

# Clayton Center Community Service Board

## Business Meeting Minutes

May 17, 2016

### **Present:**

NaJeebah Butler, Chairperson  
Birney Bowmaster, Vice Chairperson  
An'Cel Davis  
Bryan Flowers  
Terrica Redfield Ganzy  
Martin Thompson  
Dr. Alieka Anderson  
Dr. Aundria Cheever, Chief Executive Officer

### **Absent:**

Pricilla Schmidt

#### **I. Call to order**

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

#### **II. Invocation**

Dr. Cheever led the Invocation.

#### **III. Public Comments**

There were no public comments.

#### **IV. Business**

##### **A. Approval of Agenda**

##### **1) Additions to Agenda**

Healthcare Staffing was added to the Agenda.

##### **2) Adoption of Agenda**

Motion was made by Mr. Davis, seconded by Mr. Flower, that Healthcare Staffing be added to the Agenda of the Board meeting and approved as submitted. The motion was carried unanimously in the affirmative.

**B. Approval of Minutes**

Motion was made by Mr. Davis, seconded by Mr. Flowers, that the Minutes of the March 15, 2016, Board meeting be approved as submitted. The motion was carried unanimously in the affirmative.

**C. Housing Authority Purchase Offer**

Dr. Cheever, Mr. Bowmaster and Ms. Ganzy met with Mr. Michael Bryant and one of his board members from the Housing Authority about locating a new residential property. Dr. Cheever asked Mr. Bryant to check on a property located in Morrow, GA. It was clear that we would not be ready to move by the end of the lease agreement in July; therefore, we will be on a month to month lease agreement until we find a secure housing location. We will meet again in June.

**D. 501c3 Corporation... Board Reconstruction**

- Previous 501C3 board members will receive notification pertaining to the Board membership by the end of the month.
- If there are any recommendations concerning 501C3 Board Member, please contact Dr. Cheever. Keep in mind; it is not required to be a resident of Clayton County to serve on the 501C3 Board.
- We will start doing fundraisers for 501C3.

**E. Productivity Review**

Tiffany Tom-Johnson, Chief Operating Officer, provided a handout of the overall Agency productivity for March and April. She also provided the Board with Dashboard handouts and reported the information listed below.

- Staff member's schedules were adjusted to accommodate the relocations of Slate Road to Battle Creek and Addicted Disease (AD) program to Paula Crane Life Enrichment Center (PCLEC).
- The overall Agency percentage is currently 64%.
- March productivity billing percentages were good. No show and cancel rates were down.
- April numbers are still coming in and this number is expected to increase.
- Ensuring that we are billing for all billable services that we are providing the Individuals.
- After correcting the billing errors, claims will be submitted, which should increase April percentages.
- To ensure we are offering the maximum services that are available to each Individual, an initial intake process must be completed.
- The individuals who are receiving medication from the doctors will be scheduled to see the nurses for a follow-up visit.

**F. Board Retreat**

The Board Retreat was put on hold due to the implementation of Healthcare Staffing. We are looking at dates in late July or early August. Send Rhonda Lane your available dates as soon as possible in order to plan the Retreat before school starts. The two Board Retreat locations to choose from are "Calloway Gardens" and "The Inn in Serenbe".

**G. Collaboration with School System for Elementary School Services**

Dr. Cheever, Adrienne Johnson and Marlo Mathis met with Superintendent Jackson and her team about an Out of School Suspension Initiative for Elementary students.

Ms. Mathis gave an overview of the Chasing Characters program for elementary and middle school students. This is an alternative program used in place of suspension from school.

“Basic Right Over Wrong” (B-ROW) Program is teaching children character building skills to help their behavior in school and at home. The programs are designed to help parents and students. Also, we have staff members go out to homes and assist families. The program information will be shared throughout the school system. We will also contact DFCS about providing services for children in DFCS custody.

Adrienne Johnson explained the Summer Camp Program which will start May 31, 2016 from 10:00am -2:00pm. This program is offered to Elementary, Middle School and High School students. Listed below are several services that are provided:

- Behavioral Health Assessments (Intake)
- Writing Services
- Doctor’s appointment
- Engaging with Parents
- Groups
- Counseling
- Community Support
- Providing Lunch
- Providing Transportation
- Skill Building

**H. AD and Slate Road Building Transition**

Natasha reported the following update of the AD Addicted Disease (AD) program move to the PCLEÇ Drop-In center.

- Full computer lab
- AD programs in one central location

Caryn Haire gave the following update on the Slate Road Adult Day program move to Battle Creek

- Adding breakfast to the existing Food Program
- The Individuals are enjoying the nice new environment

**I. GACSB Board Retreat – DBHDD Presentation**

Dr. Cheever provided the Board members with the Fee-For-Service PowerPoint that was given at the GACSB Retreat. She explained important key items for the upcoming implementation and expectation of the Fee-For-Service. Clayton Center is a Tier One provider (Community Service Board). Based on the current assessed risk; limited roll-out of Fee-For-Service is effective July 1, 2016 this begins the phase transition.

**J. Healthcare Staffing**

The transition to Healthcare Staffing for part-time staff was completed the end of March. The full-time staff transition was completed the end of April. Before transitioning to Healthcare Staffing, Clayton Center payroll was a little over \$300,000. Since the transition to Healthcare Staffing payroll has dropped to about \$130, 000. In addition, we do not have to pay out the Benefit Package which was expensive.

A total of 120 staff members were transferred to Healthcare staffing. We are currently working toward filling 25 positions.

## V. Reports

### Chief Executive Officer

#### 1) FY 16 Budget

- Budget statement for year-to-date is 8.5 million in revenue; however our expenses at the end of April were 9.2 million which equals a \$760, 890 shortages.
- Hopefully, by the end of the year, we will see a different outcome.
- Medicaid billing went up dramatically; eighty-seven percent of the amount billed out was received.

#### 2) Contracts

- Family Violence Intervention Program – (Awarded) starts next week
  - Anger Management
  - Family Violence
  - Domestic Violence
  - Parenting Skills
- In-Home Service for the Aging (Medication and Mobile Assessment) - (pending)
- LIGHT Early Treatment Program (sign of psychosis in ages 16 – 26) - (pending)
- Multi-Systemic Therapy and Thinking For A Chance Program for CYAF - (pending)

Coming soon, Billboards for Clayton Center will be displayed at the following locations:

- Outside Clayton County Courthouse – Court Services
- Southern Regional Hospital – Mental Health Services/Counseling
- Upper Riverdale Road (near the Apartments) – Children Services

Motion was made by Mr. Flowers, seconded by Dr. Anderson, to go into Executive Session and discuss Employment Matters. The motion was carried unanimously in the affirmative.

## VI. Executive Session

Employment Matters

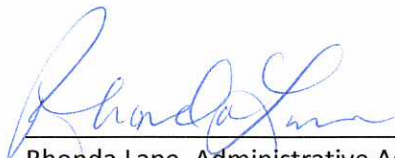
## VII. Adjournment

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 7:09p.m.

The next scheduled Board Meeting is: Tuesday, June 21, 2016 at 5:30pm at Battle Creek.

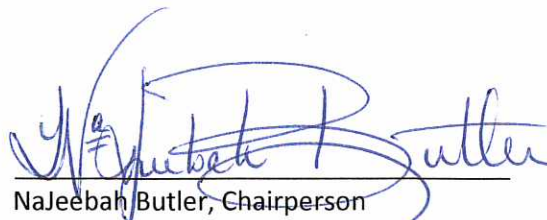
Submitted by:



Rhonda Lane, Administrative Assistant  
Clayton Center Community Service Board

cc: Clayton Community Service Board Members

Approved by:



Najeebah Butler, Chairperson  
Clayton Center Community Service Board

Clayton County Board of Commissioners