

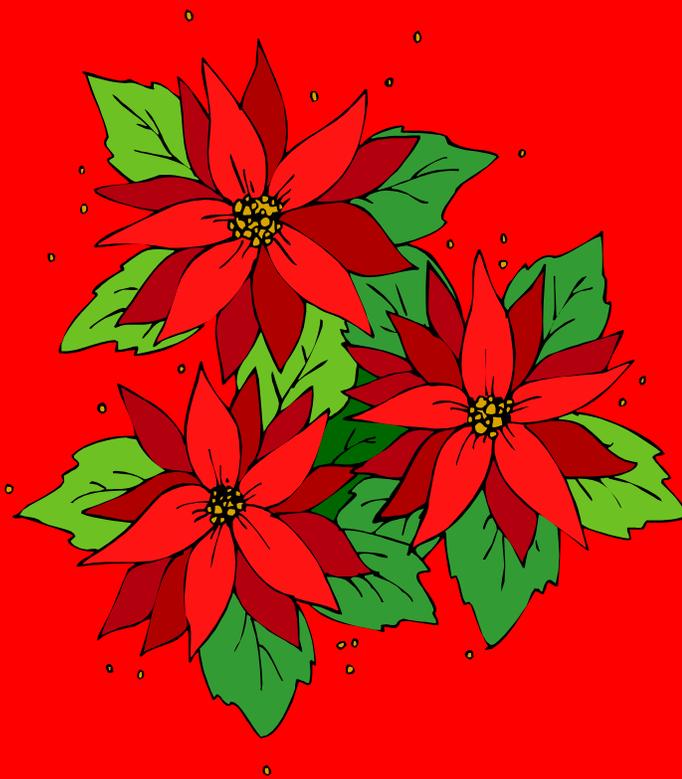
LOOKOUT MOUNTAIN COMMUNITY SERVICES

Board Meeting Minutes

December 1, 2015

501 Mize St. LaFayette, GA

5:30 p.m.



**Lookout Mountain Community Services
Board Meeting Minutes
DECEMBER 1, 2015**

Members Present:	Craig Fowler	Wayne Lowry
	Dwaine Lovingood	Damon Raines
Absent:	Vanita Hullander	Jon Payne
	Joel McCormick	Sarah Roach
Staff Present:	Tom Ford	Karen Watson
	Ben Mason	Heather Stanley
	Lynne Cabe	Erin Conaway
	Shilloy Bates	Nita Lanham

I. Call to order

Wayne Lowry, Board Vice-Chair, called the called meeting of the Lookout Mountain Community Services Board to order at 5:35 p.m. on December 1, 2015, in the Administrative Conference Room, at 501 Mize St., LaFayette, GA 30728.

II. Agenda Approval

As there was not a quorum, the agenda was not approved.

III. Approval of Minutes –September 14, 2015

As there was not a quorum, the minutes of the September 14, 2015, regular meeting was not approved.

IV. Program Presentation – CME

Heather Stanley, Director of LMCS’ Care Management Entity, gave an overview of the CME Program stating that we cover all 159 counties in GA and work with children, youth, and families. Services are paid for by state funds, Medicaid Waiver funds, or Amerigroup Georgia Families 360 contract dollars. Populations served include youth ages 6-21 and Emerging Adults ages 21-25.

Erin Conaway, Outreach Specialist, presented the Summit Transition Program which works with young adults ages 16-25 focusing on achievements rather than focusing on their mental illnesses and assists them with life skills, education support, counseling and job preparation. LMCS also has a two-year System of Care grant which provides \$100,000 each year for expansion, training and technical assistance on the concepts of System of Care. Cultural and linguistic competence training will be provided as well as peer support to parents and youth who have lived experience. Suicide.

Shilloy Bates, Community Engagement Team Supervisor, presented areas of service for the Community Outreach Team.

V. Reports

A. Financial Report – Ben Mason

Ben Mason presented the Profit and Loss statement and Balance Sheet for the four months ending October 31, 2015, as well as Revenues and Expenses compared to budget for the same period. LMCS generated 2% margin and both MH and SA programs generated a gain, but the DD program is showed a loss. Some highlights that Ben mentioned are:

- Key indicators are in range except for the Days of Revenue in Accounts Receivable. LMCS had \$6.5 million in assets, \$3 million in cash and \$3.9 million in Unrestricted Funds.
- The Pension Fund changes will affect key ratios in the next report.
- Budget comparisons show a 16% margin by reducing expenses.
- The TREK program has expanded into Cartersville and middle Georgia increasing revenue in those areas.
- Eligibility restrictions in CBAY have reduced revenue, but the program has reduced expenses to compensate.
- Medicaid and CMO revenue dropped due to fewer services.
- Pharmacy increased due to Medicaid and lower pharmaceutical costs.
- The state is scheduled to go to Fee for Service July 1, 2016.

Craig Fowler asked about the reduction in DD Supported Employment. Ben Mason responded that it is mostly because of losing the Bevis Rope contract and Bevis Rope hiring some of the individuals working there. The state wants us to find employment rather than using enclaves. However, a \$7K bad debt from Bevis from last year was collected this year.

B. Executive Director –Tom Ford

1. Restructuring

Nita Lanham was introduced as the Revenue Cycle/Billing Coordinator, working under Ben Mason. She is supervising front desk staff and billing staff, making sure processes are consistent among the clinics and dealing with revenue issues.

2. Risk Map

Dr. Ford presented charts that DBHDD had handed out that are related to our potential risk under the upcoming Fee-for-Service model for reimbursement. The charts apply to the uninsured (State Contracted) individuals we serve. Funding for these services come from the state contract. We went from 78% to 84% in Adult Mental Health in the uninsured category from 2013 to 2015. Adult Substance Abuse (SA) went from 37% to 40% for the same period. Most of the CSBs are losing in the area of Adult SA. Most individuals in the SA program are required to get services through court orders. These individuals receive group services, which is paid at the lowest rate. We will be offering individual services, but many cannot pay the co-pay.

The MTM Metric showed plusses in every area except for the Payor Mix. Our overall risk assessment for 2014 was medium but increased to High for 2015. This was primarily driven by the Days of Cash on Hand metric which was not correct. We have subsequently informed the State that the metric was incorrect and they have agreed.

System Risk was presented showing LMCS going from medium risk to high risk from 2014 to 2015.

3. Middle Management Academy (MMA)

Ten staff members attended the MMA – a four-day training for new managers provided by the National Council. The program focused on how to deal with changes and how to get folks on board with the changes. The team will be meeting monthly to develop strategies on how to move the agency forward, improve communication and reduce turnover. The first presentation will be done at the LEAD meeting on December 9. The agencies involved in the training are networking and sharing ideas and information.

4. Incentives

Currently our incentive states that the agency must meet a 2% margin and the eligible staff will receive an amount equal to the margin. All staff who have met their performance expectations for the first quarter will receive a 2.9% incentive supplement in December.

5. Smart Phones

Community staff now have smart phones to clock in and out to have accurate records of overtime payments. We can also track location through GPS. This has resulted in two investigations. We plan to expand the system to include expense reimbursement.

VI. Unfinished Business

A. Governance Improvement Project

Lynne Cabe updated the Board on the Governance Improvement Project to include CARF certification. The next survey is May of 2017. If we are ready, we will apply to be surveyed. Damon Raines has performed the first task. We need to develop an assessment tool for the Board. Damon reviewed three tools and picked out one and recommended changes to the review criteria. The next task will be to develop a tool to assess individual Board members and then to review our Board policies. Lynne will be researching the various tools and presenting them to the Board for approval.

VII. New Business

A. Policy Approval

Board Statement of Responsibility, Chief Executive Officer Appointment, and HFR Policy were presented for approval. As there was not a quorum, the policies were deferred to the next meeting.

B. Christmas Bonus

LMCS plans to purchase \$20 gift cards for staff.

VIII. Board Discussion

There was no further board discussion.

IX. Public Comment

There was no public comment.

X. Next Meeting

The next meeting will be announced via e-mail and phone.

XI. Adjournment

As there was no further business to discuss, the meeting adjourned at 7:00 p.m.