



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



MEMBERSHIP ATTENDANCE: X - Denotes Attendance					
X	Chair- Pam Cartwright- Legacy	X	Highland Rivers- Dena Payne	X	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
X	Aspire- Dana Glass	X	Middle Flint- Angela Holt		
X	Avita- Cathy Ganter	X	New Horizons- Susan Gallagher		
X	Bridge Health- Heather Ramsey		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		Serenity- John Moore		
	Gateway – Pamela Brinck	X	Unison- Laura Fullard		
	Georgia Pines- Martha Parada	X	View Point Health- Jennifer Speights		
GUESTS: Robert Hurn (Georgia Pines), Brent Burney (CSB of Middle Georgia), Ayanna Knight (McIntosh Trail), Eddie Williams, Candice Ingram					
DISTRIBUTION: 4/10/2025 Agenda, 3/13/2025 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. Ms. Cartwright asked everyone to place their name, email address, and CSB name in the chat for attendance. The agenda for today's meeting was presented and reviewed. Ms. Cathy Ganter made a motion to approve the agenda, as written. Ms. Laura Fullard seconded the motion. The agenda for today's meeting was unanimously approved. The minutes from the 3/13/25 meeting were presented and reviewed. Ms. Terry Richards made a motion to approve the minutes, as written. Ms. Dena Payne seconded the motion. The 3/13/25 meeting minutes were unanimously approved. 			

Focus Group Report Outs/Action Items	<ul style="list-style-type: none"> • HR/Compliance- Ms. Laura Fullard reported that the group met today and discussed the following: <u>NextGen</u>: A touchpoint meeting was held with NextGen. Everything is on track for it to go live sometime in October. Reporting should be finalized by 4/15/25. <u>Idemia/Checkpoint</u>: Everyone in the Focus Group seems satisfied with the new process, as results are coming back much more quickly than before with an average turnaround of 2-3 days. • <u>Drug Screens</u>: HFR auditors are checking to be sure that at least a third of each site's staff have been called for a random drug screen. • <u>Training</u>: There are no certified trainers in the state for the caregiver fire safety course. Efforts are underway to ensure that there will be certified trainers in the coming months. • IT- Mr. Van der Merwe reported that the group met and discussed the transition of systems to Windows 11, as Microsoft will no longer support Windows 10. • CFO- Ms. Lee Pavlik reported the group met on 3/28/25 and discussed the following: <ul style="list-style-type: none"> • <u>Annual Financial Audit</u>: Members from the CFO Group had a follow-up meeting with Baker & Associates to address the roadblocks with the financial audits, looking to make the process run more smoothly in the future. • <u>Cyberattacks Coverage</u>: Discussion regarding a recent cyber attack that impacted one of the CSB. Currently the cyber-security insurance plan has a high deductible of 1.5 million dollars. • <u>GainWell Tech</u>: The CFO Focus Group identified a new point of contact. 	<ul style="list-style-type: none"> • Updates will be provided as they become available. • Updates will be provided as they become available. • Updates will be provided at upcoming Admin Ops meetings. 	<ul style="list-style-type: none"> • HR/Compliance- <i>Laura Fullard</i> • IT- Fabio van der Merwe • CFO- Lee Pavlik 	
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	<p>GainWell is working to correct issues.</p> <ul style="list-style-type: none"> • <u>Health Insurance Premiums</u>: CFOs have sent recommendations to the state regarding health insurance premium costs, especially for those that elect to not be covered by the plan. • Rev Cycle- Ms. Angela Holt reported that the Revenue Cycle Focus Group met on 3/24 and discussed the following: <ul style="list-style-type: none"> • <u>Points of Contact for Billing Issues</u>: Ms. Brenda Hewett has been identified as the point of contact with batching issues, and Ms. Jill McCrary as the point of contact with GainWell. • <u>Carelon</u>: Claims that were being denied as “Incorrect Vendor ID” and “Diagnosis Missing” have been corrected. 	<ul style="list-style-type: none"> • Updates will be provided as they become available. • The Revenue Cycle Focus Group will meet again on 4/28. Ms. Holt will provide updates at future meetings. 	<ul style="list-style-type: none"> • Rev Cycle- Angela Holt 	
Strategic Plan Initiatives Update	<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> • Ms. Cartwright announced that an Executive Director has been named. Ms. Vanessa Cameron will assume the role on 4/28. • Discussion regarding GACSB strategic focus to provide high quality, cost effective and efficient services throughout the network. 	<ul style="list-style-type: none"> • Strategic updates will be provided at each meeting. 	<ul style="list-style-type: none"> • Strategic Plan Initiatives - GACSB Exec. Director 	
State-wide Policy Initiatives	<ul style="list-style-type: none"> • CCBHC: <u>Medicaid?</u> • DBHDD: The GACSB 2025 Annual Leadership Conference is October 27-29 at Legacy Lodge, Lake Lanier. 	<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 	<ul style="list-style-type: none"> • Ongoing updates will be provided. 		

	prepared in case of pandemic, natural disaster, and potential upcoming government shut-down.			
Next Meeting	The next meeting will be 5/8/25 at 10:00AM			
Adjournment	The meeting was adjourned at 10:30am			
Chair	Pamela Cartwright	Recorded By: Candice Ingram		