Clayton Center Community Service Board
Business Meeting Minutes
July 18, 2017

Clayton Center Community Service Board (CSB) Board Members

Mr. Bryan Flowers, Chairperson	Ms. Elaine McGruder
Dr. Alieka Anderson, Co-Chairperson	Mr. Kenneth Wilson
Mr. Birney Bowmaster	Dr. Nia Cantey
Mr. An'Cel Davis	Dr. Aundria Cheever, Chief Executive Officer
~~Ms. Pricilla Schmidt~~	Ms. Jennifer Haynes
Mr. Martin Thompson	Ms. Rhonda Lane

I. **Call to order**

Mr. Flowers called the meeting to order at 5:40 p.m.

II. **Invocation**

Dr. Lee Adams led the Invocation.

III. **New Members Oath of Office... Honorable Judge Pam Ferguson**

Judge Pam Ferguson performed the swearing in of the New Board Members, Dr. Nia Cantey, Elaine McGruder and Kenneth Wilson.

IV. **Public Comments**

There were no Public Comments

V. **Business**

A. **Approval of Agenda**

1) **Addition to Agenda**
There were no additions to the agenda.

2) **Adoption of Agenda**

Motion was made by Dr. Anderson, seconded by Ms. McGruder, to accept the Agenda as submitted. The motion was carried unanimously in the affirmative.

B. **Approval of Minutes**

Motion was made by Dr. Anderson, seconded by Mr. Davis, to approve the June 20, 2017 Minutes as submitted. The motion was carried unanimously in the affirmative.

C. Human Resources

Jori Hammond is the Human Resource Director for Clayton Center. Ms. Hammond's department is responsible for providing trainings, operations, recruitments, compensations, benefits, payroll and employee relations for the agency. HR department consist of four employees.

Ms. Hammond reported **June 2017 Agency Staff Report** as shown below:

Agency Staff	Total
Clayton Center Staff (Clinical Staff 9 included in the total)	67
HealthCare Staff (28 Clinical Staff are included in the total)	146
Salveo (2 Clinical Staff are included in the total)	2
Clayton Center Terminations	0
Clayton Center Resignations	1
Clayton Center Retired	0
HealthCare Staffing Terminations	0
HealthCare Staffing Resignations	5
Clayton Center New Hires	2
HealthCare Staffing New Hires	7
College Interns	3
Clayton Center Vacancies	1
HealthCare Staff Vacancies	16
Volunteers	0

Payroll

June 2017

Clayton Center Payroll ~ $338,975.68 and HealthCare Staffing Payroll ~ $321,978.60 ...

Total Payroll ~$660,954.28

D. Benchmarking & PMR (See Attached Handouts)

Tiffany Tom-Johnson, Chief Operating Officer, provided an overview of the handout. The Performance Monitoring Report status is from April 1, 2017 through July 14, 2017, which is a semi-annual report. The report is designed to ensure that certain Key Performance Indicators (KPI) are in place to make the agency successful, efficient, accountable and transparent; an organization that provides Behavioral Health, Addictive Diseases and Developmental Disabilities Services to the community. This report is submitted twice a year. Ms. Tom-Johnson shared excitedly that the agency has made drastic improvements. Satisfaction Surveys are included in this report; which the agency has consistently received 90% and above. Areas that need improvements are managing the No Show appointments and receiving Failed Claims; which occurred due to recent DBHDD system changes. She added that besides those two areas the agency is achieving the other standards.

E. Accountability/Productivity/Billing Report

Lee Adams, Chief Accountability Officer, presented an overview of the handout. **(See Attached Handout)**

- CareSource was implemented in CareLogic July 1, 2017
- In May the total amount billed was $765,957; the total amount collected was $689,218; which is about 90%
- In June the total amount billed was $745,889; the total amount collected was $640,571; which is about 86%
- The beginning of June Failed Claims were 6,450; reduced to 1,688, which is about 70%
- The beginning of June No Authorizations were 3,645; reduced to 1531
- The Score Card System calculates what the staff member has processed through on a clean claim
- The team is working diligently to process more clean claims

- Georgia Collaborative ASO percentage as of July 11, 2017 for Mental Health was 96% and Substance Abuse was 82%

Dr. Cheever shared that the State of Georgia was only given the CSB's 70% of the contract funding to ensure that the agency would make up the other 30%. The agency exceeded the funding; this means the State of Georgia owes the Agency over a million dollars. Dr. Cheever said, "thanks to the hard work from the staff and the Executive Team." The GACSB has drafted a letter to the State concerning the funding owed to the CSBs.

F. **Region 5 Contract for Underage Drinking – Statesboro, GA – Withdrawal**

Dr. Cheever shared that the Agency was awarded $30,000 for the Region 5 grant. She explained that the Agency does not believe that adequate services can be provided with the funding awarded, in additional to considering the distance from Clayton to Statesboro, Georgia.

Dr. Cheever presented the letter to the Board Committee, requesting approval to submit the letter to Mr. Fretwell, withdrawing the contract for services effective June 15, 2017.

Motion was made by Dr. Anderson, seconded by Mr. Davis, for Dr. Cheever to submit the letter withdrawing the Region 5 Contract to Mr. Fretwell. The motion was carried unanimously in the affirmative.

G. **Department Presentation**

- Dr. Cheever – Administration
  - Human Resources
  - Billing Department
  - Finance/Account Payable Department
  - Representative Payee Services
  - Utilization Management Department (UM)
  - Executive Team
  - IT Department

- Tiffany Tom-Johnson – Battle Creek
  - Intake/Assessment (Present for services for the first time)
  - Counseling
  - Case Management
  - Veterans Affairs (VA) Services
  - Adult Day Services (Peers Program)
  - Psychosocial Rehabilitation Groups
  - Engagement Specialist
  - Centralized Scheduling
  - Doctors and Nurses (Psychiatric Treatment)
  - Assistance Prescription Program (Medication Assistance)

- Marlo Mathis – Children, Young Adults and Families (CYAF)
  - Behavioral Health Services (Ages 4-18 and up to 21 for still enrolled in High School)
  - Doctors and Nurses (Psychiatric Treatment)
  - Group Community Services (Go into the Homes if allowed)
  - Training Services for Parents
  - Chasing Characters Program collaboration with Clayton County School
  - APEX Grant (Therapy housed in three Schools that work with the Counselors)
  - Summer Camp

- FAST Panel (Provide a representative to sit on the panel) Juvenile Justice Restorative Justice
- LIPT (Local Interagency Planning Team) Committee (Seat on the Committee)

- Adrienne Johnson – Phoenix Program
  - Day and Evening Services
  - DAWN collaborate with DFCS Addictive Diseases Services
  - Substance Abuse Treatment Groups
  - Group and Individual Counseling
  - PSR Skill building
  - Contract with Solicitors and District Attorney's Office to provide services
  - Anger Management Groups
  - Family Violence Groups
  - Adult Drug Court Services (contract)

- Gale Allison – Paula Crane Life Enrichment Center (Drop -In Center) PCLEC
  - Pilot Program for the State (Recovery from Addictions)
  - GED Program
  - Vocational Education and Social Support
  - 12 Step Groups
  - Peer Support Services
  - Job Readiness
  - Basic Computer Skills Classes
  - Money Skill Classes
  - Exercise and Meditation Classes
  - Group and Individual Meetings
  - HIV and HEP C - Education and Test (to the Community)
  - Basketball Courts

- Elzie Bailey – Community Support Services
  - Interagency and Developmental Disabilities
  - Community Access (Service 132 Individuals)
  - Vocational Sites in the Community (Surrounding Stores)
  - On the Job Training
  - Therapy at Lake City Nursing Home
  - Provide Activities
  - Compete in special fun activities (with mental and physical growth disabilities)
  - Family Support Services (service 126) State Funds
  - Meditation Management
  - Residential Services (34 Individuals)
  - Six (6) Community Living Arrangement Facilities
  - Six (6) Host Homes
  - Community Living Support (Staff go into the homes to provide support)
  - Respite Facility (past year services 132 Individuals)

- Curtis Hammond – Transportation/Security
  - 12 Drivers
  - 34 Vehicles (6 Cars, 3 Maintenance, 15 passenger Vans and 6 Lift Vans)
  - Implemented daily vehicles inspections
  - Implemented monthly vehicles inspections (everyone come to Transportation)

- Brent Eberspacher – IT Department
  - Currently 2 Staff
  - 200 Computers
  - 4 In House Servers
  - Fully responsible for maintenance - (computers and the servers)
  - System Administrators
  - CareLogic System
  - Assisting with State Reports
  - Assisting with Failed Claims

VI. Reports

A. Chief Executive Officer

- **Introduction of Director of Finance... Jennifer Haynes, CPA**
  Dr. Cheever introduced the new Director of Finance Ms. Jennifer Haynes, CPA. Ms. Haynes shared that she is a resident of Clayton County. She has a Bachelor's Degree in Accounting and a CPA Degree in Georgia since 1998.

- **Banking Information**
  - Medicaid – 0.73
  - Operating - $493,465
  - Payroll - $ 155,349
  - Savings - $34,490
  - Total of $700,000

- **Sustainability Plan and FY18 Financial Projections**
  State of Georgia Sustainability Plan handout was provided. Dr. Cheever shared that the Agency has worked on the plan and has exceeded the expectations of the State, which was 70%. In September the State will be provided with updates of the Agency's current status.

  The Fiscal Year 2018 expectation handout was provided to the Board Members. Reviewing May and June revenue vs expenses the Agency will meet the 12 Million dollars mark by June 2018. If the expenses remain where they are and if the Agency does not raise them the margin of $577,000 revenue over expenses will be accomplished. Once the Budget is completed for this fiscal year, it will be presented to the Board for approval.

- **Board Retreat – September**
  Dr. Cheever requested that the Board Retreat be held in September 2017 on a Saturday for four (4) hours. Dr. Cheever shared that she asked the former Superintendent Luvenia Jackson to be the speaker at the Board Retreat. The tentative Board Retreat dates are September 16, 2017 or September 23, 2017.

VII. Executive Session

No Executive Session

VIII. Adjournment

Mr. Flowers motioned for the meeting to be adjourned.

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

Meeting was adjourned at 7:50 pm.

The next Board Meeting is August 15, 2017, at 5:30 pm.

Submitted by:

Rhonda Lane, Administrative Assistant
Clayton Center Community Service Board

cc: Clayton Community Service Board Members

Approved by:

Dr. Alieka Anderson, Co- Chairperson
Clayton Center Community Service Board

Clayton County Board of Commissioners