



*A Community Mental Health / Developmental Disabilities / Addictive Diseases Program*

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**NEW HORIZONS BEHAVIORAL HEALTH  
BOARD OF DIRECTORS  
2100 Comer Avenue – New Horizons Training Room  
Columbus, GA 31906**

Date of Meeting: March 13, 2023

Members Present: Damon Hoyte, April Hughes, Joseph Williams,  
David Ranieri, Karen Johnson, LaVerne Chaffin,  
and Sandra Gill

Members Excused: Edwina Turner, Nancy Schroeder, Linda McElroy,  
and Ed Harbison

Staff Present: Andrea Winston, Denise Wade McLeod, Susan Gallagher,  
Randall Newberry, Kenyetta Plummer, Cyndy Pattillo,  
Chloe Landreth, and Molly Jones

**CALL TO ORDER:** The meeting was called to order by Board Chair Damon Hoyte at 3:31 p.m.  
A quorum was established at that time.

**RECOGNITION OF GUEST(S) ATTENDING TODAY'S MEETING:** Rhonda Collins,  
CPA, Baker & Associates, Albany, Georgia.

**\* SECRETARY'S MINUTES (Approval of February 13, 2023 minutes):** M/S/P Joseph  
Williams/LaVerne Chaffin to approve the February 13, 2023 minutes, Board approved.

**FINANCIAL REVIEW:** Susan reported New Horizons closed the month of January with a  
surplus of \$186,989 and a year to date surplus of \$2,137,023. Medicaid Waiver Revenue was  
lower for the month which is attributed to the fact that we have recouped the 5% I/DD increase.  
Medicaid Fees are lower for the month with a deficit of \$10,025 YTD against budget. Personnel  
expenses continue to be lower than budgeted due to the number of positions we have vacant across  
the agency. Other Operating Expenses are \$356,680 over budget. An analysis of Other Operating  
expenses in February led to the creation of additional expense categories that reclass these  
expenses to more accurately reflect our financial activity. Days Cash on Hand at the end of  
January was 135.58. We have met with the Support Team from Acumatica, our Accounting  
Software, and are moving ahead on automating the budget process. We are also looking at  
speeding up the monthly bank reconciliation process by automating the check clearing process.  
Our Cost Allocation Plan has been revised to include allocating costs for RAD Clinic, the  
Development office, and Representative Payee Services.

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This new allocation will take effect in February. We are in the process of filling an Accounting Technician position with the goal of shortening the number of days to close the monthly financial period. A SAMHSA Grant application was successfully submitted on March 10<sup>th</sup>.

**ANNUAL FINANCIAL AUDIT REVIEW:** Rhonda Collins, CPA, with Baker & Associates of Albany, Georgia attended today's meeting to discuss New Horizons' annual external audit and answer any questions. The audit report was emailed to Board members prior to today's meeting. The final audit report indicated we received an unmodified opinion, meaning the auditor concludes that the financial statements are presented fairly, in all material respects, in accordance with generally accepted accounting principles. Ms. Collins reported that the audit process went very smoothly and commended staff for their cooperation in providing all information/documents requested. She explained that our audit is driven by Federal funding we receive and revenue must match expenses, the agency must follow policies, procedures, and rules that we have in place, and grant compliance is required. The audit also contained two compliance reports with no problems or issues noted, no findings, and no journal entries needed. Ms. Collins' report indicated we had a very successful audit and Board Members thanked her and New Horizons' leadership for their amazing job in completing the audit.

**LEADERSHIP STRUCTURE CHANGES:** Andrea reported that with the loss of our Chief Financial Officer in June of 2022, many staff jumped in to cover additional responsibilities and duties. To enhance our leadership and administrative structure and in preparation for CCBHC implementation, Susan Gallagher has been named the Interim CFO and Denise Wade McLeod has been appointed Chief Operating Officer. Susan has assumed many new financial responsibilities over the past few months while continuing to apply for additional grant funding. Denise has served as Clinical Director for several years and does a great job in ensuring we follow evidence-based practices and that service delivery continues to improve. These staff enhancements should ensure we become more efficient in our operations while maintaining our financial status. As CSBs are more and more data driven, Cyndy Pattillo is heading up the Performance Improvement Department in addition to her CARF survey guidance. The Clinical Director position is now posted internally. Andrea emphasized that she can now focus more on the business and strategic planning of the organization.

**DBHDD CEO HIRING POLICY:** For informational purposes, Board members were given a copy of the DBHDD policy related to Community Service Board Oversight of the Approval of Executive Director Selection and Compensation. The policy indicates that DBHDD will approve or disapprove the Community Service Board's governing board recommendation for selection of, and compensation for, the position of executive director. The CSB also reviews recommendations for changes to terms of compensation for the executive director and will review all of the executive director terms of compensation at least once every five years. Other policy procedures were outlined in the document.

**COMPLIANCE TRENDING REPORT:** Kenyetta Plummer, Compliance Officer, gave an overview of the Aggregated Trending report for FY22, a tool that assists the agency in ensuring the health and safety of individuals and staff, and identifies areas for program improvement. She reminded Board members that New Horizons is strongly committed to protecting the welfare of those who seek our services and to offer quality, professional care in a safe and humane environment.

She outlined the process and procedures for reporting deaths and critical incidents to DBHDD, indicating incidents are reported by category and type and subject to further analysis and that the Corporate Compliance Department is charged with oversight of all reporting to DBHDD. Lowanna Richardson maintains the reports and collects the data for the Compliance Department, identifies any trends, and prepares quarterly reports that are presented to various committees.

**\*PARTICIPATION IN CHILD AND ADULT CARE FOOD PROGRAM:** Susan explained that the Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers. REACH and Randolph/Clay Service Center are the two programs currently receiving CACFP funds. M/S/P Joseph Williams/David Ranieri to approve New Horizons' participation in CACFP, Board approved.

**DEVELOPMENT, MARKETING, AND PUBLIC RELATIONS:** Chloe reported that she and Susan attended Community Service Board Day at the Capitol recently and had the opportunity to visit with legislators. Board Chair Damon Hoyte, along with several New Horizons' staff members, attended the Columbus City Council meeting to receive the Proclamation designating March as Intellectual/Developmental Disability month. Chloe and Susan participate in the FaceBook Live show with Pops Barnes every Monday morning to educate the public on health, wellness, and community resources. New Horizons continues to have billboards displayed around Columbus advertising our services and hand outs with the 988 Suicide Lifeline number and New Horizons information are being distributed in the community. Our Social Media is on the rise with FaceBook numbers increasing and a new Instagram account set up. Upcoming events include: Recovery on the River, Harris County Summer Teen Summit, and the I/DD Talent Show.

**ANNOUNCEMENTS:** Board members were reminded there is no meeting in April.

Andrea shared an email from DBHDD that read, "I want to acknowledge, to you and your team, that your continued partnership in the work of CCBHC is noticed and appreciated. New Horizons' reports are in on time, and staff participate in the opportunities to provide input/feedback. Thank you for your leadership and commitment," from Sarepta Archila, CCBHC State Project Director.

Andrea reported that House Bill 520, legislation encompassing many of the recommendations of the 2022 report by the Behavioral Health Reform and Innovation Commission, passed. This is the next step in improving behavioral health protocols, services, and workforce for children and adults in the state.

A recommendation for a potential Harris County Board representative has been made. Andrea will reach out and invite them to a future meeting.

Andrea announced that New Horizons awarded bonuses in December 2022 and February 2023 in the amount of \$500 for full-time staff and \$250 for part-time staff.

Karen Johnson inquired about respite care services for families. Andrea responded that the service must be included on the individual's Waiver that goes through Support Coordination. She suggested Ms. Johnson call her if additional information is needed.

**PUBLIC COMMENT:** No public comments were made.

**ADJOURNMENT:** M/S/P Joseph Williams/David Ranieri to adjourn the meeting at 5:26 p.m., Board approved.

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Damon Hoyte  
Chairperson