Clayton Center Community Service Board
Business Meeting Minutes
December 19, 2017

Clayton Center Community Service Board (CSB) Board Members

Mr. Bryan Flowers, Chairperson	Mr. Kenneth Wilson
~~Dr. Alieka Anderson, Vice-Chairperson~~	Dr. Nia Cantey - ***participated via phone***
Mr. An'Cel Davis	Dr. Aundria Cheever, Chief Executive Officer
Mr. Eric Bell	Ms. Jennifer Haynes
Mr. Martin Thompson	Ms. Rhonda Lane

I. **Call to order**

Mr. Flowers called the meeting to order at 5:35 p.m.

II. **Invocation**

Mr. Lee Adams led the Invocation

III. **Public Comments**

There were no public comments

IV. **Executive Session**

Dr. Cheever asked the Board to approve and grant the Chair and Vice-Chair Executive Power to execute the recommendations discussed in the Executive Session.

Motion was made by Mr. Bell, seconded by Mr. Wilson, to close the Public Business Meeting and to proceed into Executive Session. The motion was carried unanimously in the affirmative.

Motion was made by Mr. Davis, seconded by Mr. Bell, to close Executive Session and to proceed with the Public Business Meeting. The motion was carried unanimously in the affirmative.

Motion was made by Mr. Davis, seconded by Mr. Wilson, to authorize the Chair and Vice-Chair Executive Power to execute the recommendations discussed in the Executive Session. The motion was carried unanimously in the affirmative.

V. **Business**

A. **Approval of Agenda**

Bank Account

Motion was made by Mr. Davis, seconded by Mr. Wilson, to accept the Agenda with the Addition. The motion was carried unanimously in the affirmative.

B. **Approval of Minutes**

Motion was made by Mr. Wilson, seconded by Mr. Davis, to approve the November 14, 2017 Minutes as submitted. The motion was carried unanimously in the affirmative.

C. **Human Resource Update**

The Human Resource handout report for September through November 2017 was given to the Board.

Staff Report for November 2017

Clayton Center	HCS
Employees - 69	Employees - 134
Terminations - 0	Terminations - 1
Resignations - 1	Resignations - 3
College Interns - 8	Released - 1
Volunteers - 3	College Interns - 0
Vacancies - 1	Vacancies - 25

Clayton Center payroll for November was $338,868.53. HCS payroll for November was $315,580.69. A total of $370,000 is needed by the end of the month for Healthcare Staff ($145,000) and Clayton Center ($225,000) payroll.

D. **Individuals Served**

Mr. Brent Eberspacher, IT Director distributed a handout of Individuals served outlining the agency's progression from 2014 – 2017. Mr. Eberspacher reported that each month the agency has served more Individuals than the previous months within the last three years. However, in September, October and November 2017 the VA contract ended, as a result, the numbers decreased. The VA contract has been renewed; therefore, the numbers should begin to increase.

E. **Productivity Review, PMR & Service Dashboard**

Ms. Tiffany Tom-Johnson, COO provided the DBHDD Performance Monitoring handouts to the Board.
Ms. Tom-Johnson updated that the Performance Monitoring Report was sent to DBHDD, November 30, 2017. The overall score increased from 55% to 65%. The agency's No Show standard rate has increased. It was reported for the first time, that Individuals were able to be seen by the doctor within the required 9 days instead of 14 days.

F. **Accountability Report**

Mr. Lee Adams, CAO provided the Billing Accountability Report updated handouts for the Board to review. It was stated that any questions or concerns could be discussed at the next Board Meeting.

G. **Holiday Breakfast Party – December 22, 2017**

The Holiday Breakfast is scheduled for December 22, 2017 from 8:00 to 10:00am. The breakfast will be held at the Paula Crane Life Enrichment Center. The Board Members were provided a breakfast flyer and asked to participate.

H. **CARF – January 10-12, 2018**

Dr. Cheever shared that the CARF Surveyors are coming January 10-12, 2017. She asked if any of the Board Members would be willing to speak with the CARF Surveyors in person or by phone.

I. **Mr. Bell's Marketing Campaign Plan**

Dr. Cheever met with Mr. Eric Bell regarding marketing strategies for the agency. They decided on sending postcards to Businesses, asking for donations for the agency. Mr. Bell obtained an address list from the Chambers of Commerce to send out postcards to various agencies. The postcards will be sent out every 6 months. An example of the postcard was shown to the Board. The postcards will consist of important information about the agency. Mr. Bell

also suggested partnering with Parks and Recreation to present the Clayton Center services and the needs of the community that we serve.

J. **Bank Account**

Dr. Cheever asked the Board for approval to add Mr. Flowers to the Bank Account.

Motion was made by Mr. Davis, seconded by Mr. Bell, to approve Mr. Flowers signing privileges to the Bank Account. The motion was carried unanimously in the affirmative.

VI. Reports

A. Director of Finance

- Budget and Year to Date Financials

Ms. Jennifer Haynes, Director of Finance distributed handouts of Revenue FY2018 Revenue and Expenditures Summary.

2018 FY YTD Revenue and Expenditures Summary

	Actual	Budget	Fav/(UnFav)
Revenue	$5,143,338	$4,885,794	$257,544
Expense	$4,979,970	$5,180,717	$200,747
Net Deficit	$163,368	($294,923)	$458,291

Ms. Haynes reported that agency's November 2018 YTD Total Revenue was $5.1M and Total Expense was $5.0M leaving a net excess of revenue over expenditures of $0.2M. YTD Revenue was $0.3M favorable to budget primarily due to an accelerated funding of County Block Grant in November. YTD Expense was $0.2M lower than budget due to timing. While November 2018 YTD results were favorable to the budget, the December forecast projects that Clayton Center will only break even in FY18.

- Fiscal Audit Updates

  The Financial Auditors came November 2017. The final audit adjustments are in progress and will be updated at a later date.

B. Chief Executive Officer

- **CEO Report**

  Dr. Cheever reported the following updates:
  - Presentation to the Housing Authority Commissioners on December 15, 2017 for Kendrick Funding.
  - The agency is scheduled to close at 12:00pm on December 22, 2017. The agency will be closed December 25th – 26th, 2017 and January 1, 2018.
  - GACSB Information Handouts:
    - ✓ 2018 Legislative Agenda
    - ✓ CHIP Funding in 2017 (Children's Health Programs)
    - ✓ CSB Day 2018 at the Capitol… February 27, 2018 at 9:00am – 4:00pm
    - ✓ 2018 Spring Fling… April 29th through May 2nd 2018 at Sea Palms Resort in St. Simons Island
    - ✓ GACSB's 2018 21st Annual Educational Exchange October 28th through October 30th 2018 in Jekyll Island

- **Sustainability Plan**
  Dr. Cheever provided the Board with a copy of the updated Sustainability Plan that she will send to the State. The State requested additional written information and visual graphs/charts. Dr. Cheever reworded the Sustainability Plan with an emphasis on more physical information. Dr. Cheever asked for permission to submit the plan to the State on December 20, 2017. It was noted that the Sustainability Plan is a work-in-progress; therefore changes can be made before submission.

Motion was made by Mr. Davis, seconded by Mr. Wilson, to approve the Sustainability Plan in the authority of Dr. Cheever and noted that the plan is a work-in-progress. The motion was carried unanimously in the affirmative.

VII. Adjournment

Mr. Flowers motioned for the meeting to be adjourned.

Motion was made by Mr. Davis, seconded by Mr. Wilson for the meeting to be adjourned. The vote was unanimous in the affirmative.

Meeting was adjourned at 7:15PM. The next scheduled Board Meeting is January 16, 2018 at 5:30PM.

Submitted by:

Rhonda Lane, Administrative Assistant
Clayton Center Community Service Board

cc: Clayton Community Service Board Members

Approved by:

Mr. Bryan Flowers, Chairperson
Clayton Center Community Service Board

Clayton County Board of Commissioners