



**Clayton Center Community Service Board
Business Meeting
December 13, 2022**

Attendees:	Ms. Khadija Works, Chair	Mr. Junior Jackson, Co-Chair	Mr. An'Cel Davis	Ms. Vanessa Battle	Ms. Victoria Williams
	Ms. Paula Cook				
Absent:	Mr. Jeremiah Johnson	Mr. Derwin Davis			

Facilitator: Dr. Lee Adams, Chief Executive Officer

Minutes	
Agenda Items	
I. CALL ORDER/ROLL CALL	Ms. Khadija Works, Board Chair called December 13, 2022 to order at 5:38pm Ms. Khadija Works, Board Chair welcomed the attendees and conducted an electronic roll call.
II. WELCOME	
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>Mr. Jackson made a motion, seconded by Ms. Williams, to accept December 13, 2022, Agenda as submitted. The motion was carried unanimously in the affirmative.</u></p> <p>B. <u>Approval of Minutes</u></p> <p><u>Mr. An'Cel Davis made a motion, seconded by Ms. Cook, to approve September 20, 2022, Business Minutes as submitted. The motion was carried unanimously in the affirmative.</u></p>
VI. MANAGEMENT REPORTS	<p>A. <u>Human Resource Update (report attached)</u></p> <p>Ms. Linda Harris, Human Resource Director, reported on the payroll figures for Clayton Center for the months of September, October, and November. The total payroll for September was \$589,079, October was \$588,706, and November was \$608,355. It was noted that the payroll numbers increased in November as a result of the on-boarding of a full-time RN, a part-time RN, a Therapist, and a Counselor. The total number of staff members in September and October was 120, and in November, there were a total of 118 staff members. Ms. Harris also noted that the 90-day contingency plan is working well. The Cultural Diversity Committee announced that they will be collecting unwrapped gifts for 168 foster children in Clayton County DFCS. An email notice was sent to all staff members detailing the event, which is strictly optional. Gift collection boxes will be placed at each site for staff members who would like to give. The Board requested that the salary amounts be included in the Vacancy Report for future reference.</p>

B. Clinical Updates (report attached)

Ms. Lanell Johnson, Associate Clinical Director, presented the Board with the Census Report for September, October, and November of 2022. Ms. Johnson also shared that a new Dialectical Behavioral Therapy (DBT) Suicide Prevention Group will begin on December 16, 2022. Currently, there are six (6) members who will be starting the DBT group and 15 potential members who have been identified to attend. The census for the Hope and Resilience Group is 12. Individuals who come through Intake on a daily basis are encouraged to attend the Readiness for Treatment Group.

Ms. Johnson also reported that the census in Adult Day Services (Psychosocial Rehabilitation Group) has increased to 38. However, the average daily attendance was down, and it was recommended that individuals attend at least three (3) days a week. Additionally, there are additional individuals pending for admission and awaiting transportation. The Peer Support Group census was 14 and the average daily attendance was around six (6).

Ms. Nekita Carter, Associate Clinical Director, provided the Board with the Census Report for September, October, and November 2022. Ms. Carter reported on the census for several programs, including the Phoenix Phase I and Phase II Substance Abuse Intensive Outpatient Program (SAIOP) groups, which had a total census of 18 and an average daily attendance (ADA) of 10. The Women's Treatment and Recovery Support group had a census of five (5) and an ADA between 2-4. The SAIOP evening group had a census of 14 and an ADA between 4-8. Ms. Carter noted that there have been on average at least six (6) to seven (7) referrals per week, but one of the challenges is getting individuals to come in for services. Ms. Carter also reported on the Children, Young Adults, and Families (CYAF) program, specifically the Girls Empowerment Group, which had a census of four (4) and an ADA of around two (2). She announced that a Psychoeducational Group for at-risk youths (ages 12-14) will start on February 20, 2023 on Mondays from 6:00 pm - 7:00 pm, which is a collaboration with the schools. The goal is to raise awareness of mental health and substance use within this group. Dr. Adams gave a brief overview of the APEX process to the Board. He shared that one of the biggest challenges is getting the parents to complete the paperwork. The Agency (APEX) should be allowed to return to the schools in January 2023. SAIOP start date is pending. CYAF is currently receiving referrals from several Clayton County Schools. The Agency is in the process of hiring Certificated Peer Specialists (CPS or CPSP) and Certificated Peer Specialists Youth (CPS-Y), who have experience with speaking to the youth population.

C. Chief Operating Officer (report attached)

Ms. Barbara June, Chief Operating Officer, presented detailed reports to the Board. The reports covered the following areas: a) Beacon Cash Flow Analysis; b) Centralized Scheduling Phone Call Metrics; c) Daily Intake and Referral Statistics; d) Engagement Billed Percentage Report; e) Failed Activities Analysis and Failed Claims Summary; and f) Productivity Summary. Ms. June stated that the monthly cash numbers generally decrease during the holiday months of October to December, but she anticipates that the numbers should pick up in January. She reported that the total FY2023 Mental Health funds were \$126,974 and the Substance Abuse funds were \$51,382. The Substance Abuse numbers have almost doubled since this time last year. Centralized Scheduling received 554 calls in November and 654 calls were made in November. The goal is to retain 50% of outgoing calls, which include reminder calls, engagement to re-enter services and engagement to complete the required paperwork. Ms. June explained how the call center data is categorized and calculated. In November, there were 74 new individuals who were accepted through Intake. Ms. June explained the Intake tracking process to the Board. The current Engagement Analysis was 87%. The current amount billed was \$340,163, the current amount collected was \$360,029, and the collection rate was 105%. This consists of current funds and old funds. Ms. June sends out a report every Monday to the Managers, listing the failed activities errors that their staff need to complete. The total number of errors for November was 257, which consisted of two (2) holidays. The number is expected to decrease in the upcoming months. The Managers were reminded to ensure their departments' responsibilities were addressed before the upcoming holidays, such as program coverage, notes signed, etc. A process has been set up to assist with reminding the staff to sign their notes within the allotted time. The Board discussed several ways to help with eliminating the service document not signed issue. Failed Claims numbers increased from around \$30,000 to \$50,000, due to the holidays. The average estimated revenue for the first and second quarters was \$38,747. The weekly productivity report is sent to the Managers to help them track their staff members' productivity to achieve their percentage goal. In addition, an email is sent congratulating the staff members who met their productivity goals for the week.

VII. REPORTS

A. Financial Reporting – (report attached)

Ms. Debra Pinkston, Chief Financial Officer, provided a brief overview of the Financial Report. Ms. Pinkston submitted the remaining required documents last week to the Auditors for the Financial Audit. A detailed financial report was submitted to the Board. The Account Receivables showed a credit balance, which should never be the case. This should be a debit, which means more money was received than was posted to revenues. Ms. Pinkston explained that prior to last July 2021, the financial department was using the cash-basis accounting method instead of the accrual accounting method. An analysis was conducted and it was discovered that about \$211,000 of prior extra (period) revenues were never posted. The Agency is currently waiting on the Auditors in order to make the adjustments. Ms. Pinkston explained that is the reason for the credit in Account Receivables. Ms. Pinkston also reported that the Agency should be receiving additional American Rescue Plan Act (ARPA) Funds soon. In November, the Agency received \$396,000 of the Block Grant funds and an additional \$20,000 should be coming in December. As of November 2022, the Net Operating Cash balance was \$1,338,333. Payment was made to Salveo. The total Net Payables (Aging Report) as of November 30, 2022 was \$713,859 and the total cash was \$998,232, which includes the restricted cash amount of \$207,732. The total amount due from the Department of Behavioral Health and Developmental Disabilities (DBHDD) is \$550,860. An analysis is conducted each month of all the expenses, to assess the variances, consistency etc. Ms. Pinkston informed the board that she is still working on filling the Senior Accountant position. Dr. Adams shared that there have been several candidates and interviews, however the salary amount appears to be a factor. He also reached out to DBHDD to contract with a couple of other CFOs to assist, temporarily, in order to stay on top of the books.

B. Chief Executive Officer Report – (report attached)

Dr. Lee Adams, Chief Executive Officer, detailed report was distributed to the Board.

a) CEO Report – Agency Updates


In November, the Agency was able to reduce payables by an additional 4%, despite the various challenges it faced. The historic debt continues to decrease. One of the Agency's struggles arose from the discontinuation of the fixed \$112,000 rate on fee-for-services dollars from DBHDD. This trend may continue, as DBHDD looks to shift all services to a fee-for-service model. The Agency is currently paying \$10,000 per month towards the amount due to the State for current and prior payments. Despite these challenges, there were some additional Workforce funds available for this year, which allowed clinicians to continue receiving an extra \$500 per month for billing. The extent of these funds is currently being assessed to provide staff with a 60-day notification. Mr. Kevin Tanner will assume the role of Commissioner for DBHDD, effective December 16, 2022. CSBs will meet with Mr. Tanner in the upcoming year. Currently, Monica Johnson is the Interim Commissioner. The Behavioral Health Reform and the Innovation Commission will be discussed at the CEO meeting on December 14th, and Dr. Adams will share the final information with the Board afterwards. The deadline for the Rate Study is January 23, 2023. The Agency submitted the Co-Responder Model application on December 2, 2022, for a total of \$80,000 and the awarded funds will be divided among ten CSBs. The State has also initiated a campaign, "The CSB is Me," to promote awareness of the Community Service Boards (CSBs) safety network. The Agency is utilizing social media to further raise awareness in the community. The State wants to assist the CSBs with commercializing the advertisements. The team has worked on the videos to send to the State. Dr. Adams ordered T-Shirts for all staff, through a County vendor. The shirts will have "The CSB is Me" and include information about the Clayton Center. The Agency is also working towards filling critical positions and improving staff retention. Billing is a top priority in achieving these goals and ensuring that funds are set aside for payroll. The future goals include the implementation of the Certified Community Behavioral Health Clinic (CCBHC) model. The acquisition of the Flint River property for rebuilding the site was approved by the County. Dr. Adams will be meeting with Representative Burnough and Chairman Turner to discuss the initiatives and needs in Clayton County regarding the Agency. The Board Chair and Co-Chair will be notified of the meeting date. The ARPA data will be resubmitted and hopefully the Agency will receive 1.3 million from the county soon. The meeting with Southern Regional's new CEO, Ela Lena, is pending. Dr. Adams is still working to confirm a meeting date. The Agency's Administration office was granted additional time from the School System to find a new location. The Agency is still waiting for the funds to repair the roof at the Crenshaw location. Currently, a tarp is on the roof and the roof was checked and deemed secure. In addition, they have reached out to other resources, like Habitat for Humanity etc. In terms of financials, the Agency is currently \$300,000 positive in year-to-date revenues; last year at this time, revenues were around \$200,000 in the negative. The team will strive towards developing strategies to maintain this positive trend. Additionally, DBHDD is still encouraging CSBs to discuss shared services and the possibility of

	<p>mergers. Recently, the Agency experienced an internet outage. To prevent future disruptions, all internet services will be transitioned to AT&T. This move is expected to save the Agency approximately \$2,000 per month. In addition, in an effort to protect Agency vehicles from vandalism, they are securely parked in well-lit areas.</p> <p>b) COVID-19 Updates - The Governor's Executive Orders – The Economic Recovery and The State of Emergency ended April 15, 2022. However, the National State of Emergency is set to expire on February 15, 2023. The COVID-19 and influenza numbers have been increasing. The Agency must still follow the National protocol due to the division and population it serves. The COVID-19 confirmed positive cases for the Agency are 39 staff, one volunteer, and 26 Individuals. The Board was provided with updates on the State of Georgia and the County's COVID-19 and Monkeypox (Mpox) information.</p>
VIII. UPCOMING EVENTS	<ul style="list-style-type: none"> • Christmas Holiday – Friday, December 23, 2022 and Monday, December 26, 2022 • Clayton County Chamber of Commerce Gala is Saturday, January 21, 2023
IX. EXECUTIVE SESSION	<p><u>Mr. Jackson 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"> • Financial Matters • Legal Matters • Real Estate Matters <p><u>Mr. An'Cel Davis made a motion, seconded by Ms. Battle, to close the Executive Session and proceed with the Public Business Meeting. The vote was unanimous in the affirmative.</u></p>
X. ADJOURNMENT	<p><u>Mr. An'Cel Davis made a motion, seconded by Ms. Williams, to adjourn the Business Meeting. The vote was unanimous in the affirmative.</u></p>
Recorder: Rhonda Lane	

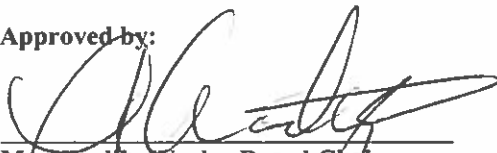
The meeting was adjourned at 7:25 pm.

The next scheduled Board Meeting is on **March 21, 2023, 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:


Ms. Khadija Works, Board Chair
 Clayton Center Community Service Board
 Clayton County Board of Commissioners