

**Clayton Center Community Service Board
Business Meeting Minutes
September 17, 2019**

Clayton Center Community Service Board (CSB) Board Members

Ms. Khadija Works, Chairperson	Mr. Bryan Flowers
Dr. Alieka Anderson, Vice-Chairperson	Ms. Mellissa Prescott-Crawford
Mr. An'Cel Davis	Ms. Cathy Loving
Mr. Eric Bell	Mr. Junior Jackson
Mr. Martin Thompson	

I. Call to Order

Ms. Works called the Board meeting to order at 5:45pm

II. Invocation

Mr. Jackson led the Invocation

III. Public Comments

There were no public comments

IV. Business

A. Approval of Agenda

Motion was made by Dr. Anderson, 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 June 18, 2019 Minutes as submitted. The motion was carried unanimously in the affirmative.

V. Business II

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

A. Human Resource Update (report attached)

Ms. Linda Harris, HR Director report was submitted to the Board for review.

B. Individuals Served (report attached)

Mr. Aaron Prillhart, IT Director report was submitted to the Board for review.

C. Failed Claims (report attached)

Mr. Jeremnich Russell, report was submitted to the Board for review.

D. Vacancy Analysis (report attached)

Ms. Dorothy Fondi, Clinical Director report was submitted to the Board for review.

E. Productivity Review & Accountability Report (report attached)

Mr. Charles Releford, COO report was submitted to the Board for review.

F. Clayton Center Foundation Resolution

The Clayton Center Foundation, Inc. has been secured. The Resolution and the Bylaws were distributed to the Board to review and move forward. If any edits or additions are needed, they will be completed.

Motion was made by Ms. Prescott-Crawford, seconded by Mr. Davis to accept the Clayton Center Foundation Resolution and Bylaws as presented. The motion was carried unanimously in the affirmative.

VI. Reports

A. Chief Financial Officer Report (report attached)

The CFO reports was submitted and was presented in the Center Wide Training Presentation

B. Interim Chief Executive Officer Report (report attached)

Dr. Adams detailed report was distributed to the Board.

State of Clayton Presentation Overview

- The Center Wide Training will be held on October 9, 2019 at the Paula Crane Center. The agency will remain open to serve the individuals and continue to generate revenue. The Board Members were invited to attend the training. State Representative Valencia Stovall was asked to be a guest speaker.
- Dr. Adams gave an overview of the State of Clayton drafted presentation and he shared several key elements that will be discussed during the training.
 - 1) New Fleets for transportation - there should be a total of 12 by the end of October
 - 2) Reduced net payables from May 2018 to current by 64%, from \$2,372,834 to \$855,809
 - 3) Improve staff morale by providing incentives and recognitions
 - 4) New Electronic Health Record System - looking into Netsmart
 - 5) Several other topics will be discussed, such as revenues over expenditures, the importance of good customer service, job retention, therapeutic boundaries, maintaining professionalism, documenting all services, seeking out additional billing options and ensuring claims are processed within 60 days.
 - 6) The CFO will be reporting the agency's financials and the financial audit updates. In addition, she will discuss the departmental budgets and purchases requisitions.
 - 7) The Clinical Director will talk about clinical documentation training, treatment team meetings, suicide preventions, managing schedules, process for 1013s.
 - 8) The HR Director will welcome and introduce the new hires; she will discuss the performance management review, supervision, ID badge compliance, reporting time/leave and organizational climate surveys, which is due December 20, 2019.

CEO Updates

- Payroll reduction comparison - FY2018 was \$8,679,050 and FY2019 was \$7,867,523 with a reduction of approximately - \$811,527, which is 9.5%.

Note: The agency hired a few higher end staff, which consists of the CFO and COO

- Staffing Comparison – Clayton Center had 61 employees in Dec. 2018 and 76 employees in Aug. 2019; Healthcare Staffing had 104 employees in Dec. 2018 and 95 employees in Aug. 2019. All Clinicians are under Clayton Center and still in the process of transiting the billable staff.
- The agency will continue to work on enhancing the facilities. The agency has been working with the County Commissioner's office and the County Housing Authority.
- Dr. Adams spoke with the County about who should be responsible for repairing the seats in the Battle Creek Auditorium. The seats are currently roped off for the safety of the individuals. Dr. Adams will follow-up regarding the status of the repairs.
- Dr. Adams met with the Commissioner about adding the agency to the SPLOST for a new facility
- The agency received the FY20 Recovery Support Services contract. The new contract states that the agency cannot have another program in the facility. However, additional time is needed to relocate the Phoenix Program. Dr. Adams will keep the State updated about locating another facility.
- Dr. Adams is in the process of seeking a "Professional Development Training" for the Program Managers. The CSB Association is currently negotiating a Professional Development Plan Proposal with Arudia, which will reduce the cost to about \$7,000 annually.
- Productivity for the month of August, there was a slight decrease of 87% in collections; there was a problem with the posting, which affects the productivity. The numbers may not be totally accurate; however, the revised numbers will be distributed.
- The ASO Audit initial score was 89%, the score dropped to 83% primarily due to one component added to the HR form for supervision. The form has been updated. The next scheduled audit is December 2019.
- The total net payables reduction comparison in May 2018 – \$ (2,372,834.40) to August 2019 – \$ (855,809.62) the total overall \$ (1,517,024.78), which is a 64% reduction (Unaudited reporting). Typically, October, November, and December are slower revenue months due to the holidays.
- The Provider Accumulator for FY19, Mental Health was 88% and Substance Abuse was 86%
- The monthly goal for FY20 has increase to around \$30,000 a month
- The next Financial Audit is scheduled for September 30, 2019.
- The agency hired an additional staff for Case Management to assist with enrolling the Georgia Housing individuals in the program.
- Dr. Adams spoke with the Sheriff's department regarding the 1013s transportation process and transporting in a reasonable timeframe. The Clinical Director conducts free mental health trainings to the local Police department.
- DBHDD has given us approval to proceed with the Crisis Stabilization Unit. Dr. Adams will meet with Ms. Charlotte Dupree at Southern Regional Hospital and will provide updates.
- The GACSB 22nd Educational Exchange is October 27, 2019 – October 29, 2019

Motion was made by Mr. Bell, 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.

VII. Executive Session

- Employment/ Personnel Matters

Motion was made by Ms. Prescott-Crawford, seconded by Mr. Bell 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.

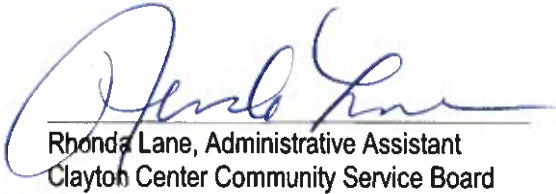
Motion was made by Mr. Jackson, seconded by Ms. Loving for the meeting to be adjourned. The vote was unanimous in the affirmative.

Meeting was adjourned at 7:15pm.

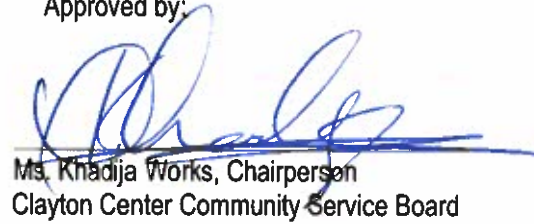
The next scheduled Board Meeting is October 15, 2019 at 5:30pm.

Submitted by:

Approved by:



Rhonda Lane, Administrative Assistant
Clayton Center Community Service Board



Ms. Khadija Works, Chairperson
Clayton Center Community Service Board

cc: Clayton Community Service Board Members

Clayton County Board of Commissioners