> <li>• <u>Fingerprinting</u>: As of a 12/2 communication received by the CSBs, the transition to the new fingerprinting vendor is still in progress. Reports from HR teams across the state show a turnaround time of up to 4 weeks with the current process.  The DBHDD system is seeking to model the DCH system and once in place is anticipated to reduce overall turnaround time.</li> <li>• <u>Turnover Spreadsheets</u>: due to Dr. Thomas by 1/3/25. All HR Directors should have received the information to complete.</li> <li>• <u>Organizational Climate Surveys</u>- are currently being completed and will close out on 12/31/24. All members were encouraged to participate in the survey process.</li> <li>• <u>Workers Comp</u>- There has been an increase in the state closing old cases and increased engagement in addressing new cases. This has been identified as a focus of Governor Kemp in seeking to increase</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Updates will be provided as they become available.</li> <li>• Updates will be provided on the transition as soon as they are received.</li> <li>• Updates will be provided, as communicated.</li> <li>• Updates will be provided as they become available.</li> </ul>	<p><b>HR/Compliance-</b> Laura Fullard</p>	
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	<p>business efficiency and return to work.</p> <ul style="list-style-type: none"> <li>• <b>IT-</b> Mr. Fabio van der Merwe reported on the following: <ul style="list-style-type: none"> <li>• Upgrading of phone systems and internet providers to more up-to-date technology.</li> <li>• Transition of computers from Windows 10 to Windows 11.</li> </ul> </li> <li>• <b>CFO-</b> Ms. Lee Pavlik reported the group discussed the following topics: <ul style="list-style-type: none"> <li>• Dr. Thomas joined the 11/15 meeting to discuss the rate increase and accruing vs. booking on a cash basis.</li> <li>• FY24 financial audits are due by 12/31.</li> <li>• Discussion items with CFOs that attended the Leadership Conference included CCBHC, mileage reimbursement, NextGen, salary increase, and the Financial Benchmark document.</li> </ul> </li> <li>• <b>Rev Cycle-</b> No Report Given</li> </ul>		<p><b>IT-</b> Fabio van der Merwe</p> <p><b>CFO-</b> Lee Pavlik</p> <p><b>Rev Cycle-</b> TBD</p>	
<p><b>Strategic Plan Initiatives Update</b></p>	<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>			
<p><b>State-wide Policy Initiatives</b></p>	<ul style="list-style-type: none"> <li>• <b>CCBHC:</b> No update</li> <li>• <b>DBHDD:</b> Tammy Conlin reported that the PPS rate has been delayed until 07/25. The four CSB CCHBC Pilot group members have been asked to resubmit cost reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Updates will be provided as information becomes available.</li> </ul>		
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• <b>Disaster Preparedness-</b> Ms. Cartwright discussed preparations for wide-spread utility and cybersecurity emergencies. It was noted that it is important to educate staff on what to do to be prepared and to stock essential supplies.</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 January 9, 2025, at 10:00AM			
<b>Adjournment</b>	The meeting was adjourned at 11:00am			
<b>Chair</b>	Pamela Cartwright	Recorded By: Candice Ingram		