

Clayton Center Community Service Board

Business Meeting Minutes

September 20, 2016

Present:

NaJeebah Butler, Chairperson
Birney Bowmaster
An'Cel Davis
Martin Thompson
Dr. Aundria Cheever, Chief Executive Officer

Absent:

Bryan Flowers, Vice Chairperson
Terrica Redfield Ganzy
Pricilla Schmidt
Dr. Alieka Anderson

I. Call to order

Ms. Butler called the meeting to order at 5:35 p.m.

II. Invocation

Dr. Marlo Mathis led the Invocation.

III. Meal Served

Dinner was served by Ant's Catering for the Board Meeting.

IV. Public Comments

There were no public comments.

V. Business

A. Approval of Agenda

1) Addition to Agenda

CBS46 Books to Kids Drive was added to the Agenda.

2) Adoption of Agenda

No vote due to lack of quorum

B. Approval of Minutes

No vote due to lack of quorum

C. Productivity Review & PMR

Tiffany Tom-Johnson, COO, provided August 2016 Productivity Report and KPI Report handouts to the Board.

Productivity percentages for each program are listed below:

- Children, Young Adults & Families - 61% which is an increase for (CYAF).
- Addictive Disease – 57% is down due to new staffs
- Adult Day Service – 107%
- Nursing Services – 84%
- Counseling at Battle Creek – 91%
- Community Support Services – 97%
- Case Management – 77%
- Prescribers – 72%

The Agency's overall productivity is 83% which is an increase from last month (July).

The Saturday Clinic is available two Saturdays out of the month at CYAF to accommodate the students' and parents' schedules. The Saturday Clinic has been a great success for CYAF.

Tiffany reported that The State of Georgia DBHDD issued a change August 22, 2016 regarding the KPI Standards. For example, No-Show Rates standard were lowered from 25% to 20%.

D. Accountability Report

Dr. Lee Adams provided a Preliminary Report handout to the Board.

He explained that over the last 30 days he has conducted a study using PDCA (Plan, Do, Check and Act) by reviewing processes and by checking data. Some of the reports being use to conduct the study are:

- ✓ Daily Dashboard
- ✓ Standard Operating Procedures
- ✓ Pentaho
- ✓ Richard Bachman's reports
- ✓ Various KPI Reports
- ✓ Authorization Expiration
- ✓ Claim Billed vs Collected Status Report
- ✓ Service/Client Count Recap
- ✓ VA Census Report
- ✓ Verified Diagnosis Report

Dr. Adams will visit other agencies, collaboration and research best practices as well.

The half-day closure was placed on hold at this time to reach some benchmarks goals.

Dr. Cheever added that Clayton Center has been working with Cobb Douglas CSB staff member, Barbara Jones, who has worked with PIN (CareLogic) for extended period of time. Ms. Jones is working with our Billing Department ensuring that all billing procedures in the system are entered correctly. She is also reviewing all aspects to increase our revenue. Wanda Smith-Cox is in the process of updating the Fee Matrix. Tiffany Tom-Johnson is in the process of getting all Service Documentations approved. Adrienne Johnson is ensuring all diagnosis codes are entered in appropriately. Dr. Adams is working on the Authorizations for the agency.

E. House Of Dawn's 9th Mardi Gras Charity Gala

The event will be held at The Morrow Center on Saturday, September 24, 2016 from 6:00pm -11:00pm. A table for eight (8) is reserved for the Board and Staff Members for the House Of Dawn Gala.

F. Still Standing & Stepping Out- The Purple Affair

The Still Standing & Stepping Out (THE PURPLE AFFAIR) Annual Fundraiser Honoring Survivors Of Domestic Violence. The event is Saturday, October 1, 2016 from 5:00pm – 8:00pm at "Charles F. Easley Sr. Conference Pavilion." Dr. Cheever will represent Clayton Center at the event.

G. Plan a Clayton Center Holiday Party – December 2016

This year's Holiday schedule has changed, due to collaboration with HealthCare Staffing. Some of Clayton Center's employees will be required to work along with HCS. Dr. Cheever asked the Board if we could start planning a Holiday Party for the Agency, because of the new Holiday schedule changes. Ms. Butler requested a budget plan with quotes for the Holiday Party. The quotes should include catering, door prizes and all related expenses. The date for the Holiday Party will be scheduled after the approval from the Board.

H. CBS46 Books To Kids

Marlo Mathis explained the **CBS46 Books To Kids** Drive. Clayton County School is participating in the Book Drive. Clayton Center would like to help support with donating new and slightly used books. Ms. Mathis would like to email information to all Staff members who may want to donate books. All books can be dropped off to CYAF. Wednesday, September 28, 2016 the books will be delivered to one of the book drop locations. Ms. Rasheeda Jones has volunteered to spearhead the book drive for Clayton Center. Ms. NaJeebah Butler suggested that we share the flyer with firefighters to collect books for the **CBS46 Books To Kids**.

VI. Reports

A. Director of Finance

- Financial Overview

Mr. Guy Johnson is a CPA (Certified Public Accountant) who is Clayton Center's new Director of Finance. He supervises our Finance Department. Mr. Johnson provided the MIER Revenue comparison and the Budget Program description handouts for review. The Annual Financial Audit and the FY17 Budget are the two (2) immediate projects that the Finance team is focusing on at the present time. He shared that we are currently using two (2) accounting systems, M&M (old) and Abila MIP (new) to support the Audit. Moving forward in FY17 Clayton Center will be utilizing Abila MIP accounting program.

- FY17 Budget Approval

On hold until the Board Meeting scheduled for Tuesday, October 18, 2016.

B. Chief Executive Officer

- CEO Report

1) Agency Staff

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

<i>Agency Staff</i>	<i>Total</i>
<i>Clayton Center Staff</i>	<i>69</i>
<i>HealthCare Staff</i>	<i>155</i>
<i>Clayton Center Terminations</i>	<i>0</i>
<i>HealthCare Staffing Terminations</i>	<i>0</i>
<i>Clayton Center Resignations</i>	<i>0</i>
<i>HealthCare Staffing Resignations</i>	<i>9</i>
<i>Clayton Center New Hires</i>	<i>3</i>
<i>HealthCare Staffing New Hires</i>	<i>23</i>
<i>College Interns</i>	<i>5</i>
<i>Clayton Center Vacancies</i>	<i>1</i>
<i>HealthCare Staff Vacancies</i>	<i>18</i>
<i>Volunteers</i>	<i>0</i>

2) Payroll

August 2016

- Clayton Center Payroll - \$321,381
- HealthCare Staffing Payroll - \$320,101

3) Collaboration

- Women to Women event on August 27, 2016. Dr. Cheever was one of the keynote speakers on Domestic Violence agenda.
- DBHDD Site Visit to Clayton Center is cancelled.
- 2016 Board Educational Exchange is October 23-25, 2016 at Chateau Elan

- Chamber of Commerce Medicaid Proposals and DBHDD’s Response
Handouts were provided for the Board to review and to be knowledgeable of any potential changes.
- Letter to Board of Commissioners
Dr. Cheever prepared a letter for Chairman Turner making him aware of Clayton Center’s Board Members changes. The letter is to inform Chairman Turner that there are two (2) vacancies on our Board. Ms. Terrica Redfield Ganzy moved out Clayton County and therefore can no longer serve on Clayton Centers’ Board. Ms. Gabrielle Starr requested removal from the Board; however, she is still currently listed as a Board Member.
- New Members Nominations
Dr. Cheever asked if there were any recommendations of anyone who would consider serving on the Clayton Center Board. If so, please notify her of any recommendations. Dr. Cheever shared that there are currently two (2) people who are considering serving on the Board.

VII. Executive Session

- Personnel Matters
- Litigation

VIII. Adjournment

There being no further business, Mr. Bowmaster motioned for the meeting to be adjourned. Mr. Davis seconded the motion and the vote was unanimous in the affirmative.

Meeting was adjourned at 7:15p.m.

The next scheduled Board Meeting is: Tuesday, October 18, 2016 at 5:30pm at Battle Creek.

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