

**Clayton Center Community Service Board  
Business Meeting Minutes  
January 21, 2020**

**Clayton Center Community Service Board (CSB) Board Members**

Ms. Khadija Works, Chairperson	Mr. Bryan Flowers
<del>Dr. Alika Anderson, Vice-Chairperson</del>	Ms. Mellissa Prescott-Crawford
Mr. An'Cel Davis	Ms. Cathy Loving
Mr. Eric Bell - via phone	Mr. Junior Jackson - via phone
Mr. Martin Thompson	

**I. Call to Order**

Ms. Works called the Board meeting to order at 5:40pm

**II. Invocation**

Mr. Davis led the Invocation and moment of silence in memory of the Individual who passed away today.

**III. Public Comments**

There were no public comments

**IV. Business**

**A. Approval of Agenda**

**Motion was made by Ms. Prescott-Crawford, seconded by Mr. Davis to accept the Agenda as submitted. The motion was carried unanimously in the affirmative.**

**B. Approval of Minutes**

**Motion was made by Mr. Davis, seconded by Ms. Prescott-Crawford to approve the December 17, 2019 Minutes as submitted. The motion was carried unanimously in the affirmative.**

**V. Business II**

**A. Human Resource Update (report attached)**

Ms. Linda Harris, HR Director report was submitted to the Board. Dr. Adams reported on behalf of Ms. Harris, the Clayton Center Leave Policy will change effective February 1, 2020. Employees hired after February 1<sup>st</sup> will comply with the PTO Policy. The maximum leave payout amount for longevity employees will also change. Healthcare Staffing's PTO Policy will be amended to reflect the accrual amount of eight (8) hours per month and a payout amount of 40 hours. The agency is still recruiting for vital positions. The rate for direct support staff is a barrier for hiring and retaining in certain areas. In addition, the agency is working diligently to fill those critical positions for LCSW and CPRP. The Executive Team met with a company last week to seek out the possibility of obtaining staff in a more efficient manner. The agency is looking at various ways to save money when it comes to HR and staffing.

Dr. Adams introduced the new Chief Operating Officer, Ms. Barbara June to the Clayton Center CSB Team and provided a copy of her Bio to the Board. Ms. June began her assignment with the Agency on January 16, 2020.

**B. Individuals Served (report attached)**

Mr. Aaron Prillhart, IT Director report was submitted to the Board. The agency served 1,480 Individuals in December, which was a slight decrease in October and November. December is typically, the agency's slowest month of the year. The numbers were slightly higher in December than the previous three years. Dr. Adams reached out to the Drug Court and the County regarding restarting the Drug Court Program; however, he has not received a response. Dr. Adams also shared that the agency currently is not a vendor of the Food Bank. The agency can reapply once the 501c3 Foundation is solidified.

**C. Vacancy Analysis (report attached)**

Ms. Dorothy Fondi, Clinical Director report was submitted to the Board. Ms. Fondi reported that there have been additional resignations within the APEX program. This is primarily due to the required financial application that is needed to complete the point of entry process. Several parents are reluctant about relinquishing their financial income. Dr. Adams has been trying to find some alternative options to improve the procedure. Dr. Adams spoke with Dr. Beasley and the School Board Staff regarding including the documents with the school forms in the beginning of the year. Currently, the agency is covering six (6) schools. The APEX Budget is presently a challenge. However, the CFO and Dr. Adams are looking for ways to modify the existing budget or possibly eliminating some of the services. The staff members need to do a minimum of 25% to cover their salaries, which would help with the expenditures. The Program Manager sent an accountability form to the APEX staff outlining the job requirements and expectations.

**D. Failed Claims (report attached)**

Mr. Jeremnich Russell, report was submitted to the Board. Mr. Russell reported the failed claims total in December 2019 was 380. However, 340 are due to no authorization, which is a result of the PA issues from Community Support and DD Services. A meeting was held with Jenny DeLoach and they are working to fix the PA's issues with most of the CSBs. The total failed claims recoupable expected amount due since January 2019 is \$85,000. The weekly meetings with the managers are still being held to decrease the number of failed claims.

**E. Productivity Review & Accountability Report (report attached)**

Mr. Jeremnich Russell, report was submitted to the Board. Productivity for the month of December was 89%. Staff made 78% of their actual monthly salary. The staff members are making an effort to increase their productivity and the managers are monitoring their staff productivity regularly. The agency made a few staff assignment adjustments, which have proven to be cost-effective. The Management Team has gotten onboard with the vision of the Executive Team to collaborate and increase revenues. The Beacon Analysis shows the amount of money that comes in per week. According to the Provider Accumulator for FY2020, DD Services reached 38.42% of the goal, which is on track; Mental Health was 44.46% and Substance Use was 24.76%, the agency is working to increase services. The amount of revenue that came in for December was \$102,824.52. Dr. Adams added that during this time of the year the agency should be at 50% at least. The total amount billed in December was \$880,653.57 and the total amount collected was \$854,591.02 which is (\$26,062.55) less than what was billed out.

## **VI. Reports**

### **A. Chief Financial Officer Report (report attached)**

Ms. Marteel Higginbotham report was submitted and presented. In the month of December, there was an increase in net revenue and expenditure of \$27,000. The year-to-date decreased about \$142,000. The net operating cash balance to date is \$570,224. The reserve amount was increased to \$400,000. The remaining amount of \$165,000 will be used for the Block Grant and other projects. The total Accounts Payable outstanding aging reported was \$1,578,411. Healthcare Staffing's outstanding balance is \$955,845 and Salveo's outstanding balance is \$91,939. The Executive Team has been working to develop strategies that would be an economic benefit for the agency. Dr. Adams shared that the agency needs to renegotiate several of the contracts. The amount due to DOAS is still about \$298,000; last year Dr. Adams mentioned that he and the CFO would work on implementing strategies to decrease the previous year's balances. However, due to the demands of the staffing agencies obligations the plan is stagnant in order to meet the payments. The agency is extra cautious during the critical months with spending. The net payables continue to decline from the 2.4 million dated back to May 2018. Ms. Higginbotham is expecting to receive the 2019 Audit Draft back in the next few weeks. The total net revenue over expenditures was (\$142,896) which is a deficit for year-to-date. Last month's total net revenue over expenditures was about (\$172,000) hopefully; this will be the start of an incline. The Medicare revenue amount increased; this was attributed to the Billing Manager working diligently with the ASO to recoup some of the previous revenues; this helped the revenue numbers for December. The expenses are leveling off around \$890,000 to \$900,000 per month. Therefore, the agency needs to increase the revenues to an additional \$25,000 per month steadily for the next six months, in order to remain out of the red. The purpose of the Cost Study is to show the billable hours versus what the agency has paid out. This will help identify the actual cost per hour for a staff member in a particular position. Ms. Higginbotham is currently entering the data to complete the Cost Study. Then, she will update the Board on the final outcome. Dr. Adams also shared that the agency transferred over 20 HCS staff members today, January 21<sup>st</sup> as Clayton Center staff. This will save the agency the extra overhead cost and insurance cost. The Board inquired about transferring other staff members. Dr. Adams stated that DBHDD would like to coordinate a process to transfer employees as Clayton Center's staff, to ensure cost-efficiency.

### **B. Chief Executive Officer Report (report attached)**

Dr. Adams detailed report was distributed to the Board. Dr. Adams shared that The Crisis Stabilization Unit and the BHCC SPLOST proposals will be voted on at the Clayton County Commissioner's Board Meeting held tonight, January 21, 2020. They will vote on the consent agenda, which will move the vote to the public. Then, the agency will be responsible for convincing citizens to vote YES to pass the SPLOST. Southern Regional is interested in collaborating with Clayton Center. Southern Regional provided resource information to the agency regarding emergency facilities that receive individuals who need to be 1013 (admitted). Dr. Adams emailed the Board the ASO Audit results. The agency scored an 84%, which was down six points from the last Audit, due to the two points that are automatically taken off for the same variances. The agency is doing better on holding the staff accountable. Mr. Prillhart has been working diligently to prevent ransomware from occurring. In addition, the agency participates in the quarterly State Level Trainings. The GACSB Association was working to amend the process of holding the Board Meetings. Therefore, the Board Members will have an opportunity to call-in versus being present for the meetings. Dr. Adams sent the response that the Clayton Center is favorable. Dr. Adams will keep the Board posted. The legislative session has restarted and there are a few Bills related to Mental Health that the CSBs need to observe closely. The agency will review the Host Home contracts and ensure that the maintenance/upkeep is outlined. Dr. Adams sent a list of repairs that were needed at Battle Creek to the County's COO. Within a week, the repairs were being made. The Battle Creek walls are being fixed. The seats in the Battle Creek Auditorium have been repaired.

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

II. Executive Session

- Legal Matters
- Personnel Matters
- Financial Matters

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

VIII. Adjournment

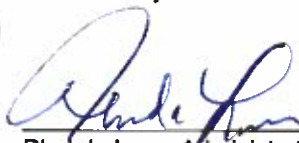
Ms. Works motioned for the meeting to be adjourned

Motion was made by Mr. Davis, seconded by Ms. Prescott-Crawford for the meeting to be adjourned. The vote was unanimous in the affirmative.

Meeting was adjourned at 7:31pm.

The next scheduled Board Meeting is March 17, 2020 at 5:30pm.

Submitted by:



Rhonda Lane, Administrative Assistant  
Clayton Center Community Service Board

cc: Clayton Community Service Board Members

Approved by:



Ms. Khadija Works, Chairperson  
Clayton Center Community Service Board

Clayton County Board of Commissioners