

Clayton Center Community Service Board

Business Meeting Minutes

July 19, 2016

Present:

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

Absent:

Terrica Redfield Ganzy

I. Call to order

Mr. Bowmaster called the meeting to order at 5:38 p.m.

II. Invocation

Mr. Flowers led the Invocation.

III. Public Comments

There were no public comments.

IV. Business

A. Approval of Agenda

1) Additions to Agenda

There were no additions to the Agenda.

2) Adoption of Agenda

Motion was made by Mr. Davis, seconded by Ms. Schmidt, that the Agenda of the Board meeting be approved as submitted. The motion was carried unanimously in the affirmative.

B. Approval of Minutes

Motion was made by Mr. Davis, seconded by Ms. Schmidt, that the Minutes of the **May 17, 2016**, Board meeting be approved as submitted. The motion was carried unanimously in the affirmative.

C. Housing Authority Purchase Offer

On July 18, 2016, Dr. Cheever met with the realtor that is working with Clayton Center to locate some rental properties for the residential programs. The Realtor has located about five (5) buildings to view. However, Mr. Bryant from the Housing Authority was unable to meet; therefore, a meeting will be rescheduled to discuss the properties. After the locations have been selected, Dr. Cheever and Mr. Bowmaster will meet to review the chosen properties and present them to the Board.

D. 501c3 Corporation... Board Reconstruction

- 501c3 meeting will be scheduled on August 3, 2016 the meeting will be held at 157 Smith Street, Jonesboro, Ga 30236 at 6:00pm.
- This is a potential Grant that we have the opportunity to review.
- If anyone would like to join 501c3 Corporation please contact Dr. Cheever.

E. Signature of Clayton Center Checks

Dr. Cheever requested that Ms. Butler be added as the secondary signature on the checking account.

Motion was made by Mr. Davis, seconded by Mr. Flowers to change the second signature on the Checking Account to Chairperson/Board Member. The motion was carried unanimously in the affirmative.

F. Debrief on July 18, 2016 Incident

Lee Adams provided the debriefing handout to The Board Members. He gave a summary of the Incident that occurred on July 18, 2016. The Health and Safety procedures were followed out in a timely manner by the staff members.

Mr. Davis inquired if there are any emergency procedures in place for:

- Designated meeting location(s)
- Backup written documentation for evacuation
- an accountability of staff members/guests on the premises

Clayton Center will make every provision necessary to promote a safe environment for the individuals we serve and the employees.

Clayton Center would like to thank Clayton County Sheriff Department and Jonesboro Police Department for their outstanding service which was greatly appreciated.

G. Person Centered Organizational Training Initiative

Lee Adams provided handouts explaining the progress of the training within one year.

Listed below are some of the training sessions provided:

- Kick Off Meeting
- Orientation Meeting
- Four (4) Leaders and Coaches Meeting
- One (1) Leaders Meeting

The remaining trainings and sessions are:

- One (1) Coaches Meeting
- One (1) Learning and reflection as a whole group (Leaders and Coaches)

The Person Centered Trainer is Tanya Richmond with Support Development Association.

Feedback from the Trainer is listed below:

- Level 1 Coaches – People who receive support
- Level 2 Leadership – Organization
- Level 3 System (State, DBHDD, policies and procedures)

Clayton Center CSB has made tremendous changes by utilizing the tools from The Person Centered Trainings. These changes included problem solving and communication.

H. Staff Salary Increase

Jori Hammond , HR Manger, provided the Merit Increase FY2017 handout:

The State has given a 3% increase, which begins August 1, 2016. Clayton Center would like to give Grade 10 and below an additional 2% increase, which is a total of 5%. Grade 11 and higher will only receive the 3% given by The State.

Employees listed in the 5% category are:

- ✓ Residential (DD,SA and MH)
- ✓ CSS Day Support
- ✓ Transportation
- ✓ Centralized Scheduling
- ✓ Facilities Management
- ✓ Front Desk Clerks

Merit increases are based on the employee's satisfactory score that was met on the PMF and their work location.

Motion was made by Mr. Davis, seconded by Ms. Schmidt to approval the Merit Increase FY17. The motion was carried unanimously in the affirmative.

Note (Board request): The Evaluation forms completed by the house managers quarterly can be available to the parents. The Satisfaction Survey can be available in every home for the family member to complete. The family members should mail The Satisfaction Survey forms to Tiffany Tom-Johnson, COO.

I. Salary Increase & Incentive Pay for Clinical Staff

Jori Hammond, provided handouts :

- Salary Adjustment will be implemented to allow Clayton Center to be competitive with CSB's and Private Providers. The Merit increase will not apply to Clinical employees who are licensed. Clinical employees will receive a salary adjustment based on their licenses and their years of experience.

Motion was made by Dr. Anderson, seconded by Ms. Schmidt to approval the Salary Increase FY17. The motion was carried unanimously in the affirmative.

- Clayton Center Incentive Plan (ICP)
Incentive Compensation Plan purpose is to enhance quality outcome associated with treatment services provided by the Clinical employees.

Monthly bonus of \$300.00 will be received if productivity was met and \$ 500.00 if productivity was exceeded.

Motion was made by Mr. Davis, seconded by Mr. Flowers to approval the Incentive Plan. The motion was carried unanimously in the affirmative.

J. Productivity Review & PMR

Tiffany Tom-Johnson, COO, provided handouts for May 2016 and June 2016 productivity. In addition, she the provided Productivity Agreement and KIP report.

In May our billable hours went up 81% for the Agency; which is good news. In June our billable hours went down to 73%, which we had several vacant positions. The format will change in August, to ensure that we are successful. We will rotate credential employees to do Intakes within all locations. Hopefully, the Incentive Plan will help increase the productivity numbers.

The Board suggested that the Agency hire an Accountability Compliance Officer to focus mainly on productivity. This position will be posted in-house. The Candidate should be familiar with how productivity operates and the ability to navigate CareLogic. They will need to be knowledgeable with the PMR process. Dr. Anderson and Mr. Flowers volunteered to sit on the Interview panel. The position will be posted by the beginning of next week. Interviews will take place by the first of August. Hopefully, the process will be completed by the first week of August.

The PMR is the monitoring part that we submit to The State every six (6) months. These are Key Performance Indicators that we have to comply with. Three (3) areas that we currently need to focus on are:

- Hospital Discharges seen within 14 days of discharge
- Adult Additive Disease Support Services will make up 1% of Core Services billed
- 100% of SCS claims will be submitted within 90 days from date of services

Agencies need to be above 70% or their contract will be in jeopardy.

K. Janitorial Uniforms

Pictures of Janitorial Uniforms were provided for The Board to review. This was a request from The Board that Janitorial employees wear coverall jumpsuits. Each employee will receive two (2) uniforms provided by Clayton Center. Employees requesting additional uniforms must purchase them. The color chosen was Blue.

Motion was made by Ms. Schmidt, seconded by Dr. Anderson to approval the Janitorial Uniforms. The motion was carried unanimously in the affirmative.

L. Board Retreat

The Board Retreat was placed on hold, but will remain on the agenda until the Board states otherwise. The two Board Retreat locations to choose from are "Calloway Gardens" and "The Inn in Serenbe".

M. Election Of Officers for FY17 – Plan

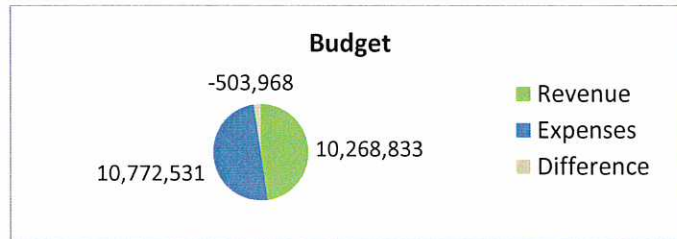
The Board decided to think about the "Election of Officers" until the next Board Meeting. Contact Ms. Schmidt with your nominations before the next Board Meeting. The "Election of Officers" will be voted on at the next Board Meeting.

V. Reports

Chief Executive Officer

1) Financial Overview

The FY16 Revenue and Expense Statement pie-chart handout was provided.



- Revenue - 10,268,833
- Expenses -10,772,531
- Difference - <503,968>

Additional information is still coming in for FY16; however, this is where we stand so far. Mr. Thompson agreed to work with Dr. Cheever on the Annual Budget.

2) Social Security Audit – July 6, 2016

Three Auditors reviewed Clayton Center's records and they were impressed with our policies and procedures. They stated that the Accounts Payable Department need to send the invoices to the Finance Department in order to know how much a person is supposed to pay. The Auditors were very impressed with Clayton Center and the audit went well.

3) Credit Rating Improved from Poor to Fair

Dr. Cheever made some changes in the Accounts Payable Department. She meets with the department on weekly bases, in order to remain on top of things.

4) FY17 Budget Approval

Scheduled for September

5) Contracts

- ✓ Advance to Clayton Center - \$ 405,000.00
- ✓ Developmental Disability (DD) FY17 Clayton Center CSB - \$ 791,475.00 (June 17, 2016)
- ✓ Behavioral Health FY17 Clayton Center CSB - \$ 1,958,319.00 (July 6, 2016)
- ✓ Case Management FY17 Clayton Center CSB - \$ 162,000.00 (July 6, 2016)
- ✓ Systemic Changes DBHDD - \$ 0.00 (July 13, 2016)
- ✓ Case Management FY2017 (2) - \$ 28,800.00 (July 13, 2016)
- ✓ FY16 Georgia APEX Project (GAP) - \$ 122,000.00 (July 6, 2016)
- ✓ FY17 Recovery Support Services - \$ 591,226.00 (June 20, 2016)
- ✓ Deferred Prosecution Renewal – Reimbursement Bases

Motion was made by Dr. Anderson, seconded by Mr. Flowers to allow Clayton Center to enter into the Contracts. The motion was carried unanimously in the affirmative.

6) Agency Staff

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

Agency Staff	Total
Clayton Center Staff	69
HealthCare Staff	165
Terminations	1
Resignations	1
New Hires	2
College Interns	6
Summer Interns	4
Clayton Center Vacancies	2
HealthCare Staff Vacancies	25
Interns/Volunteers	0

7) Payroll

- May 2016 - Clayton Center Payroll - \$331,906.23, HealthCare Staffing Payroll - \$206,568.08
- June 2016 - Clayton Center Payroll - \$457,217.74, HealthCare Staffing Payroll - \$303,385.51

8) Upcoming Events

- Board of Directors Meeting – GACSB
The Board Meeting will be held on Thursday, August 11, 2016 at 10:00am in Macon, GA (River Edge BHC). Ms. Schmidt and Mr. Bowmaster agreed to attend the meeting.
- 2016 Board Educational Exchange
The Educational Exchange will be at Chateau Elan on Sunday, October 23rd -25th, 2016. Contact Dr. Cheever as soon as possible, if you desire to attend, in order to secure a room.
- The Back to School Bash is on Thursday, July 21, 2016 (6:00pm – 8:00pm) at 1396 Southlake Plaza Drive, Morrow, Georgia 30260. Community Resources will be available, as well as, games, prizes, music, food and school supplies.

Motion was made by Ms. Schmidt, seconded by Mr. Flowers, to go into Executive Session. The motion was carried unanimously in the affirmative.

VI. Executive Session

- Employment Matters
- Lawsuits: US District Court and 2 at EEOC

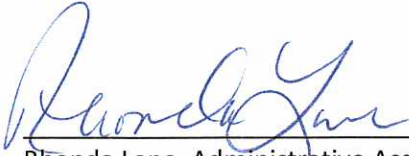
VII. Adjournment

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

Meeting was adjourned at 7:35p.m.

The next scheduled Board Meeting is: **Tuesday, August 16, 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