

Clayton Center Community Service Board
Business Meeting Minutes
April 18, 2017

Present:

Bryan Flowers, Vice Chairperson
Birney Bowmaster
An'Cel Davis
Pricilla Schmidt
Dr. Alieka Anderson
Dr. Aundria Cheever, Chief Executive Officer

Absent:

NaJeebah Butler, Chairperson
Martin Thompson

I. Call to order

Mr. Flowers called the meeting to order at 5:41 p.m.

II. Invocation

Mr. An'Cel Davis led the Invocation.

III. Public Comments

There were no public comments.

IV. Business

A. Approval of Agenda

1) Addition to Agenda

There were no additions to the agenda.

2) Adoption of Agenda

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

B. Approval of Minutes

Motion was made by Dr. Anderson, seconded by Mr. Davis, to approve the March 21, 2017 Minutes as submitted. The motion was carried unanimously in the affirmative.

C. Human Resources

Jori Hammond presented the March 2017 Agency Staff Report as shown below:

<i>Agency Staff</i>	<i>Total</i>
<i>Clayton Center Staff</i>	<i>65</i>
<i>HealthCare Staff</i>	<i>141</i>
<i>Clayton Center Terminations</i>	<i>0</i>
<i>Clayton Center Resignations</i>	<i>1</i>
<i>HealthCare Staffing Terminations</i>	<i>2</i>
<i>HealthCare Staffing Resignations</i>	<i>6</i>
<i>Clayton Center New Hires</i>	<i>1</i>
<i>HealthCare Staffing New Hires</i>	<i>4</i>
<i>College Interns</i>	<i>0</i>
<i>Clayton Center Vacancies</i>	<i>2</i>
<i>HealthCare Staff Vacancies</i>	<i>21</i>
<i>Volunteers</i>	<i>0</i>

Payroll

March 2017

Clayton Center Payroll - \$345,423 and HealthCare Staffing Payroll - \$317,506 ...Total Payroll - \$662,930

Some of the Board asked will the understaffing shortages create challenges for the agency and the residential facilities. Ms. Hammond responded that this will affect the agency, because currently we are understaffed in several residential facilities, DD Services and Transportation Department. Dr. Cheever added, one issue is that we noticed concerning the shortages in the residential facilities, was the employees wanted an increase in pay. Dr. Cheever said a request was made to the State to increase the salaries from \$10.00 to \$12.00 an hour to be competitive and help hire qualified quality employees.

D. Productivity Review & PMR (See Attached Handouts)

Tiffany Tom-Johnson, COO, provided an overview of the handouts.

Ms. Tom-Johnson was excited to announce that there were 12 employees that billed over a 100 hours for the month of March. Collectively all of the programs are improving pertaining to productivity and billable hours. There were several departments that exceeded the billed hours for March:

- Children, Young Adults and Families (CYAF) for the first time.
- Nursing Services
- Intake/Counseling
- Case Management

The agency collaboratively increased productivity, which was 98% (with leave added) for the month of March. Dr. Cheever stated that next month the Productivity Report will look differently as a result of using the Scorecard System; this will indicate what we were paid.

The next PMR Report is due to DBHDD by the end of May. Ms. Tom-Johnson indicated that they are working through some challenges with the CareLogic system. She mentioned that when the reports were run weekly, this allowed them to clean-up the failed claims sooner. The agency is failing several standards, which are Standard 1.1; Standard 3.1; Standard 3.2; Standard 5.1; and Standard 5.8. Dr. E is our new doctor. She started working last month which definitely helped the month of April percentages.

The availability of services will be increased for the Individuals that have a Substance Abuse Disorder. They will be offered group counseling.

Standard 9.6 and 9.9 are related to billing issues that we are having with CareLogic. These issues have been corrected. The State has taken ownership; hopefully, the corrections will help us meet these standards. This is a new format for Clayton Center. We have until the end of May to cleanup and research the errors.

E. Accountability/Billing Report

Lee Adams, CAO, provided an overview of the report handout. **(See Attached Handout)**

- Mr. Adams shared the billing issues have been rectified. However, another error occurred with the Vendor's ID which caused some of our electronic fee payments to process incorrectly.
- We are still working collaboratively in the huddle to minimize and correct billing errors immediately.
- The Score Card will give us a more accurate rating of the staff members' productivity and billable hours.
- Mr. Adams is tracking the fee for service income that is coming in.
- The monthly goal for MH, Peer and SA equals \$154,101.
- For the month of March only 12% has been collected, however this contributed to the challenges with the system vendors and the payment processes coming in from the ASO.

The DLA 20 (Daily Living Assistance Project) is on target. Adrienne Johnson and Marlo Mathis have completed train the trainer process and they are waiting directives for the next steps toward implementation. Then, they will start training the other staff members how to use the DLA 20 process.

F. HealthCare Staffing - \$462,322 - Update

Dr. Cheever shared that the agency is up to date with our payments. Currently, the amount owed to HCS is \$462,322. Payments will be made to HCS this week and next week. We have 30 days to make payments.

G. Region 5 Contract for Underage Drinking

Dr. Cheever and Tom McBeth, parent advocate in Clayton County, wrote a grant for Underage Drinking in October of last year. Dr. Cheever received an email stating that we were awarded the grant for six (6) months in Region 5. Region 5 is in Savannah Georgia (Through Chatham County down through HWY 95). We are waiting to find out, exactly which part of Region 5 was awarded to Clayton Center. The Clayton County area has not been awarded; we are hoping to do an exceptional job in Region 5 so that, we will also be awarded Region 3 (Clayton). This is a prevention program to stop underage drinking.

Motion was made by Dr. Anderson, seconded by Mr. Davis to enter into Contract with The Underage Drinking Program. The motion was carried unanimously in the affirmative.

H. Clayton County Alcohol and Substance Abuse Program - Adult Felony Court

Dr. Cheever applied for this grant, after missing the deadline 5 years ago. She was ecstatic to find out that Clayton Center was awarded the grant. Dr. Cheever explained her passion to regain the SA grant for the agency. The application was due the end of March. Clayton Center received an email today, informing the agency that they were the highest scored bidders. This program is important to the agency, because the Substance Abuse (SA) numbers have been down for some time. The SA program was once one of the highest programs in the agency.

The individuals in this program are court mandated for 18 months. Three dedicated staff members will be added to this program. The agency was asked to start interviewing to select the top three candidates and then forward their resume. In addition, we will need a larger facility to accommodate the influx of Individuals.

Motion was made by Dr. Anderson, seconded by Mr. Davis that the Agency enters into Contract with Clayton County Alcohol and Substance Abuse Program. The motion was carried unanimously in the affirmative.

V. Reports

A. Chief Executive Officer

• Financial Report

Dr. Cheever provided the Board with the Bank account balance printout. She shared, "we are currently in the red. We have to get these programs up and running and get our billing out in order to increase this amount." Therefore, Adrienne Johnson and her staff will have to clean up the claims, in order to gain this amount in a couple months. Mr. Adams and his staff are making sure the billing is re-batched and sent out. The UM department is getting the authorizations completed. Hopefully, next week after the Vendor issues are resolved we will have more money in the bank account.

CEO Report

1) Agency Needs

- Dr. Cheever shared that the agency needs three (3) more vans in Transportation. We will check on purchasing them.
- The two (2) Servers with software and hardware will remain on the CEO report until it is accomplished because the servers are definitely needed.
- Kendrick's had another review from the Healthcare Facility Regulations. They found the home to be deemed uninhabitable. Dr. Cheever will have to relocate the Individuals to another location. She is in the process of looking at houses. Also, she has consulted with a Realtor about finding another property. In addition, she spoke with the Housing Authority about having Kendrick's renovated; it will take time and money.
- Dr. Cheever, also made a request to Chairman Turner pertaining Slate Road, she has not received a reply.

2) Agency Updates

- An incident occurred at our CYAF (Children, Young Adults and Families) location. A parent and child were injured when the ceiling fell on them. The ceiling tile fell as a result of the plastic being submerged with water. The parent and child went to the Emergency Room; however, we have not received an update. We are currently waiting to hear from the family. Dr. Cheever told them that the medical expenses would be taken care of. She will forward the medical expenses to the Southlake Property owner. The property owner should have fixed the ceiling tile some time ago. There are pictures available.
- Unfortunately, there was another incident on the van involving the same DD Individual that was previously injured. The Individual received a gash to the head when she fell out of her wheelchair because her seatbelt was not functioning properly. Although her wheelchair was secured to the floor, she was not secured in the wheelchair. It was determined that her seatbelt had not been working for a while and needed to be repaired. The Individual was taken to the ER and was released with minor injuries to her head. The regular driver knows to take the Individual out of the wheelchair and place her on the van's seat and make sure the seatbelt is fastened properly.

Unfortunately, the new driver was not informed of the protocol of securing an individual under this type of circumstance. The situation has been communicated with the new staff member and resolved. The Management Team decided that, in the future, a letter should be sent to the parent to ensure the safety of their family member. The letter will inform parents to have their wheelchair repaired immediately. We will not be able to transport an Individual until the repairs are made.

- The Bunny Bash was a huge success on Friday, April 14th at the Paula Crane Life Enrichment Center.

3) **Collaboration**

- Bobby Dodd Institution collaboration will help train the Individuals how to work. We had an opportunity to go to the breakfast of Champions. Dr. Cheever spoke with one of the Board Members and one of the key Executive Staff Members concerning obtaining a collaborative Employment Service to establish a working relationship.
- Clayton County Housing Authority - Dr. Cheever met with Housing Authority again and they have agreed to purchase the supplies for the renovations at the Kendrick location, however, we will have to search for a Construction Contractor who is willing to offer their time.

4) **Contracts/Grants**

- Dr. Cheever is working on submitting two more grants this week, which are The Right Employment for the Individuals and providing core services to Fulton County.
- We are still waiting to hear about the SAMSHA Grant.

5) **Upcoming Events**

- Dr. Cheever and other staff members will attend Spring Fling, April 30, 2017 through May 3, 2017 at the Sea Palms Resort in St. Simons Island. She was excited to announce that for the first time four (4) DD Individuals and two (2) Staff Members will attend Spring Fling.
- Dr. Cheever invited the Board Members to her 50th Birthday Party at The Hilton Garden Inn Atlanta Millennial Center on April 22nd.

6) **Recommendation for Board Appointment**

We are still waiting on the approval for the CCSB Board Member recommendation from The Commissioner's office.

VI. **Executive Session**

No Executive Session

VII. **Adjournment**

Mr. Flowers motioned for the meeting to be adjourned.

Meeting was adjourned at 6:32 pm.

The next Board Meeting is May 16, 2017, at 5:30 pm.

Submitted by:

Approved by:



Rhonda Lane, Administrative Assistant
Clayton Center Community Service Board



Bryan Flowers, Vice Chairperson
Clayton Center Community Service Board

cc: Clayton Community Service Board Members

Clayton County Board of Commissioners