

**Clayton Community Service Board  
Business Meeting  
Minutes**

May 26, 2015

**Present:** Najeeba Butler, Birney Bowmaster, An'Cel Davis Patricia Schmidt, Martin Thompson, Dr. Aundria Cheever, Terrica Redfield Ganzy & Angela Jackson.

**Absent:** Dr. Alieka Anderson & Bryan Flowers.

**I. Call to Order/Welcome**

Ms. Butler called the meeting to order at 5:32 P.M.

**II. Invocation**

Dr. Cheever led the invocation.

**III. Public Comments**

There were no public comments.

**VI. Executive Session**

A motion was made by Ms. Schmidt for the board to go into Executive Session at 5:34 P.M. for board review and was seconded by Mr. Bowmaster and was carried unanimously. A motion was made by Ms. Butler to come out of Executive Session at 6:50 P.M. and was seconded by Mr. Bowmaster and was carried unanimously.

**IV. Business**

**A. Approval of Agenda**

**1. Additions of Agenda**

There were no additions to the agenda.

**Adoption of Agenda**

Ms. Schmidt made the motion to approve the agenda and was seconded by Ms. Butler seconded and carried was unanimously.

**B. Approval of Minutes**

A motion was made by Ms. Schmidt to approve the March 17, 2005 minutes and was seconded by Mr. Davis and carried was unanimously.

**C. Spring Fling June 14-16 Sea Palms Resort. Registration Deadline June 5, 2015**

Dr. Cheever reported to the board members that she is the CEO Liaison for Georgia Associations of Community Service Board's Spring Fling and also for the Consumer Interest Group for the state of Georgia. Dr. Cheever informed all board members that she will be attending Spring Fling from June 14<sup>th</sup> thru June 16<sup>th</sup> along with some of Clayton Center's individuals.

**D. Appointing a new alternate representative for Select Systems**

Dr. Cheever informed all board members in attendance that the Georgia Association of Community Service Board has in its organizational chart another organization called Select Systems that most CSB members are a part of. Select Systems is a Georgia recognized agency organization for the sole purpose of collective bargaining and being able to go after bids collectively for CSBs. Dr. Cheever also informed all board members that there has to have a member from the CSB Board to sit on the Select System's board. Dr. Cheever also informed that there needs to be an alternative member for the Selective System's board and Dr. Cheever made a motion to recommend Mr. Martin Thompson as the official alternative member representative for the Selective System's board. Mr. Davis seconded and it was carried unanimously.

**E. Drop-In Center Contract**

Dr. Cheever reported that the Drop-In Center contract in the amount of \$ 591,226.00 was renewed for the new FY 16 Fiscal year.

Dr. Cheever requested the approval from the board to enter into a contract with DBHDD to continue to operate the Paula Crane Drop-In Center. Ms. Schmidt made a motion for Clayton Center to enter into the contract with DBHDD from July 1, 2015 to June 30<sup>th</sup> 2016. Mr. Bowmaster seconded and it was carried unanimously.

**F. Board Confidentiality**

Dr. Cheever informed to the board members that the staff members of Clayton Center are told to be responsive to any board member who asks questions, to answer board member's questions, and give the board members as much information as possible. Dr. Cheever also informed the board members that she also told her staff repeatedly that if there are any issues or concerns about her, they need to come to the board and share it with the board. Dr. Cheever reported that she says this quite often at every New Employee Orientation and at group meetings that are held. Dr. Cheever also reported that there may be times where staff may come and ask board members questions that they should not, out of curiosity. Dr. Cheever instructed board members that when the questions regard an employee's or an individual's personal or health information, it has to be keep confidential between the board members.

V. Reports

A. Chief Financial Officer

Angela Jackson gave a detailed revenue and expense report with Key Performance Indicators and distributed handouts to the board members. Angela reported that the Operating Margin as of March 31, 2015 was -\$98,236, Revenues \$787,435, and Expenses \$885,670. As of April 30, 2015 was -\$103,967. Revenues \$824,511, and Expenses \$928,478. Days of Cash on Hand as of March 31, 12 days w/o State Advance-2 days and April 30, 11 days w/o State Advance-3 days. The Goal is 30 days. Current Assets compared to current liabilities last year (2013) was 3.59 and this year (2014) was 2.24. The goal was 1. The Days of Unreserved Net Assets last year (2013) was 37.35 days and this year (2014) is 12.91 days. The goal is 60. The debt ratio for long term liabilities to net assets last year (2013) was .40 and this year (2014) was 1. The Goal was 2.50. And the Central Administrative Expenses as of March 31, 2015 was 12%, April 30, 2015 was 11%. The Goal is 12%.

B. Chief Executive Officer

This segment has been postponed until the next board meeting due to Dr. Cheever being on medical leave.

VII. Adjournment

Mr. Bowmaster motioned for the meeting to be adjourned. Ms. Schmidt seconded the motion and was carried unanimously. Meeting was adjourned at 7:45 P.M.

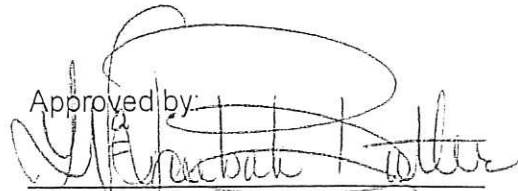
NEXT MEETING.....June 16, 2015 AT 5:30 P.M.

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