

Clayton Center Community Service Board
Business Meeting Minutes
October 17, 2017

Clayton Center Community Service Board (CSB) Board Members

Mr. Bryan Flowers, Chairperson	Mr. Kenneth Wilson
Dr. Alieka Anderson, Co-Chairperson	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

Mr. Birney Bowmaster Term Expired

I. Call to order

Dr. Anderson called the meeting to order at 5:49 p.m.

II. Invocation

Dr. Lee Adams led the Invocation.

III. Public Comments

There were no Public Comments

IV. Business

A. Approval of Agenda

- 1) Addition to Agenda
Board Membership

- 2) Adoption of Agenda

Motion was made by Dr. Cantey, seconded by Mr. Thompson, to accept the Agenda with the addition of the Board Member. The motion was carried unanimously in the affirmative and one extension.

B. Approval of Minutes

Motion was made by Dr. Cantey, seconded by Mr. Thompson, to approve the July 18, 2017 Minutes as submitted. The motion was carried unanimously in the affirmative and one extension.

C. Holiday Closure for 2017

Dr. Cheever asked the Board's approval for the Clayton Center CSB Holiday Schedule listed below.

November 2017

- Friday, November 10, 2017 – Close (HCS Staff working)
- Wednesday, November 22, 2017 – Close at 12:00 P.M.
- Thursday, November 23, 2017 – Closed
- Friday, November 24, 2017 – Closed

December 2017

- Friday, December 22, 2017 – Close at 12:00 P.M.
- Monday, December 25, 2017 – Closed
- Tuesday, December 26, 2017 – Closed

January 2018

- Monday, January 1, 2018 – Closed

Note: On the early closure days there will be not services provided. These days will be for catching up on paper, finalizing task and completing authorizations.

Motion was made by Dr. Cantey, seconded by Mr. Thompson, to approve the Holiday Closure for 2017 as submitted. The motion was carried unanimously in the affirmative and one Extension.

D. Board Member

To be discussed in Executive Session

V. Executive Session

Personnel Related Matters

Motion was made by Dr. Cantey, seconded by Mr. Thompson, to close Public Business Meeting and proceed into Executive Session. The motion was carried unanimously in the affirmative and one extension.

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

Motion was made by Mr. Davis, seconded by Mr. Thompson, to accept Dr. Cheever's Operation Plan as discussed. The motion was carried unanimously in the affirmative and one extension.

VI. Reports

A. Director of Finance

• Budget

FY2018 Revenue was attached for review. Ms. Jennifer Haynes, Director of Finance stated in comparison to FY2017 (\$13,099,685.46) Revenue these numbers may change. The report only outlines the Revenue; the goal is to at least break even and not have a deficit. She shared that the Financial Audit is the week of October 30, 2017 through November 3, 2017.

B. Chief Executive Officer

- CEO Report

1) Agency Updates

- Dr. Cheever shared that the Adult Felony Court started August 7, 2017.
- Dr. Cheever announced that the VA continued our contract. She received notice last week that they will start back sending referrals.
- CARF Survey is December 18, 2017 – January 1, 2018. The CARF Surveyors usually want to meet with the Board Committee or a Board Chairperson/Co-Chairperson.
- Sustainability Plan was sent to the State on September 19, 2017. The Board was provided a copy.

2) Upcoming Events

- The 20th Annual GACSB Educational Exchange is October 22, 2017- October 24, 2017 at Chateau Elan. Dr. Cheever asked the Board members if they wanted to attend to contact Rhonda Lane.
- The Fall Festival is October 27, 2017 at the PCLEC 1792 Mt. Zion Road, Morrow, Georgia 30260.
- Dr. Cheever invited the Board to come out to the Center Wide Training on November 17, 2017 from 8:00p - 5:00pm at The Paula Crane Life Enrichment Center to meet and have lunch with the staff. This will be an all-day training, therefore, the Board Members were encouraged to attend.

VII. Adjournment

Dr. Anderson motioned for the meeting to be adjourned.

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

Meeting was adjourned at 7:18 P.M.

The next Board Meeting TBD at 5:30 P.M.

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