

Clayton Center Community Service Board
Business Meeting Minutes
January 17, 2017

Present:

NaJeebah Butler, Chairperson
Bryan Flowers, Vice Chairperson
Birney Bowmaster
An'Cel Davis
Martin Thompson
Dr. Aundria Cheever, Chief Executive Officer

Absent:

Pricilla Schmidt
Dr. Alieka Anderson

I. Call to order

Ms. Butler called the meeting to order at 5:37 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 Mr. Bowmaster, to accept the Agenda as submitted. The motion was carried unanimously in the affirmative.

B. Approval of Minutes

There were no revisions to the October 18, 2016 Minutes.

Motion was made by Mr. Davis, seconded by Mr. Thompson, that October 18, 2016 Minutes be approved as submitted. The motion was carried unanimously in the affirmative.

C. Productivity Review & PMR

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

Ms. Tom-Johnson was excited to announce that Clayton Center received an 87% on the PMR Report from DBHDD,

which the agency had previously failed. May 2017 is the next reporting period. Productivity Report for December indicated the overall billable hours were 71%. It was identified that this stems from Individuals not showing up for their appointments and staff members that were out on leave. She expressed that we are constantly looking for successful strategies to increase our Billable Hours. Dr. Cheever commended Ms. Johnson on her leadership, which helped to achieve the 87% goal.

D. Accountability/Billing Report

Lee Adams, CAO, presented an overview of the Report.

The Report outlined a few processes reviewed and/or implemented to lead the Agency in a more effective way.

- The State is now requesting that a Revenue Cycle Clerk Process be implemented to minimize errors and process clean claims.
- UM Staff and Billing Staff are monitoring, tracking and reporting updates daily to accomplish the projected targets. Listed below are the three (3) highest billing programs.
 - Community Support Services – (Monthly- \$313,350.30) and (Annually - \$3,760,203.71)
 - Fee-For-Services (Mental Health/Peer) – (Monthly - \$113,198.75) and (Annually - \$1,358,385.00)
 - Fee-For-Services (SA) - (Monthly - \$40,905.50) and (Annually - \$490,830.00)
- Mr. Adams mentioned a few tasks that were established to ensure revenue growth.
 - Implemented Revenue Cycle Clerk Process
 - Mandatory Front Office Staff training held on November 7, 2016.
 - Staff member was reassigned to monitor the revenues and ensure that the processes are working as designed.

E. HealthCare Staffing - \$1,180,359.07 in Arrears

Dr. Cheever shared that with the Board's approval for Clayton Center to enter into collaboration with HealthCare Staffing is the reason the agency currently exist. Currently the Agency owes HealthCare Staffing approximately 180 million dollars. However, the Invoice for October 7th was paid to HCS today, January 17, 2017. Dr. Cheever extended her gratitude to HCS. She stated that HCS has been very patient in working with CCCSB, with no threats of discontinuing their services, at the present time. The Agency will continue to work diligently to pay HCS.

F. Funding Request From DBHDD- \$1,350,000.00

The Agency submitted a funding request, in the amount of \$1,350,000.00, to DBHDD. The State responded back on January 4, 2017, requesting to meet with Clayton Center on January 5, 2017 at 9:00am. Which, Clayton Center was asked to provide a series of documents (attached for the Board's review) upon their arrival. Dr. Cheever extended a great appreciation for the staff members that assisted in obtaining information and preparing for the States Meeting. The staff members that were recognized consist of Ivy Adams, Roshunya Hood, Brent Eberspacher, Lee Adams Jori Hammond, Ella Washington, Adrienne Johnson, Tish Stevenson and Rhonda Lane. The State has asked for additional documents, since the meeting, which were provided in a timely manner. Currently, the Agency has not received a response back from the State.

G. Holly Tree Lawsuit Settlement - \$90,000

The Settlement Agreement Lawsuit with Holly Tree was negotiated down to almost 50% of what was originally requested. The first half of the Settlement Agreement has been paid. Subsequently, the remaining half must be paid in full before the end of January 2017.

V. Reports

A. Budget Analysis

Ivy Adams, Budget Analysis, provided a FY17 Preliminary Budget handout. In addition, she distributed an Income Statement to The Board.

- **Financial Overview**

Dr. Cheever reported that The Agency transferred from M&M to Abila, which is CCCSB new financial software system. The Abila Software System is a favorable choice that several CSBs are transferring into. She also reported that currently we are using two financial systems. She shared that currently no reports can accurately be printed out of Abila; therefore, reports printed out of M&M are close to accurate as possible. The Board was presented with the Preliminary Revenues and Expenses for July 2016 to December 2016, which 1.2 million dollars has come in as Revenue. However, our Expenses have been about 5 million dollars, which means that \$841,000.00 expenses over revenue have come in.

- **Preliminary Audit Presentation**

The Board was provided the finished Preliminary Audit Presentation to review at the meeting. However, after the Auditor presents the formal presentation The Board Members will receive a copy of the Audit Review. The good news is that we were in the black, which means we ended up with \$275,000 of revenue over expenses. Dr. Cheever said, with the exception of the first year this is the first time in five years for CCCSB to end with revenue over expenses. The State was happy about that, because it shows we have the ability to produce positive revenue.

- **FY17 Budget Approval**

Preliminary FY17 Budget was provided. Dr. Cheever explained that Contractual Agreements are any monies received from Private Insurance companies, payments for services and other revenues is preliminary \$1,212,576.00. Revenue from Contracts is preliminary \$4,110,960.00. This is only preliminary, however in the next upcoming meetings more factual figures will be provided.

B. Chief Executive Officer

- CEO Report

1) **Agency Staff**

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

| Agency Staff | Total |
|----------------------------------|--------------|
| Clayton Center Staff | 66 |
| HealthCare Staff | 154 |
| Clayton Center Terminations | 0 |
| HealthCare Staffing Terminations | 2 |
| Clayton Center Resignations | 2 |
| HealthCare Staffing Resignations | 9 |
| Clayton Center New Hires | 2 |
| HealthCare Staffing New Hires | 10 |
| College Interns | 0 |
| Clayton Center Vacancies | 1 |
| HealthCare Staff Vacancies | 15 |
| Volunteers | 0 |

2) Payroll

December 2016

Clayton Center Payroll - \$497,409 > HealthCare Staffing Payroll - \$327,476 ...Total Payroll is \$824,885.

3) Collaboration

- Southern Regional Hospital Collaboration-
A meeting will be scheduled with Southern Regional to discuss The Crisis Stabilization Center. Southern Regional will present the CSC to the State.
- CareSource Collaboration -
Select Systems and CareSource has entered into an agreement. CareSource is a CMO that is set to Go-Live July 1, 2017.

Motion was made by Mr. Bowmaster, seconded by Mr. Davis, to close Public Business Meeting and proceed into Executive Session. The motion was carried unanimously in the affirmative.

VI. Executive Session

To discuss Personnel Matters.

Motion was made by Mr. Davis, seconded by Mr. Thompson, to close Executive Session and proceed with Public Business Meeting. The motion was carried unanimously in the affirmative.

Additional Announcements

Dr. Cheever thanked Dr. Anderson and Mr. Thompson for representing The Board at the Holiday Party. She continued by expressing gratitude for HealthCare Staffing's contributing of \$1, 500 towards the Holiday Party cost.

Ms. Butler announced that she will be out on Medical Leave for about 90 days. She requested, in her absence that Mr. Flowers conduct business and sign documents as the Board Vice-Chairperson.

Motion was made by Mr. Davis, in the absence of Ms. Butler, that Mr. Flowers will be granted the authority to sign and be the Intermediary between The Board and Dr. Cheever, Mr. Bowmaster seconded the motion. The motion was carried unanimously in the affirmative.

VII. Adjournment

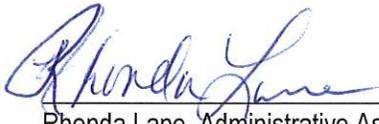
There being no further business, Mr. Flowers motioned for the meeting to be adjourned. Motion was made by Mr. Davis to adjourn the meeting, Mr. Thompson seconded the motion. The motion was carried unanimously in the affirmative.

Meeting was adjourned at 6:42p.m.

The next Board Meeting is February 21, 2017, at 5:30pm.

Submitted by:

Approved by:



Rhonda Lane, Administrative Assistant
Clayton Center Community Service Board

cc: Clayton Community Service Board Members



Bryan Flowers, Vice Chairperson
Clayton Center Community Service Board

Clayton County Board of Commissioners