

Clayton Center Community Service Board

Business Meeting Minutes

August 16, 2016

Present:

NaJeebah Butler, Chairperson
Birney Bowmaster, Vice Chairperson
An'Cel Davis
Bryan Flowers
Pricilla Schmidt
Martin Thompson
Dr. Alieka Anderson
Dr. Aundria Cheever, Chief Executive Officer

Absent:

Terrica Redfield Ganzy

I. Call to order

Ms. Butler called the meeting to order at 5:38 p.m.

II. Invocation

Mr. Lee Adams led the Invocation.

III. Public Comments

There were no public comments.

IV. Business

A. Approval of Agenda

1) Additions to Agenda

Dr. Cheever added the following additions to the Agenda:

- a) Residential Satisfaction Survey
- b) State Office Regional Tour Visit
- c) New Staff Appointments (Positions)

Ms. Butler asked to make an adjustment to the Agenda, due to two Board Members who had to leave early. Therefore, the voting for Election Of Officers was next after 501c3.

2) Adoption of Agenda

Motion was made by Dr. Anderson, seconded by Mr. Davis, to accept the additions to the Agenda. The motion was carried unanimously in the affirmative.

B. Approval of Minutes

Motion was made by Mr. Bowmaster, seconded by Dr. Anderson, that the Minutes of the July 19, 2016, Board meeting be approved as submitted. The motion was carried unanimously in the affirmative.

C. Housing Authority Purchase Offer

The Purchase Offer is on hold because of upcoming changes to the Housing Authority Board Committee. We were informed on Friday, August 5, 2016 that some of the Board Members may be released from their Board obligations. Two Board Members who were assisting Clayton Center in locating a new Residential facility may not be continuing their term with Housing Authority Board. The decision will be announced at the Housing Authority Board Meeting today, August 16, 2016.

D. 501c3 Corporation... Board Reconstruction

Dr. Cheever will provide the Board with additional information after pursuing a Grant proposal for the 501c3. Therefore, 501c3 Board reconstruction will be placed on hold.

E. Election Of Officers for FY17

The Board Committee nominated and voted for FY17 Board Chairperson and Vice Chairperson. Ms. NaJeebah Butler and Mr. Martin Thompson were nominated for Chairperson. Mr. Birney Bowmaster and Mr. Bryant Flowers were nominated for Vice Chairperson. The Election Of Officers for FY17 are:

- ✓ Ms. NaJeebah Butler as Chairperson
- ✓ Mr. Bryant Flowers as Vice Chairperson

The transition of Officers is effective immediately.

F. Productivity Review & PMR

Tiffany Tom-Johnson, COO, provided a handout for July 2016 productivity.

- July Agency overall productivity - 80%
- Adult Day Services – 102%
- The Nursing Department - 78%
- Intake Department - 100%
- Counseling Department - 114%
- Doctors -81% (For the 1st time)

KPI Report handout was distributed to the Board.

There are five (5) areas that need improvement. We have one month remaining to make the improvements. We are on the verge (threshold) of exceeding the last KPI Report that was submitted on May 31, 2016. The next KPI Report will cover the months of April 2016 thru September 2016. Dr. Cheever expressed to the Board that Tiffany Tom-Johnson and Adrienne Johnson should be commended for their hard work, for correcting the productivity numbers and increasing the KPI scores.

Caregiver Satisfaction Survey Form was given to the Board for review. The form will be available for the Caregivers to give their feedback, which will help improve our services. The Board will review the form and vote at the next Board meeting.

G. Accountability Plan

Mr. Adams was selected in September to be the Accountability Compliance Officer for the Agency. Mr. Adams provided a Power Point and gave a brief presentation to the Board.

The Accountability Plan Power Point highlights the following topics:

- Productivity PDCA Cycle
- Productivity Goals
- Productivity Selection Criteria
- Analyze Results & Identify Root Causes
- Generate & Chose Solutions
- Analyze the Results
- Draw Conclusion
- Adopt, Adapt, or Abandon the Intervention
- Monitor; Hold the Gains
- Leadership Development
- Leadership Academy
- Emerging Leaders

H. Woman to Woman & Associations Domestic Violence

Dr. Cheever was asked to speak at the 3rd Annual W2WA Empowerment Event. The event will be held at Riverdale Town Center on August 27, 2016 at 10am.

I. House Of Dawn's 9th Mardi Gras Charity Gala

The event will be held at The Morrow Center on Saturday, September 24, 2016 from 6:00pm -11:00pm. Dr. Cheever asked the Board to support the House of Dawn Mardi Gras Charity Gala by reserving a table for eight (8). Board Members and Staff Members are welcome to attend.

Motion was made by Ms. Schmidt, seconded by Mr. Davis to purchase a table for House Of Dawn's Charity. The motion was carried unanimously in the affirmative.

J. Still Standing & Stepping Out- The Purple Affair

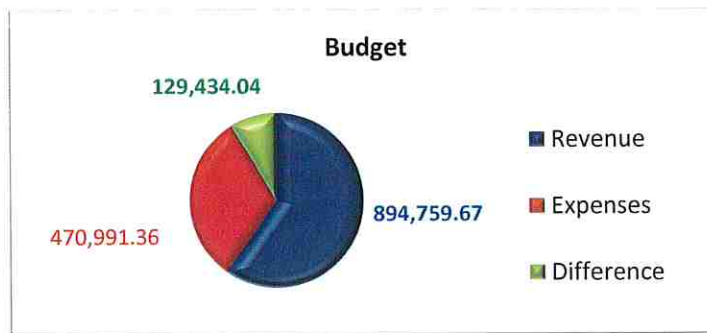
The Still Standing & Stepping Out (THE PURPLE AFFAIR) Annual Fundraiser Honoring Survivors Of Domestic Violence. The event is Saturday, October 1, 2016 from 5:00pm – 8:00pm at "Charles F. Easley Sr. Conference Pavilion." Dr. Cheever will represent Clayton Center at the event.

V. Reports

Chief Executive Officer

1) Financial Overview

The FY16 Revenue and Expense Statement pie-chart handout was provided.



- Revenue - 894,759.67
- Expenses - 470,991.36
- Difference - 129,434.04

Clayton Center current Bank Balance is \$527,551.10. Saving Bank Balance is \$105,047.32.

Dr. Cheever explained that HCS employees are complaining about paying higher Insurance premiums since the transfer. Dr. Cheever asked the Board for approval to add \$1500.00 per month, to allow the employees to pay lower Insurance premiums. (Former Clayton Center employees)

Motion was made by Ms. Schmidt, seconded by Mr. Flowers to pay \$1500.00 extra to lower Insurance premiums. The motion was carried unanimously in the affirmative.

Mr. Davis inquired about the CFO position being filled. Dr. Cheever explained since we are in a tight financial situation she would like to monitor the finance closer. Therefore, we have hired two (2) employees to work in Finance. A Budget Analyst to create our budget and ensure that we are following the budget plan. An Accountant was hired to enter Abila, execute Audits and maintain bank reconciliations.

2) Social Security Audit – July 6, 2016

Social Security Audit letter was provided to the Board which summarized the findings and listed recommendations.

Dr. Cheever gave an overview of the letter.

- Bond/Insurance coverage the Agency maintains is sufficient.
- We were in compliance with our Fee-for-Service SSA guidelines.
- Split the cost between the Individuals living expenses.
- Write up what is being spent.
- Clayton Center cuts the checks but the Individuals pay their bills.
- The High functioning Individuals are capable of managing their own finances.
- She pointed out the three (3) items that need to be addressed.

Mr. Banks is the SSA representative. September 30, 2016 is the deadline to provide documentation and/or proof of Action Items implementation.

3) **FY17 Budget Approval**
Scheduled for September

4) **Grants Applied For:**

- ✓ Macon-Bibb VA Treatment Court
- ✓ DBHDD Underage Alcohol Services for Clayton and Chatham

Motion was made by Mr. Davis, seconded by Mr. Flowers to accept the two Grant Proposals. The motion was carried unanimously in the affirmative.

5) **Agency Staff**

Dr. Cheever presented the Agency Staff Report as shown below:

Agency Staff	Total
Clayton Center Staff	70
HealthCare Staff	160
Terminations	0
Resignations	0
New Hires	2
College Interns	1
Summer Interns	4
Clayton Center Vacancies	2
HealthCare Staff Vacancies	20
Interns/Volunteers	0

6) **Payroll**

July 2016 - Clayton Center Payroll - \$321,277, HealthCare Staffing Payroll - \$307,965.59

7) **CEO & Community Collaboration**

Dr. Cheever spoke at the Riverdale Town Hall Center meeting on July 9, 2016. Clayton County Prevention on Underage Drinking was the topic.

8) **Upcoming Events**

- Woman to Woman – Speaking on Domestic Violence
The event will be held on Saturday, August 27, 2016 at 10:00am, at the Riverdale Town Center.
- 2016 Board Educational Exchange
The Educational Exchange will be at Chateau Elan October 23rd -25th, 2016.

9) **State Office Regional Tour Visit**

The Tour Visit is September 21st - 23rd. As soon as, Dr. Cheever receives the exact date she will inform the Board.

10) **New Staff Appointment (Positions)**

- ✓ Mr. Adams is Accountability Compliance Officer
- ✓ Cindy Hardy is the VA Coordinator for the Agency
- ✓ Gayle Fisher will be responsible for collecting payments for the Agency

VI. Executive Session

No Executive Session

VII. Adjournment

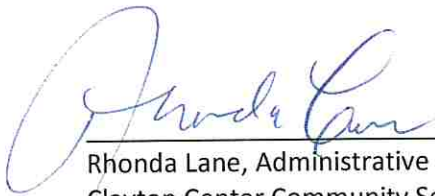
There being no further business, Ms. Schmidt motioned for the meeting to be adjourned. Mr. Flower seconded the motion and the vote was unanimous in the affirmative.

Meeting was adjourned at 6:55p.m.

The next scheduled Board Meeting is: **Tuesday, September 20, 2016 at 5:30pm at Battle Creek.**

Submitted by:

Approved by:



Rhonda Lane, Administrative Assistant
Clayton Center Community Service Board



NaJeebah Butler, Chairperson
Clayton Center Community Service Board

cc: Clayton Community Service Board Members

Clayton County Board of Commissioners