

**Clayton Center Community Service Board
Business Meeting Minutes
June 12, 2018**

Clayton Center Community Service Board (CSB) Board Members

Mr. Bryan Flowers, Chairperson	Mr. Kenneth Wilson
Dr. Alieka Anderson, Vice-Chairperson (<i>via phone</i>)	Ms. Khadija Works
Mr. An'Cel Davis	Mr. Junior Jackson
Mr. Eric Bell	Dr. Aundria Cheever, Chief Executive Officer
Mr. Martin Thompson	Dr. Lee Adams, Interim Chief Executive Officer
Dr. Nia Cantey (<i>via phone</i>)	Ms. Rhonda Lane

I. Call to order

Mr. Flowers called the Board meeting to order at 5:44PM.

II. Invocation

Mr. Davis led the Invocation.

III. Public Comments

There were no public comments

IV. Business

A. Approval of Minutes

There were no additional

Motion was made by Mr. Davis, seconded by Mr. Bell, to accept the Agenda as submitted. The motion was carried unanimously in the affirmative.

B. Approval of Minutes

Motion was made by Mr. Bell, seconded by Mr. Davis, to approve the April 17, 2018 Minutes as submitted. The motion was carried unanimously in the affirmative.

V. Business II

At the request of the Board, the only oral presentation will be the financial reporting. The departmental reports will be reviewed at the request of the Board. The Executive Team was in attendance to answer any additional questions pertaining to their reports. Ms. Almita Hornsby-Hogue was introduced as the Compliance Officer for the agency.

A. Human Resource Update

Ms. Jori Hammond, HR Director, report was submitted to the Board for review.

Staff Report for April and May 2018

Clayton Center	Apr	May
Employees	64	62
Terminations	1	1
Resignations	1	1
College Interns	5	5
Volunteers	2	2
Vacancies	3	3
New Hires	0	0

Healthcare Staffing	Apr	May
Employees	119	118
Terminations	0	0
Resignations	7	2
Released	2	0
Volunteers	0	0
Vacancies	29	31
New Hires	7	1

B. Individuals Served

Mr. Brent Eberspacher, IT Director report was submitted to the Board for review.

C. PMR & Service Dashboard

Mr. Brent Eberspacher, IT Director report was submitted to the Board for review.

D. Failed Claims

Ms. Almita Hornsby-Hogue, Compliance Officer/UM Manager report was submitted to the Board for review.

E. Vacancy Analysis

Ms. Adrienne Johnson, Clinical Director report was submitted to the Board for review.

F. Productivity Review & Accountability Report

Mr. Lee Adams report was submitted to the Board for review.

VI. Reports

A. Finance

Ms. Debra Pinkston report was distributed and she presented an overview to the Board.

Handouts for May 2018 Revenue/Expenditures Summary and for May 2018 Forecast of Revenue vs Expense were distributed to the Board.

May 2018 Revenue and Expenditures Summary

	Actual	Budget	Fav/(UnFav)
Revenue	\$936,370	\$1,123,331	(\$186,961)
Expense	\$1,001,002	\$1,033,144	\$32,142
Net Deficit	(\$64,632)	\$90,187	(\$154,819)

The May 2018 total revenue was \$11,005,335 and the total expense was \$10,845,353 which left a net excess of revenue over expenditures of \$159,982

The Day of Cash on hand was .63. The net operating margin was (22%).

- Dr. Adams reiterated, as reported last month, the Accounts Payable department entered all Invoices, which caused the large deficit. The expenses were higher than the revenue. The reports will start reflecting the true actual expenditure amounts.

The Client Fees are lower than expected. Grant in Aid is lower than budgeted, due to non-operation of the Kendrick home.

- YTD Revenue was unfavorable of (\$555,151) and YTD Expenses were unfavorable to YTD Budget by \$392,407 leaving the total deficit (\$162,743)
- The agency has still not received the Adult Felony Court payment. Two of the Doctors were on vacation, which are two of the agency largest biller. Mr. Davis inquired if the agency recognizing any improvement with the finances. Dr. Adams responded, that the agency is currently maintaining. Therefore, if the agency continues to maintain the expenditures the monthly bills can be paid.
- Dr. Adams has been working with some of the Vendors by setting up payment agreements to reduce the large balances. Also the agency has been working with McIntosh Trail to resolve the billing issues. The billing revenue has increased. Some of the billing numbers are indicated, but is not showing as applied; which is currently being researched.
- Dr. Adams will consult with the Billing Manager regarding the completion of the billing postings. CareLogic maybe preventing the funds from transferring. Many of the staff members are exceeding their productivity; however the billed hours are not showing posting as corrected. Some departments are billing more than others.
- Dr. Adams will further discuss decreasing the Manager's productivity requirement with the Executive Team, due to their extra job duties.
- The billing department is behind with posting, which may be affecting the reports. Dr. Adams stated that the billing staff members needed some extensive training. Therefore, the Billing department went to McIntosh Trail for two weeks to observe and train. Also, the McIntosh Trail's Billing Manager along with a staff member has been working at Clayton Center for the last couple of weeks, correcting the financial issues.
- Dr. Adams said that Ms. Jackson (McIntosh CEO) shared with the State that it would take time to obtain accurate numbers.

B. Interim Chief Executive Officer

Interim CEO Report

Dr. Adams reported the following updates:

- The Current Bank Account as of June 12, 2018 - \$619,440.86
- Health Care Staffing Balance - \$924,342.95 (\$651,231.21– Past 30 Days).
- The agency is still waiting to receive the Adult Felony Court payments for the last few months.

Motion was made by Mr. Davis, seconded by Ms. Words to close the Public Business Meeting and to proceed into Executive Session. The motion was carried unanimously in the affirmative.

VII. Executive Session

- Personnel Matters

Motion was made by Mr. Bell, seconded by Mr. Davis, to close Executive Session. The motion was carried unanimously in the affirmative.

Motion was made by Mr. Davis, seconded by Mr. Bell, to proceed with the Public Business Meeting. The motion was carried unanimously in the affirmative.

Motion was made by Mr. Davis, seconded by Dr. Anderson, to accept the Employment Terms and Conditions as discussed in the Executive Session. The motion was carried unanimously in the affirmative.

Dr. Adams thanked the Board members that engaged in the Sustainability Plan conference call June 5, 2018. The State's main concern is the agency's financial viability. The agency has acknowledged the financial issues and action has been taking to rectify the issues by working collaborating with other CSBs. Dr. Adams is constantly staying in contact with the State regarding the different issues that the agency need to address. Ms. Sarah Case the former DD Director for State and former the DD Director at DeKalb County will be coming to the agency later this month. She will observe and offer a plan to improve the DD program. The intent is to ensure that the agency is providing quality service and maximizing the funding that was granted from the State. It was noticed, while working on the FY2019 Contracts that the funding amounts were reduced as a result of not utilizing the funds for the prior fiscal year. Dr. Adams is working with Ms. McIntyre to use as much of the funds as possible. The agency is aggressively working with McIntosh Trail to be financially sustainable.

The need for additional Vans is still a major concern for the agency. There were several anonymous complaints received by the State consisting of different incidents. It was noted that the complaints were from staff members. Most the allegations have come back inconclusive. The allegations of abuse, inappropriate staff behavior and securing/disposing medication were reported by Mr. Elzie Bailey to the former COO. However, the allegations were not reported to Administration. The issues with the Vans were reported to the transportation manager and emails were sent to the State concerning the repairs needed to the Vans. Dr. Adams added if the repairs were addressed, some of the incidents would have not occurred. The State sent out three or four investigators to investigate the allegations, which is very costly. Dr. Adams shared that staff members that are reporting these allegations and are not reporting them to Administration should be held accountable. The agency's goal is to ensure that the Individuals are being protected and are receiving quality services. Dr. Adams stressed that staff members follow the Chain of Command and in order to reassure that the issues are properly addressed. The staff members will be held accountable regarding following the Chain of Commands. Dr. Adams spoke with Melanie Dallas, CEO of Highland Rivers and she mentioned utilizing the Fleet services for Vans through DOS. Dr. Adams is working with Highland Rivers COO regarding the details. The agency is looking at leasing some Vans, which will also help with the repair expenses. One of the van repair cost is around \$6700.00; however, the value of the van was \$1500.00. Therefore, the transportation manager suggested doing some minimum repairs and using the van to transport two of the Individuals who are confined to a wheelchair.

VIII. Adjournment

Mr. Flowers motioned for the meeting to be adjourned.

Motion was made by Mr. Davis, seconded by Dr. Anderson for the meeting to be adjourned. The vote was unanimous in the affirmative.

Meeting was adjourned at 7:15PM.

The next scheduled Board Meeting is July 17, 2018 at 5:30PM.

Submitted by:

Approved by:



Rhonda Lane, Administrative Assistant
Clayton Center Community Service Board

cc: Clayton Community Service Board Members



Mr. Bryan Flowers, Chairperson
Clayton Center Community Service Board

Clayton County Board of Commissioners