



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



<b>MEMBERSHIP ATTENDANCE: X - Denotes Attendance</b>				
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
	Advantage- Tammy Conlin	X	McIntosh Trail- Leslie Cantrell	Cass Hatcher, River Edge
	Aspire- Dana Glass		Middle Flint- Matthew Almeida	X Angela Holt, Middle Flint
	Avita- Cathy Ganter	X	New Horizons- Susan Gallagher	
X	Bridge Health- Heather Ramsey	X	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	
X	Gateway – Pamela Brinck	X	Unison- Laura Fullard	
X	Georgia Pines- Ricardo Pena	X	View Point Health- Jennifer Speights	
<b>GUESTS: Martha Parada (GA Pines), 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. Ms. Laura Fullard made a motion to approve the agenda, as written. Mr. John Moore seconded the motion. The agenda for today's meeting was unanimously approved.</li> <li>The minutes from the 1/9/25 meeting were presented and reviewed. Ms. Dena Payne made a motion to approve the minutes, as written. Ms. Terry Richards seconded the motion. The 1/9/25 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 that the group met today and discussed the following: <ul style="list-style-type: none"> <li>• <u>Work Day:</u> The HR Focus Group met with an individual from the State Accounting Office to discuss the Work Day rollout. The April 25, 2025 “go-live” rollout has been postponed to October, 2025.</li> <li>• <u>Fingerprinting:</u> Everyone in the Focus Group seems satisfied with the new process, as results are coming back much more quickly. Discussion ensued on the feature that runs random background checks on active employees periodically.</li> </ul> </li> <li>• <b>IT-</b> Mr. Van der Merwe reported that the group met on 2/6/25 and discussed the following: <ul style="list-style-type: none"> <li>• The main focus of the IT Focus Group has been two-factor authentication and the migration to Windows 11.</li> <li>• Some CSBs reported receiving a phishing email that was sent from a hacked email account from a CSB.</li> <li>• It was suggested that the next IT Focus Group meeting be held in-person to share vendor information.</li> </ul> </li> <li>• <b>CFO-</b> Ms. Lee Pavlik reported the group met on 1/17/25 and discussed the following: <ul style="list-style-type: none"> <li>• FY24 audits were due on 12/31/24. She noted that there continues to be a need to diversify audit firms within the network. Attempts to date to expand the number of audit firms has not been successful. Due to the current audit firm’s staff shortage, there have been delays throughout the state in getting audit results back in a timely manner. The CFOs would like more timely</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Updates will be provided as they become available.</li> <li>• Ms. Fullard will follow up to see if DBHDD will update the policy to reflect random background checks.</li> <li>• Updates will be provided as they become available.</li> <li>• CSBs were requested to communicate with each other should they experience any unauthorized cybersecurity/phishing attacks.</li> <li>• Fabio will schedule a joint meeting of the IT and HR Focus Groups to discuss PeopleSoft.</li> <li>• CSBs were asked to submit the names of any audit firms that might be interested in conducting CSB audits.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>HR/Compliance-</b> Laura Fullard</li> <li>• <b>IT-</b> Fabio van der Merwe</li> <li>• <b>CFO-</b> Lee Pavlik</li> </ul>	
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	<p>feedback or status updates throughout the audit process to ensure deadlines are met. The CFO group would like confirmation the current audit is staffed appropriately to handle all the CSBs in the state. Ms. Pavlik is going back to the CFO group for consideration to collaborate and address these concerns with the current audit firm.</p> <ul style="list-style-type: none"> <li>• CCBHC: The four CCBHC grant recipients shared where they were with the process and shared allowable costs.</li> <li>• Care-Logic: The CFO Focus Group would like to collaborate with Care-Logic to work on getting a better reporting system in place.</li> <li>• <b>Rev Cycle-</b> Ms. Angela Holt reported that the Revenue Cycle Focus Group was re-booted on 2/10 and discussed the following: <ul style="list-style-type: none"> <li>• Issues have been reported with processing the payments received from the Medicaid rate increases.</li> <li>• The Revenue Cycle Focus Group discussed creating a site to share ideas, processes, and contacts.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Updates will be provided monthly going forward.</li> <li>• Ms. Holt will provide updates at future meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Rev Cycle-</b> Angela Holt</li> </ul>	
<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>Discussion regarding GACSB strategic focus to provide high quality, cost effective and efficient services throughout the network.</p>		<ul style="list-style-type: none"> <li>• <b>Strategic Plan Initiatives - GACSB</b> Exec. Director</li> </ul>	

<b>State-wide Policy Initiatives</b>	<ul style="list-style-type: none"> <li>• <b>CCBHC:</b> No updates</li> <li>• <b>DBHDD:</b> Ms. Gallagher reported that the DBHDD is continuing to emphasize the need for CCBHC Needs Assessments and Staffing Plans to be more solid.</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 reminded everyone that the news has reported that 6 states have reinstated mandatory masking in response to the current bird flu. She suggested that CSBs consider making preparations to prepare their organizations for responding to any potential expansions of the bird flu, viruses, or even pandemic concerns due to the speed in which such issues can impact services. Discussion regarding severe weather events and their impact on CSB services took place. It was suggested that CSBs review and update their Continuity of Operations Plan and contact regional Health Care Coalitions for information and to obtain potential disaster supplies.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing updates will be provided.</li> </ul>		
<b>Next Meeting</b>	The next committee meeting will be March 13, 2025, at 10:00AM			
<b>Adjournment</b>	The meeting was adjourned at 11:00am			
<b>Chair</b>	Pamela Cartwright		Recorded By: Candice Ingram	