

**Clayton Community Service Board
Business Meeting
Minutes**

December 16, 2014

Present: Birney Bowmaster, An'Cel Davis Patricia Schmidt, Martin Thompson, Dr. Aundria Cheever. Via Telephone Conference Call: Dr. Alieka Anderson & Terrica Redfield Ganzy

Absent: NaJeeba Butler, Bryan Flowers, Angela Jackson

I. Call to Order/Welcome

Mr. Bowmaster called the meeting to order at 5:40 P.M.

II. Invocation

Dr. Cheever led the invocation.

III. Public Comments

Ms. Wanda Tucker, a parent of an individual that is in the CSS program commented on the supported employment program for DD individuals and separation of individuals at the center. Dr. Cheever responded by planning a meeting with Ms. Tucker, Elzie Bailey, the CSS director to further discuss her comments.

IV. Business

A. Approval of Agenda

1. Additions of Agenda

Officer Elections were added to the agenda.

2. Adoption of Agenda

Mr. An'Cel Davis made the motion to approve the agenda with the addition, seconded by Dr. Alieka Anderson, and carried unanimously.

B. Approval of Minutes

A motion was made by Dr. Alieka Anderson to approve the November 18, 2014 meeting minutes (with the revision of changing the person who motioned the November 18, 2014 agenda to Dr. Alieka Anderson and seconded by Mr. Bowmaster.) The motion to approve the November 18, 2014 minutes with the revisions was seconded by Mr. An'Cel Davis and carried unanimously.

C. 501c3 Corporation Monthly Report

- o **Head Start Federal Application.....could not meet application timeframe.**

Dr. Cheever reported that due to time line and the enormous amount information needed to be gathered to submit with the application the application deadline could not be met.

D. CARF.....notification of Review Dates as January 26-28, 2014.

Dr. Cheever asked the board members to volunteer to speak with CARF during their survey at the agency. The day will be on January 26, 2014 at 10:00 A.M. at Smith Street.

E. Officers for Election

Dr. Cheever reported that elections for Chairman and Co-Chairman of the board can be conducted or the current elected officials can be left as it is. Dr. Cheever reported that this will be further discussed in the next meeting in January.

V. Reports

A. Financial Updates

Dr. Cheever gave a detailed revenue and expense report with Key Performance Indicators handouts in CFO, Angela Jackson's absence. SEE ATTACHMENT.

B. Chief Executive Director

Dr. Aundria Cheever presented detailed report that included updates on new and existing employees, employee vacancy rate, payroll, programs & services, Community Collaborations.

Dr. Cheever distributed a flyer with several pictures of what could be the new logo for Clayton Center for the board members to review.

Dr. Cheever also reported Clayton Center will be in charge of Veteran's housing & Veteran's re-entry program at Holly Tree.

SEE ATTACHMENT.

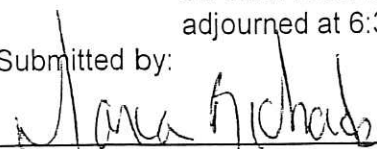
VI. Executive Session

There was no executive session at this meeting.

VII. Adjournment

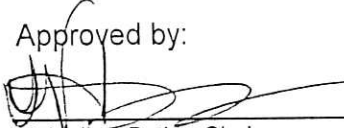
Dr. Alieka Anderson motioned for the meeting to be adjourned. Patricia Schmidt seconded the motion and was carried unanimously. Meeting was adjourned at 6:32 P.M.

Submitted by:



Marva Richards, Administrative Assistant
Clayton Center Community Service Board

Approved by:



Najeebah Butler, Chairperson
Clayton Center Community Service Board

cc: Clayton Community Service Board Members
Clayton County Board of Commissioners