

**Clayton Center Community Service Board**  
**Business Meeting Minutes**  
**October 18, 2016**

**Present:**

Bryan Flowers, Vice Chairperson  
Birney Bowmaster  
An'Cel Davis  
Martin Thompson  
Pricilla Schmidt  
Dr. Alieka Anderson  
Dr. Aundria Cheever, Chief Executive Officer

**Absent:**

NaJeebah Butler, Chairperson

**I. Call to order**

Mr. Flowers called the meeting to order at 5:37 p.m.

**II. Invocation**

Lee Adams led the Invocation.

**III. Public Comments**

There were no public comments.

**IV. Business**

**A. Approval of Agenda**

- 1) **Addition to Agenda**  
Collaboration with Southern Regional
- 2) **Adoption of Agenda**

**Motion was made by Mr. Davis, seconded by Mr. Bowmaster, to accept the addition to the Agenda. The motion was carried unanimously in the affirmative.**

**B. Approval of Minutes**

**Motion was made by Mr. Davis, seconded by Mr. Bowmaster, that August 16, 2016 and September 20, 2016, Minutes be approved as submitted. The motion was carried unanimously in the affirmative.**

**C. Productivity Review & PMR**

Tiffany Tom-Johnson, COO, distributed First Quarter FY17 Amount Expected and First Quarter Billed Hours graphs, KPI Report handouts to the Board.

Ms. Tom-Johnson provided an overview of the handouts:

- The Graph identified each departments' revenue for July, August and September
- Some programs are making progress each month
- Ways to increase progress in programs are been developed
- We are on target with meeting our KPI Standards
- We are doing a massive cleanup in failed activities and failed claims
- On August 22, 2016, we received notification that some of The State of Georgia (PMR) Standards were changed:
  - No Show rate was 25%, effective October 1, 2016 it is 20%
  - Client satisfaction was 80%, increasing by 5% (currently 85%)
- Depression Inventory Scale is a pilot program (This currently does not apply to us; however we started incorporating it into our plan, so we can be prepared when they roll it out to all CSBs)
- We will be implementing a system called Score Card (created by Viewpoint Health)
  - This will allow us the ability to measure all our employees, managers and buildings (not only between each other, but with the state)
  - Obtain KPI reports
  - Obtain Productivity hours billed
  - To review completed and signed documentations within 24 hours
  - To review accurate Caseloads (Discharges)
  - Obtain Quality Improvement in the reports
- A meeting is scheduled with Viewpoint on Wednesday, October 19, 2016. Tiffany Tom-Johnson and Lee Adams will spearhead the Score Card implementation. Hopefully, by January 2017, it should be up and running to show the Board.
- We are billing for services daily (instead of weekly)

**D. Accountability Report**

Lee Adams, CAO, provided a Preliminary Report handout to the Board.

Mr. Adams provided an overview:

- Below are the results over a four week period (Sept. 14<sup>th</sup> – Oct. 11<sup>th</sup>)
  - Client Address Errors – from 27 to 0
  - Diagnosis Errors – from 395 to 3
  - Documentation Not Signed – from 960 to 2
- Miers set amount of money within 12 months is 70%, we have to make up the remaining 30%. We are doing better than when we started out in July 2016.
- Reaching the goal of a 100% is very vital for our contract.
- Staff members are making sure authorizations are completed before the individual's appointment.
- November 7, 2016, a mandatory training is scheduled for all front office staff on correct procedures and customer service.

**E. House Of Dawn's 9<sup>th</sup> Mardi Gras Charity Gala**

Photos were provided for the Board from the House of Dawn Gala, held on Saturday, September 24, 2016.

Dr. Cheever thanked Board member, Mr. Thompson and his wife for attending the Gala. She also, thanked Program Managers Caryn Haire and Marlo Mathis for attending the Gala.

**F. Still Standing & Stepping Out- The Purple Affair – Update**

The Still Standing & Stepping Out (The Purple Affair) Annual Fundraiser Honoring Survivors Of Domestic Violence. One photo was provided from the event held on Saturday, October 1, 2016.

**G. Clayton Center Holiday Party – Update**

The Holiday Party cost proposal requested by the Board was provided by Trakell Fears. The Holiday party is scheduled December 17, 2016 at 6:00pm. Activities will include Meet/Greet, Stories of Inspiration, games, dancing, prizes and appreciations. HCS agreed to help with some of the cost.

**H. An’Cel Davis as Board Financial Liaison**

Mr. Davis was asked to be the Clayton Center’s Board Financial Liaison. He will be the Financial Liaison between our Finance Department and the Board to review any excessive expenses.

**Motion was made by Dr. Anderson, seconded by Ms. Schmidt, to approve Mr. Davis as the Board Financial Liaison. The motion was carried unanimously in the affirmative.**

**I. Georgia CSB Educational Exchange 2016**

The Georgia CSB Educational Exchange will be October 23-25, 2016 at Chateau Elan. Ms. Butler, Mr. Davis and Dr. Cheever will be attending The Georgia CSB Educational Exchange.

**J. Southern Regional Collaboration**

Collaborate with Southern Regional on a Crisis Destabilization Center in Clayton County.

**Motion was made by Mr. Davis, seconded by Dr. Anderson, to collaborate with Southern Regional on a Crisis Destabilization Center. The motion was carried unanimously in the affirmative.**

**V. Reports**

**A. Director of Finance**

Guy Johnson provided the Board with the Accounting and Finance handout.

- **Financial & Audit Overview**

The Auditors are scheduled to arrive at Clayton Center Monday, October 24, 2016 to conduct their field work. The audit will be conducted by Garrett and Associates this year.

- **FY17 Budget Approval**

Mr. Johnson asked for an additional extension to complete the FY17 Budget. The Accounting and Finance Team are currently training on the new Abila MIP accounting program.

This will allow them additional time to utilize the program to track the budget revenues and expenses accurately.

Dr. Cheever requested that a realistic/user friendly budget be created this year. She wants to be able to understand the budget as well as the managers. This will give the managers an opportunity to make decisions based on their budgets.

**B. Chief Executive Officer**

- CEO Report

**1) Agency Staff**

Dr. Cheever presented the Agency Staff Report as shown below:

<b>Agency Staff</b>	<b>Total</b>
<b>Clayton Center Staff</b>	<b>69</b>
<b>HealthCare Staff</b>	<b>155</b>
<b>Clayton Center Terminations</b>	<b>0</b>
<b>HealthCare Staffing Terminations</b>	<b>0</b>
<b>Clayton Center Resignations</b>	<b>0</b>
<b>HealthCare Staffing Resignations</b>	<b>6</b>
<b>HealthCare Staffing Death</b>	<b>1</b>
<b>Clayton Center New Hires</b>	<b>0</b>
<b>HealthCare Staffing New Hires</b>	<b>5</b>
<b>College Interns</b>	<b>5</b>
<b>Clayton Center Vacancies</b>	<b>1</b>
<b>HealthCare Staff Vacancies</b>	<b>19</b>
<b>Volunteers</b>	<b>0</b>

**2) Payroll**

September 2016

- Clayton Center Payroll - \$353,934
- HealthCare Staffing Payroll - \$332,658
- Total Payroll is \$686,592

September 2016 payroll includes the salary increase received by employees, which was retroactive from July 2016.

**3) Collaboration**

- 2016 Board Educational Exchange is October 23-25, 2016 at Chateau Elan
- Heart to Nourish Hope – they provide residential services for children/teens, GED, film, TV programming and etc. Clayton Center will provide services, such as Drug screening and TB testing. The General Service Agreement was provided for them to review and sign.
- House of Dawn is a program for teen mothers with mental health challenges, who are pregnant or have at least 1 or 2 children. We will provide therapy, Drug screening and TB testing for the mothers. The General Service Agreement was provided for them to review and sign.
- Urban Residential Development Corporation is our Shelter Plus Care program based in Atlanta. We will work with them and provide services for their individuals.
- Member of Southern Regional Community Needs Assessment – Clayton Center was selected to be a part of the Southern Regional Community Needs Assessment Program. Dr. Cheever participated in the initial process. October 20, 2016 she will attend the meeting and sit on the panel with other community leaders.



4) **Letter to Board of Commissioners New Members Nominations**

Dr. Cheever shared that we are currently down two (2) Board Members. Dr. Cheever asked if there were any recommendations or anyone that she can reach out to about becoming a Clayton Center Board Member.

Dr. Cheever will reach out to Ms. Black to see if she is interested in becoming a Board Member. Ms. Schmidt will contact Ms. Stanley about sitting on the Board. Dr. Cheever will send a letter to Chairman Turner when we have nominations for Board.

5) **Next Board Meeting**

Due to the Holidays and the Holiday Party, the next Board Meeting will be January 2017. In the event that any urgent situations occur before the scheduled January 2017 Board Meeting, a phone conference will be scheduled.

**Motion was made by Dr. Anderson, seconded by Mr. Davis, to postpone November and December Board Meetings. The motion was carried unanimously in the affirmative.**

VI. **Executive Session**

No Executive Session

VII. **Adjournment**

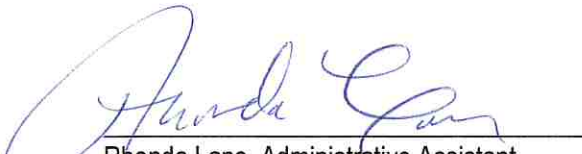
**There being no further business, Mr. Flowers motioned for the meeting to be adjourned. Dr. Anderson seconded the motion and the vote was unanimous in the affirmative.**

Meeting was adjourned at 7:01p.m.

The next Board Meeting is Tuesday, January 17, 2017 at 5:30pm.

Submitted by:

Approved by:

  
Rhonda Lane, Administrative Assistant  
Clayton Center Community Service Board

  
NaJeebah Butler, Chairperson  
Clayton Center Community Service Board

cc: Clayton Community Service Board Members

Clayton County Board of Commissioners