

**Clayton Center Community Service Board  
Business Meeting Minutes**

July 21, 2015

**Present:** NaJeebah Butler, Chairperson  
Birney Bowmaster, Vice Chairperson  
Terrica Ganzy  
Pat Schmidt  
Martin Thompson  
Dr. Alieka Anderson  
An'Cel Davis  
Bryan Flowers  
Dr. Aundria Cheever, Chief Executive Officer;  
Tonya Smallwood, Interim Chief Financial Officer

**Absent:** All present

**Others:** Mr. Michael Link, DBHDD Representative

**I. Call to Order/Welcome**

Ms. Butler called the meeting to order at 5:31 P.M.

**II. Invocation**

Dr. Anderson led the Invocation.

**III. Public Comments**

There were no public comments.

**IV. DBHDD Presentative...**

Dr. Cheever introduced and welcomed Mr. Michael Link, Representative of DBHDD, from the State Office.

Mr. Link presented a presentation on the vision of DBHDD emphasizing changes within the CSBs. Mr. Link also shared valuable information regarding the importance of the "Fee-for-Service" implementation. Mr. Link will provide Dr. Cheever with a copy of the PowerPoint presentation.

**V. Business**

**A. Approval of Agenda**

**1. Additions of Agenda**

There were no additions to the agenda.

## 2. Adoption of Agenda

Motion was made by Dr. Anderson, seconded by Mr. Bowmaster, that the Agenda of the July 21, 2015 Board meeting be approved as submitted. The motion was carried unanimously in the affirmative.

## VI. Approval of Minutes

Motion was made by Ms. Butler, seconded by Ms. Schmidt, that the Minutes of the May 26, 2015 Board meeting be approved as submitted. The motion was carried unanimously in the affirmative.

## VII. Performance Management Report

- Tiffany Tom-Johnson provided the Board Members with handouts explaining the "**Performance Monitoring Annual Report**". Ms. Tom-Johnson stated that all areas in need of improvement were included in the report. Corrective action concerns are based on first quarter results, which were 73%, and second quarter results, which were 77%. The overall goal is 80%.
- Dr. Cheever stated that one of the biggest areas of concern that needed immediate attention was the hiring of more Psychiatrists. Mr. Bowmaster asked what might be the problem for getting Psychiatrist hired. Dr. Cheever stated salary as well as location seems to be the biggest problem being experienced in filling psychiatrist positions. Dr. Cheever further stated that doctors are not applying. However, we are currently obtaining psychiatrists from LocumTenens Physician Staffing Agency. Jori Hammond, Human Resource Manager also stated that salary and location have been the reason for the shortage of doctors. Dr. Anderson suggested recruiting psychiatrists that have recently graduated from local Universities and Medical Institutions.

## VIII. By-Laws Revision Date

Dr. Cheever informed the Board Members that the By-Laws will be mailed to all Board Members for review prior to the next Board Meeting, scheduled August 18, 2015. A discussion will be held on the "By-Laws" at the next scheduled Board Meeting.

## IX. Reports

Dr. Cheever announced Angela Jackson was no longer with Clayton Center and that Tonya Smallwood is currently serving as Interim Chief Financial Officer.

## A. Financial Updates

Tonya Smallwood provided handouts, which identified comparisons for FY14 and FY15 revenues and expenses.

### Operating Margins

Month	\$ Amount	Revenue	Expenses
2015-Jun30	\$ 58,795	\$1,067,977	\$1,009,182
2015-May31	\$ <28,318>	\$ 799,588	\$ 827,817
2015-Apr30	\$ <103,967>	\$ 824,511	\$ 928,478

### Fiscal 2014 / Fiscal 2015 Comparisons

Month	\$ Amount	Revenue	Expenses
2014-Jun30	\$ <257,433>	\$ 842,702	\$1,100,135
2014-May31	\$ 69,865	\$ 929,472	\$ 859,607
2014-Apr30	\$ <65,624>	\$ 876,210	\$ 941,834

Ms. Smallwood reported that revenues for June 2015 increased in MR Waivers by 300K from corrected billing of previous months' services. Increase in expenses for June 2015 included the both May and June's contracted salaries and liabilities being reported in June only.

### Year-to-Date

Month	\$ Amount	Revenue	Expenses
2015-Jun30	\$ <486,535>	\$ 10,870,184	\$ 11,356,719
2014-Jun30	\$ <1,177,707>	\$ 10,306,906	\$ 11,484,613

Year-to-date Revenue increase of \$500K from FY14 is located in the additional contacts for FY15. Expenses decreased from FY14 to FY15 in rents and utilities.

## B. Chief Executive Director

Dr. Cheever reported the status of the Agency's staff. Currently, there are 227 staff members, 18 vacancies, 5 new hires, 7 resignations and 2 terminations recorded since the end of June.

The State really wants us to distribute all administrative cost into the Program Operations. This means, a program may be meeting their goal, but need to exceed the goal, in order to pay their percentage of administrative cost. Dr. Cheever stated, "When I came back from leave, I worked with the administrative staff and implemented 90 days administrative assignments. We have to move quickly into a "Fee for Service" structure, and deadlines have to be met and clinical outcomes have to occur." Dr. Cheever named the following 90-day assignments: Mr. Lee Adams, Slate Road; Ms. Diane Boulai, Battle Creek; Michelle Maples, Health and Wellness; Tonya Smallwood, Chief Financial Officer and Rhonda Lane, Administrative Assistance.

Dr. Cheever provided an update on contracts and grants for the last few months. Dr. Chrisanne Mayer is working on the APEX Grant with the school system. VA contract was submitted for reassessment. The District Attorney office asked us to do additional service.

Dr. Cheever's handout listed the productivity for the agency for 2 weeks in June. The total agency productivity is 46%, which is unacceptable. Productivity is being monitored weekly for improvement by Tiffany Tom-Johnson, Chief Operating Officer.

Dr. Cheever briefly discussed the following recent and/or upcoming events:

- Spring Fling was held on June 13-16, 2015 with 7 attendees.
- Manager's Retreat held on June 29-July 1, 2015
- Clayton Center Sponsoring Addiction Certification- starts August 22, 2015
- 19<sup>th</sup> Annual Educational Exchange – October 25-27, 2015 at Chateau Elan

Dr. Cheever finished Leadership Clayton and received the Trouper Award.

Dr. Cheever ask the Board to allow her to go into "MOU" with the Clayton County Public School Systems, which the School Attorneys have approved.

Motion was made by Dr. Anderson, seconded by Mr. Flowers, that Dr. Cheever to go into the MOU with Clayton County School System. The motion was carried unanimously in the affirmative.

Dr. Cheever asked for \$250,000 for improvements for Slate Road and \$1,000,000 for repairs to move back to Flint River. Dr. Cheever also asked for a new computer system for Accounts Receivables. Dr. Cheever explained that the Advance Application is still pending review for a total of \$500,000.

Motion was made by Dr. Anderson, seconded by Mr. Flowers, to discuss litigations and personnel Matters. The motion was carried unanimously in the affirmative.

X. **Executive Session**  
Litigations and Personnel Matters

XI. **Adjournment**  
There being no further business, Mr. Bowmaster motioned for the meeting to be adjourned. Ms. Schmidt seconded the motion and the vote was unanimous in the affirmative. Meeting was adjourned at 7:00 p.m.

Submitted by:



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Rhonda Lane, Administrative Assistant  
Clayton Center Community Service Board

cc: Clayton Community Service Board Members

Approved by:



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Najeebah Butler, Chairperson  
Clayton Center Community Service Board

Clayton County Board of Commissioners