



Clayton Center Community Service Board

Business Meeting

July 18, 2023

Attendees:	Ms. Khadija Works, Chair	Mr. Derwin Davis, Co-Chair	Mr. An'Cel Davis	Ms. Vanessa Battle	Ms. Victoria Williams
Absent:	Ms. Paula Cook	Mr. Junior Jackson	Mr. Jeremiah Johnson	Mr. Delroy Bernard	
Facilitator:	Dr. Lee Adams, Chief Executive Officer				
Minutes					
Agenda Items					
I. CALL ORDER/ROLL CALL	Ms. Khadija Works, Board Chair called July 18, 2023 to order at 5:33pm				
II. WELCOME					
III. INVOCATION	Dr. Lee Adams				
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. Jackson, to accept July 18, 2023 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. Williams, to approve May 16, 2023 Minutes as submitted. The motion was carried unanimously in the affirmative.</u></p>				
VI. MANAGEMENT REPORTS	<p>A. <u>Human Resource Updates (report attached)</u></p> <p>Ms. Linda Harris, Human Resource Director, reported on the payroll figures for Clayton Center for the months of April, May, and June. The total number of staff members in April was 117; in May and June there were a total of 114 staff members. The Board received the Vacancy report which included the starting salary range. In June, there were 60 vacancies and two (2) new hires. The total payroll for April was \$628,068, May was \$610,949, and June was \$605,606. The Employee referral incentive program is functioning effectively. The Agency has received six (6) referrals and four (4) of those were onboarded. HR is actively posting the vacant positions on internal and external websites. The majority of the vacancies are in the residential homes; current staff members are working extra hours to cover the shifts. The Agency has implemented a model to provide incentives for staff and exploring various ways to introduce additional incentives. Ms. Harris will reach back out to Clayton State regarding their internship program. The agency will restart the Memorandum of Understanding (MOU) with Atlanta Area Tech for billing staff and phlebotomists. The Board suggested that HR consider posting vacant positions on social media sites. Dr. Adams mentioned that hiring a social engagement person to manage the websites is on his wish list.</p>				

B. Clinical Updates (report attached)

Ms. Lanell Johnson, Associate Clinical Director, presented the Board with the Census Report for May, June, and July of 2023. The census for the Adult Counseling Hope and Resilience Group is 12. There are seven (7) members who attend the DBT Coping skill for Suicide Prevention group. The census for the Adult Day Services (Psychosocial Rehabilitation Group) has increased to 55. In addition, there are five (5) individuals pending admission through the orientation process. The Peer Support Group census increased to 19. Ms. Johnson provided an overview of the report on Individuals Served from April 1, 2023, through June 30, 2023. The program meeting agenda items were provided to the Board. The Board inquired about increasing the census in the groups. Ms. Johnson and Dr. Adams explained that there needs to be staff available to provide the services and individuals must consistently attend the groups in order to generate revenue. The Agency is working to increase the groups and plan to hire a staff to facilitate them.

Ms. Nekita Carter, Associate Clinical Director, provided the Board with the Census Report for May, June, and July of 2023. The Phoenix Phase I and Phase II Substance Abuse Intensive Outpatient Program (SAIOP) groups total census increased to 33. The SAIOP evening group census is 12. The Women's Treatment and Recovery Support group census is eight (8). The Readiness for Treatment SU Group is weekly, 25 members were enrolled as of July 17, 2023. The Children, Young Adults, and Families (CYAF) program, Readiness for Treatment and Substance Use Educational group was seven (7). A holistic Health Group was developed, which focus on the overall wellbeing of the child and family. In an effort to reduce the impact of recipients losing Medicaid coverage, the agency is working on incorporating this assistance into Community Support Services. The Agency is working on a plan to adjust some of the staffs' schedule to allow them to meet with the students after school. The schools where the Agency can provide services under APEX changed a couple of weeks ago. HR is in the process of hiring staff for the APEX program before the school year begins. The Agency will collaborate with the counselors and parent liaisons in the schools.

C. Chief Operating Officer Updates (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; **f)** Productivity Summary. In June 2022, the monthly cash amount was \$32,297 and in June 2023 the monthly cash amount increased to \$62,712. Ms. June shared that the Agency generated approximately \$96,000 in additional funds outside the allowed State Contracted funds. The contract amount increased for FY2024. The FY23 total amount for MH funds was \$424,579 and the total amount for SA funds was \$192,307. Centralized Scheduling Phone Call Metrics, there were 422 inbound calls and 501 outbound calls, in June. The numbers typically decrease during the summer months. In June, there were 78 new intakes, which 29 individuals saw the doctor and 15 saw the nurse the same day. The agency's goal is to have about 110 new intakes each month to meet the fiscal responsibilities. The FY23 Appointment status comparison engagement analysis was 88%, slightly below the goal of 90%. In June, the total amount billed was \$355,718 and the total amount collected was \$469,738, which was a 132% collection rate. The team worked diligently to process all old claims before the end of the fiscal year. The number of failed activities in June was 102, primarily due to the summer vacations. However, Ms. June reported that the total amount of failed activities has since decreased to 41. The no authorizations went up to about \$91,000; however, at current date the amount decreased to about \$85,000. The productivity rate in May was 58% and in June it increased to 70%. A productivity report is distributed every Monday to the Managers to track their staff productivity from the previous week. This report serves as a tool for managers to help the agency reach its 80% productivity goal.

A. Financial Reporting – (report attached)

Ms. Debra Pinkston, Chief Financial Officer, detailed Financial Report was submitted to the Board. Dr. Adams provided a brief overview of Ms. Pinkston's financial report. As of June 30, 2023 the Net Operating Cash balance was \$2,163,768, which includes a restricted cash amount of \$207,732. The amount due from the Department of Behavioral Health and Developmental Disabilities (DBHDD) is \$304,762. Salveo balance of \$5,000 was paid. The total Net Payables (Aging Report) as of June 30, 2023 was \$599,835, which is a 75% decrease since May of 2018. A payment plan of \$10,000 per month was set up to pay this old debt, which the majority of the balance is old debt from 2017.

VII. REPORTS

Dr. Adams reported that all of the vendors are being paid monthly, which is definitely a plus for the agency. The total net asset amount decreased to about \$300,000 from the previous year. The unaudited statement report identifies that the expenses are above the revenues as of June 30, 2023. The agency had the financial audit; however, there were a few corrections that had to be made.

B. Chief Executive Officer Report Updates – (report attached)

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

- Clayton Center employees received the Valor Award in 2001 and 2022. Dr. Adams will be recommending another staff member for the 2023 Valor Award this year.
- Ms. Harris was recognized by HR for the state Human Resource Office of Performance Management.
- Ms. Brice, our transportation manager, received recognition at the last Region 3 meeting. The agency was cited as the number one (1) transportation provider in the State.
- Ms. June was recognized for her outstanding processes from the Georgia Housing Voucher/Carleton (the Beacon audit)
- The Agency has received several of the FY24 Contracts. Executed Contracts include Transportation, Behavior Health, IDD and APEX.
- The CCBHC Application has been completed; hopefully, the award announcement will be made in September.
- The new building process for the Behavior Health Crisis Center on Garden Walk will kick-off next month
- The Substance Use and Recovery Center Corrective Action Plan – the initial plan was submitted and the monthly correction action plans will be due starting in August. The team has started addressing some of the concerns.
- Commissioner Kevin Tanner conducted a CSU Bed Study and he is reviewing the data.
- Workforce Study – During the meeting, they discussed the repetitive required Trainings.
- CARF Accreditation expires February 2024. The renewal application is due by August 31, 2023.
- Technology – The Agency moved all services under Xerox, and the process is nearly completed. The Agency utilized Xerox staff as a contractor for 90-days and now HR will begin the onboarding process to Clayton Center.

VIII. EXECUTIVE SESSION

Ms. Works made a motion, seconded by Ms. Cook, to exit the Public Business Meeting and enter the Executive Session. The vote was unanimous in the affirmative.

Mr. An 'Cel Davis made a motion, seconded by Ms. Williams, to close the Executive Session and proceed with the Public Business Meeting. The vote was unanimous in the affirmative.

The following items were discussed:

- Personnel Matters
- Legal Matters
- Financial Matters
- Property Matters

A Special Called Meeting will be scheduled to discuss:

- The Board discussed during Executive Session working with the Attorneys regarding renewing Dr. Lee Adams contract.
- Board Members Retreat – The members will be thinking of some places to have the retreat.

Mr. An'Cel Davis expressed his gratitude for serving the Clayton Community and mentioned that he has enjoyed working with the team. He also shared that he has served on the Clayton Center CSB Board for almost 12 years. Mr. A. Davis will be running for Mayor of Riverdale. He thanked Dr. Adams and the Board Members for doing a good job. Dr. Adams thanked Mr. A. Davis for always being supportive and sharing his wisdom.

IX. ADJOURNMENT

Ms Works made a motion, seconded by Ms. Cook, to adjourn the Business Meeting. The vote was unanimous in the affirmative.

Recorder: Rhonda Lane – Notes taken in-person and via recorder

The meeting was adjourned at 7:22 pm.

The next scheduled Board Meeting is on September 19, 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