

## Region 3 DBHDD Advisory Council Meeting Minutes

May 17, 2018

| Call to Order             | The meeting was called to order at 2:30 pm on Thursday, May 17, 2018, by Brenda Roberts, Chairperson for the Region 3 Advisory Council.   |  |  |
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| Welcome/<br>Introductions | Ms. Roberts, Chairperson, called the meeting to order and welcomed Council Members, staff from Region 3 and DBHDD and community residents. Everyone in attendance introduced themselves.  |  |  |
| Attendees                 | <p><b>Council Members Present:</b> Brenda A. Roberts, Chair; Lynne Anderson; Melinda Morgan-Carson; Jodie Chambers<br/> <b>Excused Absence:</b> Barbara Avila-Crawford; Dr. Raushanna Johnson-Verwayne<br/> <b>Conference Call:</b> Freda Hammonds; Urmil Tracy Marshall; Marc Olsen; Lasonya Jackson; Dr. Caroline Brackett; Janice Scott; Sunita Joshi; Dianna Williams; Anthony Jackson<br/> <b>Region 3 Staff:</b> Troy McQueen, Program Analyst Coordinator for Behavioral Health; Daphne Rosalis, RSA for Developmental Disabilities; Kerri Bradford, Developmental Disabilities Executive Assistant; Ruth Coody, Assistant to the Region 3 Advisory Council<br/> <b>DBHDD Staff:</b> Michael Link, Director, Statewide Community Relations</p> |  |  |
| Approve Minutes           | The Chair, Brenda Roberts, asked for a motion to approve the March 15, 2018, minutes. Motion was made by Melinda Morgan-Carson to approve the minutes with one correction. Jodie Chambers was present for the meeting and her name was not included. Urmil Tracy Marshall seconded the motion to approve the minutes with the correction. The motion was approved unanimously.  |  |  |
| AGENDA ITEM               | PRESENTER(S)  | DISCUSSION   | ACTION   |
| Old Business              | Leadership Council  | Michael Link provided a report of the activities of the State Leadership Council meeting on March 23 <sup>rd</sup> , 2018. The DELPHI Process is drawing to a conclusion. The process will provide an opportunity to look at the questions and the input from citizens/professionals in a pilot project. The DELPHI Process will be used this year and each region will return to the Priorities Process next year. This yearly rotation between the DELPHI Process and the Priorities Process will continue in upcoming years. The Leadership Council will be looking at how each region conducts their elections and how to have consistency in the procedures among the six regions. Members discussed the upcoming RAC Training event in Augusta, Georgia, in early May, 2018. The RAC Training will be done in conjunction with staff training being done by DBHDD. | The next meeting of the State Leadership Council will be Friday, May 18 <sup>th</sup> , 2018, in Macon, Georgia, at Rivers Edge Community Service Board. |

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| Old Business<br>(Continued) | Community Education Forum   | The format for the forum will continue to be the same as the one used by DBHDD to do the forum in Rockdale County on November 18, 2017. Format used is to begin at 11:00 am and end around 1:00 pm on a Saturday. Staff from DBHDD will do the presentations about services followed by questions from the citizens in attendance. Council members want to continue with the plan to do the next community forum in Newton County even though the Newton County representative to the Advisory Council resigned.  | Melinda Morgan-Carson will work with some of her local contacts to plan for the next community forum to be held in Newton County after the Region 3 Advisory Council elections in July, 2018. |
|                             | DBHDD Policy Signature Form Acknowledging Receipt of the Policy on Standards and Ethics in Government | Ruth Coody distributed copies of the DBHDD Policy #22-1201 (Standards of Conduct and Ethics in Government) to the Advisory Council members who have not returned the signature page acknowledging receipt of the policy. This policy covers confidentiality which each advisory council member must be aware of and abide by the policy. Every active member must sign the acknowledgement. A file with the signatures and dates of each advisory council member acknowledging receipt of the policy is kept for the record. Eight Region 3 Advisory Council members have signed the acknowledgement and returned their forms to Ruth Coody. The members who have signed the form are Lynne Anderson, Melinda Morgan-Carson, Janice Scott, Lasonya Jackson, Caroline Brackette, Ph.D., Freda Hammonds, Jodie Chambers, and Sunita Joshi. Dianne Williams raised a question about signing the form stating she is a volunteer and not a DBHDD employee. Michael Link referenced the Bylaws for Regional Advisory Council members which requires all members of regional advisory councils to follow the policies of DBHDD. | Ruth Coody will send out the policy again by email to the Region 3 Advisory Council members who have not submitted the signed acknowledgement.  |
| New Business                | Nominating Committee  | The Chairperson, Brenda Roberts, appointed Freda Hammonds to Chair the Nominating Committee to develop a slate of candidates to elect officers and two members to the Region 3 Advisory Council Executive Committee during the July 19, 2018, meeting. Melinda Morgan-Carson and Janice Scott volunteered to assist Ms. Hammonds on the committee.  | Nominating Committee Chair will be Freda Hammonds. Melinda Morgan-Carson and Janice Scott will assist. A slate of candidates will be presented at the July, 19, 2018, meeting.                |
|                             | County Reports  | Brenda Roberts reported that Clayton County continues to work with Delta officials to resolve the loss of about \$ 9 million dollars in tax revenue to the Clayton County School System.  | There are no action items for the Region 3 Advisory Council members to take.  |

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| <b>New Business<br/>(Continued)</b> | Communication from Steve Spivey, Chair, State Leadership Council | <p>The Chairperson, Brenda Roberts, read aloud the email from Steve Spivey dated March 27, 2018. The subject matter of the email was the sending of mass emails and public speaking for DBHDD. His communication was addressed to all regional advisory council members of the six regions. It states "I am sending out this reminder to all Regional Advisory Council members that any correspondence to all DBHDD staff and/or RAC members needs to go through the Regional Field Office and DBHDD's Office of Communication first. In the past there have been jokes sent out, views that aren't agreed to by DBHDD, as well as self-promotion of one's business or position. Also, members cannot speak on behalf of the department or make presentations on its behalf unless it has been pre-approved through the Region Field Office and the Office of Communications." Michael Link answered questions of members and provided examples of actions taken by Regional Advisory Council members which warranted this type of communication to all RAC members.</p>   | There are no action items for the Region 3 members to take.   |
|                                     | RSA Reports  | <p>Troy McQueen, Program Analyst Coordinator for Behavioral Health, provided a report for Gwen Craddieth, RSA for Behavioral Health, who had to attend a meeting at 2 Peachtree Street. Troy reported that six additional crisis residences for BH will be located in Dekalb, Gwinnet and Clayton counties to provide additional resources. There were questions about any additional schools that will be designated as APEX schools. Four million dollars has been added to fund an additional 13 schools for APEX services.</p> <p>Daphne Rosalis, RSA for DD, provided a report. She discussed two new initiatives. Provider Issue Management System is very important to ensure consistent responses to providers. This will be on the DBHDD website. There will be provider training in June, 2018, to help providers understand how to use the system for their questions. The other initiative is the Residential Bed Data Base. The intent of the data base is to help manage open and available beds more efficiently for providers and families. Ms. Rosalis distributed two newsletters that Ruth Coody will send out to all the Council members</p> | There are no action items for the Region 3 members to take; however, Ruth Coody will send the two newsletters distributed by Daphne Rosalis to all members. |

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| <p><b>New Business<br/>(Continued)</b></p> | <p>RAC Training in Augusta, May, 2018</p>  | <p>Three members of the Region 3 Advisory Council attended the DBHDD sponsored RAC Training in Augusta. The RAC Training was held in conjunction with training being done for other DBHDD Staff. 38 RAC members out of approximately 300 regional advisory council members from the six regions attended. The three members who attended provided positive comments about the training and what they learned. Members raised questions about the location, having training in May when members who worked in school systems could not attend, and the training adjourning so late on a Friday afternoon when members would have to travel to their homes. Michael Link discussed some of the parameters of DBHDD being able to provide training to RAC members. There is not a budget to do RAC training so DBHDD tries to offer the training when there is other training being done for DBHDD staff. He acknowledged that the late adjournment on Friday may have kept some members from attending and a lot of members work so there is never a good month to try to select to provide training. He will work with DBHDD Training staff and the State Leadership Training committee to problem solve the issues. He also stated that there is not a representative from Region 3 on the Training Committee.</p> | <p>There are no action items for the Region 3 members to take; however, Ruth Coody will send out a notice to Council members about the Training Committee to see if a member would like to volunteer to serve on the committee.</p> |
| <p><b>Public Comments</b></p>              | <p>Heidy Guzman was in attendance and made some remarks about her efforts to provide outreach to the Hispanic community and asked for feedback and information about how to make some connections. Advisory Council members provided her with some contacts and resources.</p>     |  |   |
| <p><b>Adjournment</b></p>                  | <p>The Chair, Brenda Roberts, asked for a motion to adjourn the meeting at 3:53 pm. Melinda Morgan-Carson made a motion to adjourn the meeting, and Lynne Anderson seconded the motion. The motion was approved unanimously. The next meeting will be Thursday, July 19, 2018.</p> |  |   |

Minutes recorded and submitted by Ruth Coody, Advisory Council Assistant for Region 3

Approved: \_\_\_\_\_