Clayton Center Community Service Board

Business Meeting Minutes

November 17, 2015

Present:
NaJeebah Butler, Chairperson
Birney Bowmaster, Vice Chairperson
An'Cel Davis
Bryan Flowers
Dr. Alieka Anderson
Pricilla Schmidt
Martin Thompson
Dr. Aundria Cheever, Chief Executive Officer
Tonya Smallwood, Interim Chief Financial Officer

Absent:
Terrica Redfield Ganzy

I. **Call to order**

Mr. Bowmaster called the meeting to order at 5:35 p.m.

II. **Invocation**

Dr. Cheever led the Invocation.

III. **Public Comments**

There were no public comments.

IV. **Business**

A. **Approval of Agenda**

1) **Additions to Agenda**
There were no additions to the Agenda.

2) **Adoption of Agenda**
Motion was made by Dr. Anderson, seconded by Mr. Davis, that the Agenda of the Board meeting be approved as submitted. The motion was carried unanimously in the affirmative.

B. Approval of Minutes

Motion was made by Dr. Anderson, seconded by Mr. Thompson, that the Minutes of the October 20, 2015 Board meeting be approved as submitted. The motion was carried unanimously in the affirmative.

C. 501c3 Corporation... Board Reconstruction

The 501c3 meeting will be held in January 2016.
Dr. Cheever applied for an AARP grant called "Bridging Generations" in the amount of $150,000. The grant is designed for teenagers to bond with seniors residing in nursing homes once each month. We will be notified if we are approved in January.

D. Productivity Review

Health and Wellness Nurses

Diane Boulai distributed a handout identifying the productivity percentage for Health and Wellness Nurses for the last four months, as shown below:

- Health and Wellness Nurse – 45%

Since the last Board Meeting, one nurse has been hired. We will have a full nursing staff by next month at Battle Creek. Productivity has increased by 11%.

Behavioral Health Unit (Intake and Counseling)

Lanell Johnson distributed a handout identifying the productivity percentage for Behavioral Health Unit for the last four months, as shown below:

- Behavioral Health Unit – 63%

Lanell Johnson reported that the Department's productivity has increased significantly.
A new Intake process was implemented to ensure more Individuals are seen per day, which meets KPI standards. The overall productivity set goal is 80%.
Additionally, Behavioral Health will be starting Counseling and Anger Management group sessions. Also, a Trauma group session will start specifically for men.

CYAF – Children, Young Adults and Families

A handout was provided identifying the productivity for CYAF.
In the absence of Chrisanne Mayer, Adrienne Johnson reported CYAF's productivity percentage for the last four months, as shown below:

- CYAF – 27%

The Apex Grant will be one of the key elements that will aid in enhancing the services and revenue at CYAF.

Tiffany Tom-Johnson, Chief Operating Officer, provided a handout of the overall productivity for the Agency.

Addicted Disease Program's productivity decreased in October, due to having only one employee within the Department. Currently, the Addictive Disease program is almost fully staffed.

Case Management Program is fully staffed and this allows staff the opportunity to see more individuals within the community.

Telemedicine is working successfully at the Battle Creek location.
Implementation of Telemedicine will begin next month, starting two days a week, at CYAF.

Adult Day Service is still exceeding productivity expectations.

Staying engaged with the individuals is one way to increase productivity and to decrease the no show rates.

Dr. Cheever made the following comments about Productivity expectations:

- Increase communicating and understanding how we serve our clients.
- Procedures and guidelines will be established to help increase productivity.
- Communicating with Individuals within 48 hours regarding appointments
- Corrective Action Plans are to hold clinicians accountable for not meeting their productivity expectations.
- Percentages must increase to prevent layoffs.

The Board Committee Members are willing to meet with staff members to address concerns and to discuss solutions to help accomplish their productivity expectations. Therefore, Ms. Butler is requesting that a meeting be scheduled with Managers and non-performing staff members by January 15, 2016. Ms. Butler reiterate the seriousness of meeting and exceeding productivity expectations.

Beginning January 2016, a "Memo of Concern," will be issued to staff members who have not met their productivity goals.

Person Centered Training
The Person Centered Thinking "Boot Camp" started two months ago and included the following training sessions: Orientation, Person Centered Thinking and Coaches/Leaders. Tiffany Tom-Johnson provided a handout that included detailed information about "Outcome Strategies and Processes".

E. Board Retreat

The Board Retreat will be held on Saturday, January 30, 2016, from 10:00am to 3:00pm.

The items to be discussed are as follows:

- Funding Accountability Dashboard
- Review Bylaws
- The **MTM PowerPoint** by Michael Flora for the Educational Exchange.
- Review Clayton Center Acronyms
- Clayton Center Policy and Procedures
- Review Productivity

F. Holiday Closing Schedule

In addition to Thanksgiving and Christmas Holidays, the Agency closing Holiday dates are listed below:

- November 25, 2015 close at noon
- November 26-27, 2015 State Holiday closed
- December 23, 2015 close at noon
- December 24-25, 2015 State Holiday closed
- December 31, 2015 closed
- January 1, 2015 State Holiday closed

V. Reports

A. Chief Financial Officer

Tonya Smallwood provided a handout to the Board Members, which outlined the financial report. Items reported are as follows:

Operating Margins

Month	$ Amount	Revenue	Expenses
2015- Oct 31	$ <527,925>	$ 611,748	$ 1,139,673
2015-Sept 30	$ <236,460>	$ 602,205	$ 838,666
2015- Aug 31	$ 328,105	$ 1,316,592	$ 988,487
2015- July 31	$ 174,446	$ 1,063.838	$ 889,392

Year-To-Date

Month	$ Amount	Revenue	Expenses
2015- Oct 31	$ <136,718>	S 3,191,138	$ 3,862,037
2015-Sept 30	$ <136,718>	$ 2,579,390	$ 2,716,108
2015- Aug 31	$ 99,742	$ 1,977,184	$ 1,877,441
2015- July 31	$ 174,446	$ 1,063.838	$ 889,392

October revenues from the State contract were not fully paid in October. The final recoupment of $125,000 of emergency advance (from the $500,000 emergency advance) was completed. Revenue has been affected due to a reduction in Medicaid funding.

October expenditures included September that were not paid in September; fuel and telecommunications. October also recorded contracted salaries and Liability Insurance that was not recorded in September totaling $150,000. September had a $0.00 payout for Contract Staff and Liability Insurance.

Tonya also reported, that we are looking at two different accounting systems that other CSBs are currently using.

B. Chief Executive Officer

1) Agency Staff

Dr. Cheever presented the Agency Staff Report as shown below:

Agency Staff	Total
Current Staff	232
Terminations	1
Terminations	6
New Hires	10
Vacancies	19
Deaths	0

2) Payroll

September 2015 $625,303 vs October 2015 $647,861 = $22,558 an increase in 2015. (2015 Raise)

3) Contracts/Grants

- ✓ **System of Care**
  We were awarded $100,000 for the System of Care Grant
- ✓ **VA Contract**
  We were awarded the VA contract.
- ✓ **MOU for PREP with the Board of Health**
  The MOU contract was signed and returned.
- ✓ **DBHDD Funding Dashboard**
  Dashboard funding was approved, contingent on the completion of an Accountability Dashboard

Accountability Dashboard

Before releasing funds, the State asked Dr. Cheever to create an Accountability Dashboard. The Dashboard was sent to Kenneth Ward on November 11, 2015. We are waiting to hear back from the State regarding the outcome of the guidelines submitted.

The funds will be used for the following:

- Geneva Financial Management System
- Purchase Focus Power-Time Accounting System
- Secure Records Solution DMS
- Purchase 80 new Computers
- Tele-Psychiatry Services

4) **CEO & Community Collaborations**

- Dr. Cheever and Chairman Turner were appointed to Chair the **Juvenile Justice Fund Committee** for the Juvenile Court.

- Dr. Cheever was appointed by the Magistrate Judge to Chair the Planning and Steering Committee for the Magistrate **Treatment Team Court** in Clayton County.

5) **Recent/Upcoming Events**

- The Holiday Breakfast will be held at the Drop-In Center on December 17, 2015 at 8:00am.

- The Board Retreat scheduled Saturday, January 30, 2016, from 10:00am to 3:00pm.

Motion was made by Ms. Schmidt, seconded by Mr. Flowers, to discuss Agreement and Personnel Matter. The motion was carried unanimously in the affirmative.

VI. Executive Session

Agreement and Personnel Matter

VII. Adjournment

There being no further business, Mr. Flowers motioned for the meeting to be adjourned. Dr. Anderson seconded the motion and the vote was unanimous in the affirmative. Meeting was adjourned at 7:25p.m.

The next Board Meeting scheduled: **Tuesday, February 16, 2016 at 5:30pm.**

Submitted by:

Rhonda Lane, Administrative Assistant
Clayton Center Community Service Board

cc: Clayton Community Service Board Members

Approved by:

NaJeebah Butler, Chairperson
Clayton Center Community Service Board

Clayton County Board of Commissioners