



**Clayton Center Community Service Board
Business Meeting
September 20, 2022**

Attendees:	Mr. Junior Jackson, Co-Chair	Mr. An'Cel Davis	Ms. Vanessa Battle	Mr. Jeremiah Johnson	Ms. Victoria Williams
	Mr. Derwin Davis	Ms. Paula Cook			
Absent:	Ms. Khadija Works, Chair				
Facilitator: Dr. Lee Adams, Chief Executive Officer					
Minutes					
Agenda Items					
I. CALL ORDER/ROLL CALL	On behalf of Mr. Junior Jackson, Co-Chair; Mr. An'Cel Davis called September 20, 2022 (In-Person Business Meeting) to order at 5:33 pm. Mr. Jackson joined the meeting via phone and officially assumed command of the Board Meeting once he arrived in-person.				
II. WELCOME	On behalf of Mr. Junior Jackson, Co-Chair; Mr. An'Cel Davis welcomed the attendees and conducted an electronic roll call.				
III. INVOCATION	Dr. Lee Adams led Invocation.				
IV. PUBLIC COMMENTS	There were no public comments.				
V. BUSINESS	<p>A. <u>Approval of Agenda</u></p> <p><u>Ms. Williams made a motion, seconded by Mr. Derwin Davis, to accept September 20, 2022, Agenda as submitted. The motion was carried unanimously in the affirmative.</u></p> <p>B. <u>Approval of Minutes</u></p> <p><u>Ms. Williams made a motion, seconded by Mr. Derwin Davis, to approve June 21, 2022, Business Minutes as submitted. The motion was carried unanimously in the affirmative.</u></p>				
VI. MANAGEMENT REPORTS	<p>Mr. Jackson, Co-Chair, asked the Executive Team Members to highlight successful items in the programs they manage. In addition, he asked them to express any concerning needs in their programs that they would like the Board to focus on and provide assistance.</p> <p>A. <u>Human Resource Update (report attached)</u> Ms. Linda Harris, HR Director, reported Clayton Center's total payroll for July - \$585,638 and August - \$581,953. The total number of staff in August was 111. The Agency currently has 53 vacancies and is working diligently to fill the vacant positions. Ms. Harris provided the Board Members with a detailed list of vacancies. There are currently no floaters to assist at the different IDD group homes. Therefore, due to staff shortages, the Agency is accumulating expenses for overtime. The Associate Clinical Directors are also performing the Program Managers' roles in their departments. The Agency is continuously advertising vacant Job postings on the Clayton Center's website, Indeed and Team Georgia's website, etc. The Cultural Diversity Committee provided Suicide Ribbons to the entire Agency in recognition of Suicide Awareness Month. The staff can wear the ribbons on September 29th, which is optional. Ms. Harris shared a need for additional funds in order to offer compatible salary rates to selected candidates. The more clinical staff members employed with the Agency, the more Individuals can be served. Also, additional Doctors and Nurses are needed.</p>				

	<p>B. <u>Clinical Updates (report attached)</u> Ms. Lanell Johnson, Associate Clinical Director, provided the Board with the Census Report for June, July and August 2022. Ms. Johnson shared the demand for additional counselors, clinicians etc. Currently, the department is consistently working hard to prioritize the urgency and level of care needed to provide services to the Individuals. Therefore, due to limited clinicians, meeting the timeliness requirements can sometimes be challenging. The shortage of transportation drivers also creates a barrier with transporting Individuals in the Adult Day Program. Ms. Johnson shared that some of the group numbers are expanding. The Census in Adult Day Services (Psychosocial Rehabilitation Group) has increased and there are about 15 Individuals who are interested in attending.</p> <p>Ms. Nekita Carter, Associate Clinical Director, provided the Board with the Census Report for June, July and August 2022. Ms. Carter also expressed that staff shortages are barriers for the programs she manages. The need for licensed staff is one of the challenges CYAF is facing with providing services. The Agency incorporated additional groups at the Phoenix location: Phase I and Phase II SAIOP groups, Mental Health Substance Use SAIOP co-occurring group, SAIOP evening group and co-occurring At-Risk group. Ms. Williams asked about the collaboration process with the Perry Learning Center. Ms. Carter said, the Agency is providing services at the Perry Learning Center and at the CYAF location. The Agency has received about 15 referrals from the Perry Learning Center. Dr. Adams added the Agency also collaborates with the Courts through the CHINS Program.</p> <p>C. <u>Chief Operating Officer (report attached)</u> Ms. Barbara June, COO of Operations, detailed reports were submitted to the Board. Ms. June reports consisted of the following areas: a) Centralized Scheduling Analysis b) Appointment Status Comparison Report c) Beacon Cash Analysis d) Failed Activities/Failed Claims Summary e) Productivity Report and f) PMR/KPI Updates. Ms. June shared that the Agency is currently at a phase of trying to Datamize and determine the target population to meet the need. The Agency is asked to provide this data information when applying for Grants or looking for additional funding. Ms. June reports focus on pulling data to identify those open positions that were mentioned by the HR Director. The Agency received an exceptional influx of funds in September. There will be five money payouts in September. The largest payers' funds come in on Thursday from Medicaid and State Contracted Services (SCS). The Agency is currently in week three and there is already a 40% increase compared to the month of August. Ms. June's Department is currently concentrating on Individuals who have an outstanding balance of \$5,000 or more. Ms. June asked the Board for assistance with spreading the message to the community that the Agency is a fee-for-service model; which means we assist those who are underserved and uninsured. Also, this poses a negative barrier for the Agency with the State; which implies the Agency is not serving these Individuals who meet the SCS guidelines. In the event, the Agency is unable to provide services, due to their provider/insurance; the staff will explain and refer them back to their Network/Provider. The Agency is currently not accepting any Medicare Individuals. To date, the Agency only has one LCSW who is authorized to provide services to Individuals with Medicare. Ms. June provided the Board with an array of information during the CARF Review that can be used to help disseminate information within the community. The Agency verifies insurance coverage online before scheduling an Individual for Intake and Individuals are provided with this information. The information is on the Clayton Center website and the DBHDD website. Centralized Scheduling is open from 7:00AM to 5:00PM and they can verify insurances ahead of time. In addition, this required information is located at the front desk. Currently, the monthly cash analysis in September is \$87,503 compared to August, which was \$37,437.</p>
<p>VII. REPORTS</p>	<p>A. <u>Financial Reporting – (report attached)</u> Ms. Debra Pinkston, CFO provided a brief overview of the Financial Report. The Agency is currently in the middle of a Financial Audit. A detailed report was submitted to the Board. As of August 2022, the Net Operating Cash balance was \$785,851. Salveo's total Invoices range from 90 days to current, which is about \$40,000. The amount over 90 days will be included with the bills to be paid this week. The Agency no longer has a contract with Healthcare Staffing. The total Net Payables (Aging Report) for August 31, 2022 was \$747,008. The total cash as of August 31, 2022 was \$441,793, which includes the restricted cash amount of \$207,732. The total amount due from DBHDD is \$449,014. COVID-19 is still a factor in generating additional revenues. The Payables outstanding amount from July to August was about a \$10,000 difference. The Agency is working diligently to decrease the payables balance. Ms. Pinkston shared she is in the process of recruiting a Senior Accountant and has an interview scheduled tomorrow, September 21, 2022; hopefully, a final decision will be made. Ms. Pinkston shared that the Financial Department</p>

needs additional expenses to move the ARPA funds. The Agency will be receiving some additional ARPA Funds.

Dr. Adams added that the items outlined to allocate the APRA funds are hardship, rental assistance for MH and \$40,000 was set aside to assist with the self-pays, prescriptions; etc. The Agency received an amount to raise the staff salaries up to \$13 per hour, which was initially 1.5 million. The Agency had to go back to get some of that reallocated to support the workforce. The final guideline is that only \$25,000 per person could be used towards the amount that was given for the \$13 per hour. The County has given money to help with hiring licensed clinicians and another \$200,000 to onboard the Co-Responder Model (the licensed clinician will be working with the Police Department). Ms. Pinkston is currently allocating \$274,000 for COVID-19 expenses. The Block Grant funds should be coming in next month.

B. CEO Report – (report attached)

Dr. Lee Adams, CEO, detailed report was distributed to the Board. Dr. Adams welcomed Ms. Paula Cook, the new Board Member to the Team. Judge Pamela Ferguson officiated the Oath to Office swearing-in for Ms. Paula Cook, before the Board Meeting.

a) CEO Report – Agency Updates

The Agency did not receive the fixed fee-for-services payment in FY2022 that was received in FY2021. The funds are increasing in this module as Ms. June reported. The Agency has sustained and remained operational. The CEO and the CFO current priorities are to make sure money is set aside for payroll, rent, utilities etc. Dr. Adams met with the County regarding the reallocation of the ARPA funds and they would like the staff members who currently receive \$13 per hour to be increased to \$15 per hour. During the meeting, the CFOs were asked to review the expenses and look for other ways to cover some other required items. Currently, all billable staff members are receiving an additional \$500 per month from the funds that were received from DBHDD through the Workforce Enhancement. The billable staff will continue to receive \$500 per month through the Workforce Enhancement from the ARPA funds, until the funds are exhausted. The staff was notified that receiving the extra \$500 per month is not permanent. The Agency must have additional clinicians in order to increase the encounters. Dr. Adams met with the Legislative Delegation last week to provide the Agency's priorities before they return to the Capitol. One of the items listed was "CSB is Me Campaign" to identify Community Service. The Agency's information will be updated and submitted tomorrow, September 21, 2022. They want to inform all State Legislators of the need to sustain the Community Service Board and the need to have the funds to provide the required services. The Agency is looking for better facilities. The County will be meeting and are considering the Flint River site location by Southern Regional. The Agency is seeking to have a professional infomercial that can be displayed on social media. Dr. Adams met with Wynn Productions who do a lot of business with the County. The Agency can have a commercial which would run for one minute with all of the production fees that would cost about \$800 to \$1000. The 30 second slot would be displayed on social media, Instagram and posted on the website, etc. Dr. Adams is looking to re-design Clayton Center's website. The Agency currently has an Ad displayed at the Southern Regional Medical Center. Dr. Adams will provide the Board with the new CEO name at Southern Regional. Dr. Adams and Dr. Amin will meet with the new CEO at Southern Regional. The Agency has filled some of the vacant positions, however, there is still a great need for direct care staff. The IDD Program Manager, Ms. Paula Tyler was the FY2022- FY2023 Clayton County Valor Award Winner. Ms. Tyler and the staff who are currently working in the homes, truly cares about the Individuals. Due to the staff shortages Ms. Tyler has worked several weekends at the homes with the Individuals. Ms. Works attended the Strategic Planning Meeting. Dr. Adams shared that DBHDD is still encouraging CSBs to evaluate their Agencies' sustainability, and to form shared services. If the CSBs are unable to come up with an agreement, then DBHDD would implement mergers for the CSBs who cannot sustain themselves. The CSBs do not have a fixed Budget Plan.

b) COVID-19 Updates - The Governor's Executive Orders – The Economic Recovery and The State of Emergency ended April 15, 2002. The National State of Emergency will expire October 15, 2022. The Agency still must follow the National protocol because of the division and the population we serve. The COVID-19 confirmed positive cases for the Agency are 37 staff, one (1) volunteer, and 25 Individuals. The Board was provided with the State of Georgia and the County COVID-19 and Monkeypox updates. The Agency has not been notified of any positive cases of Monkeypox within the Agency. The Agency is currently working on a Policy regarding Monkeypox.

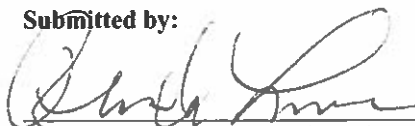
c) 9-8-8- Updates - The 988 hotline is the nation's most comprehensive mental health crisis service and is now operational.

VIII. UPCOMING EVENTS	Chairman Turner's International Ball is September 24, 2022 at the Georgia International Convention Center The Recovery Day – Block Party Event will be held at the PCLEC on – September 30, 2022 from 2:00PM – 6:00PM The GACSB's 24th Annual Educational Exchange is November 6, 2022 – November 8, 2022, at Lanier Islands.
IX. EXECUTIVE SESSION	<p><u>Mr. An'Cel Davis made a motion, seconded by Ms. Williams, to exit the Public Business Meeting and enter the Executive Session. The vote was unanimous in the affirmative.</u></p> <p>The following items were discussed:</p> <ul style="list-style-type: none"> • Property Matters • Legal Matters • Financial Matters <p><u>Mr. Jackson made a motion, seconded by Mr. An'Cel Davis, to close the Executive Session and proceed with the Public Business Meeting. The vote was unanimous in the affirmative.</u></p> <p><u>Ms. Williams made a motion, seconded by Mr. An'Cel Davis, to close the Executive Session and proceed with the Public Business Meeting. The vote was unanimous in the affirmative.</u></p>
X. ADJOURNMENT	<u>Ms. Williams made a motion, seconded by Mr. An'Cel Davis, to adjourn the Business Meeting. The vote was unanimous in the affirmative.</u>
Recorder: Rhonda Lane	

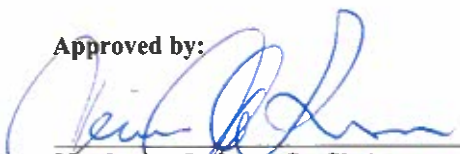
The meeting was adjourned at 6:39 pm.

The next scheduled Board Meeting is on **December 13, 2022, at 5:30 pm. The meeting will be held at Battle Creek Road, Jonesboro, GA 30326.**

Submitted by:


 Ms. Rhonda Lane, Administrative Assistant
 Clayton Center Community Service Board
 cc: Clayton Community Service Board Members

Approved by:


 Mr. Junior Jackson, Co-Chair
 Clayton Center Community Service Board
 Clayton County Board of Commissioners