

Clayton Center Community Service Board

Business Meeting Minutes

March 15, 2016

Present:

Birney Bowmaster, Vice Chairperson
An'Cel Davis
Bryan Flowers
Terrica Redfield Ganzy
Pricilla Schmidt
Martin Thompson
Dr. Aundria Cheever, Chief Executive Officer
Tonya Smallwood, Interim Chief Financial Officer

Via Phone:

Najeebah Butler, Chairperson

Absent:

Dr. Alieka Anderson

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 Mr. Flowers, seconded by Mr. Thompson, 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 Mr. Flowers, seconded by Ms. Ganzy, that the Minutes of the November 17, 2015 Board meeting be approved as submitted. The motion was carried unanimously in the affirmative.

C. Housing Authority Purchase Offer

Dr. Cheever is conducting market research for a new location for the Mental Health and Additive Disease residential program to relocate to. She provided the following reasons for a new residential property:

1. The new property for an investment with the Housing Authority, in which Clayton Center can lease. This would eliminate the need to share with other organizations at Holly Tree.
2. Holly Tree has new owners and they approached us about moving out of the facility.
3. We received notice from the County of Jonesboro, that they were not giving us a business license for the facility because it is not zoned appropriately.

Mr. Michael Bryant from the Housing Authority was invited to speak with the Board committee in regards to collaborating with Clayton Center on an investment property. Mr. Bryant shared that part of his Board's vision was to locate community organizations to partner with. He said, "With the proper help of both boards this can be a successful collaboration. We can do a lease to purchase with Clayton Center or we can finance the property on your behalf".

Dr. Cheever asked the board to allow Clayton Center to work with the Housing Authority on this offer to locate a new residential property. Mr. Bowmaster and Ms. Ganzy volunteered to work with the Housing Authority to collaborate this project.

A meeting will be scheduled (within the next few weeks) with a couple of board members from both board committees.

Motion was made by Ms. Ganzy, seconded by Mr. Flowers, to form a committee to work with the Housing Authority for a more suitable living environment for the Individuals. The motion was carried unanimously in the affirmative.

D. 501c3 Corporation... Board Reconstruction

- Letter from Board Organizer
- Secretary of State Payment is due by April 1, 2016.
- AARP Grant Submission was not funded.

E. Productivity Review

Tiffany Tom-Johnson, Chief Operating Officer, provided a handout of the overall Agency productivity for February 2016.

Tiffany reported that there has been an increase in almost every program in billable hours. We are definitely moving in the right direction. The revenue reflects 99%; in which we have increased by 7%. The overall Agency percentage is currently 64%.

Tiffany explained that all departments are working hard to ensure that they are billing on time. Also, shutting the buildings down at noon on Friday's, allows the staff members the opportunity to identify and correct errors weekly, is a contributing factor to this increase. In addition, we have an incentive opportunity called Share the Wealth that is offered to billable staff members.

Dr. Cheever announced the following staff members that were promoted:

- Caryn Haire – Program Manager for Battle Creek.
- Marlo Mathis – Program Manager for (Children, Young Adults and Families (CYAF).
- Ave Gale Allison – Program Manager for the Drop-In Center and AD program.
- Natasha Daniels – supervise the (Additive Diseases) AD department.

F. **Board Retreat**

February's Board Retreat follow -up information is listed below:

- Board Building Tour Day – (Unsuccessful due to various reasons) will reschedule
- Overnight Board Retreat – “Calloway Gardens” or “The Inn in Serenbe”.
- Updating the Bylaws – We will receive a Mentor to work with us.
- Dr. Cheever provided handout for review titled, *(Union Community Health Center Governing Board Self- Evaluation for Calendar Year 2015.)*

G. **Collaboration with School System for Elementary School Services – (Drop-In Center)**

Dr. Cheever, Adrienne Johnson and Marlo Mathis met with Superintendent Jackson and her team about an Out of School Suspension Initiative for Elementary students.

A handout was provided to the Board explaining the Goal, Criteria, Process and Intervention of the program.

The Drop-In –Center for the **Elementary School Services** is scheduled to start April 11, 2016.

Motion was made by Mr. Flowers, seconded by Mr. Davis, to approve the Out of School Suspension Initiative program. The motion was carried unanimously in the affirmative.

H. **AD and Slate Road Building Transition**

- AD program has relocated to the Paula Crane Life Enrichment Center.
- Slate Road program will relocate to Battle Creek, starting on April 1, 2016.

I. **Annual Report**

The Annual Report created by Trakell Fears was provided to the Board committee.

Motion was made by Mr. Bowmaster, seconded by Mr. Flowers, to approve the Annual Report. The motion was carried unanimously in the affirmative.

V. **Reports**

A. **Chief Financial Officer**

Tonya Smallwood provided the **FY16 Budget, Financial Report** and the **2014- 2016 Medicaid Report**.

Financial Report is listed below:

Operating Margins

Month	\$ Amount	Revenue	Expenses
2016- Feb 29	\$ 290,965	\$ 1,166,107	\$ 875,141
2016-Jan 31	\$ <304,047>	\$ 751,720	\$ 1,055,767
2015- Dec 31	\$ 272,123	\$ 1,115,332	\$ 843,208

Year-To-Date

Month	\$ Amount	Revenue	Expenses
2016- Feb	\$ <771,046>	\$ 6,735,812	\$ 7,506,859
2016-Jan	\$ <652,632>	\$ 5,978,330	\$ 6,630,962
2015- Dec	\$ <348,585>	\$ 5,575,195	\$ 5,575,195

Revenues for February have an added \$288,685 in a lump sum Funding Assistance from the State. Expense that occurred from August – February from the Salveo contract totaling \$83,500 has been recouped from the funding making the **Actual Revenues \$966,107.**

Expenditures increased for January and February include renovations to Paula Crane Life Enrichment Center.

Motion was made by Mr. Flowers, seconded by Mr. Thompson, to approve the Clayton Center FY16 Budget. The motion was carried unanimously in the affirmative.

B. Chief Executive Officer

1) Agency Staff

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

Agency Staff	Total
Current Staff	221
Terminations	7
Resignations	15
New Hires	25
Vacancies	11
Intern/Volunteers	8

2) Payroll

January - \$625,685 VS February - \$620,104 EQUALS \$5,581 Decrease

3) Contracts/Grants

We were awarded \$85,000 from DBHDD to upgrade the following:

- Financial system
- HR system
- Secure Record Solution
- Telemedicine
- Procure 85 New Computers

4) **CEO & Community Collaborations**

Dr. Cheever participated in the following Community Collaborations:

- **Juvenile Justice Fund Committee** for the Juvenile Court.
- Chair for the Magistrate **Treatment Team Court** in Clayton County.
- Board Member for a committee called **Men On F.I.R.E.**
- Keynote speaker for the **Mental Health Graduation.**
- A presenter at the **Temporary Protective Order** event.

5) **Recent/Upcoming Events**

- The Board Retreat is May 3-4, 2016 in Jekyll Island.
- Spring Fling is May 22-24, 2016 in St. Simmons Island.

Motion was made by Mr. Flowers, seconded by Mr. Davis, to discuss Employment Matters. The motion was carried unanimously in the affirmative.

VI. **Executive Session**

Employment Matters

Motion was made by Mr. Flowers, seconded by Ms. Schmidt, for Clayton Center to collaborate with Health Care Staffing. The motion was carried unanimously in the affirmative.

VII. **Adjournment**

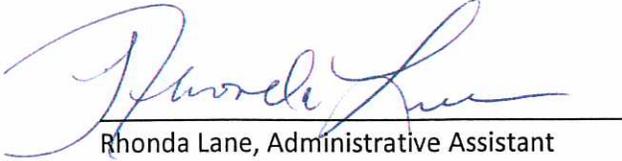
There being no further business, Ms. Schmidt motioned for the meeting to be adjourned. Mr. Davis seconded the motion and the vote was unanimous in the affirmative.

Meeting was adjourned at 7:25p.m.

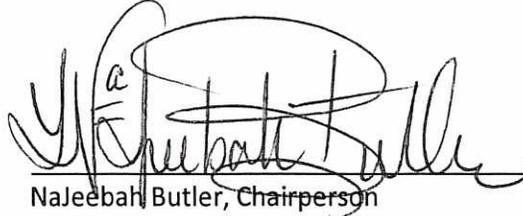
The next scheduled Board Meeting is: **Tuesday, April 19, 2016 at 5:30pm at Battle Creek.**

Submitted by:

Approved by:



Rhonda Lane, Administrative Assistant
Clayton Center Community Service Board



Najeebah Butler, Chairperson
Clayton Center Community Service Board

cc: Clayton Community Service Board Members

Clayton County Board of Commissioners