

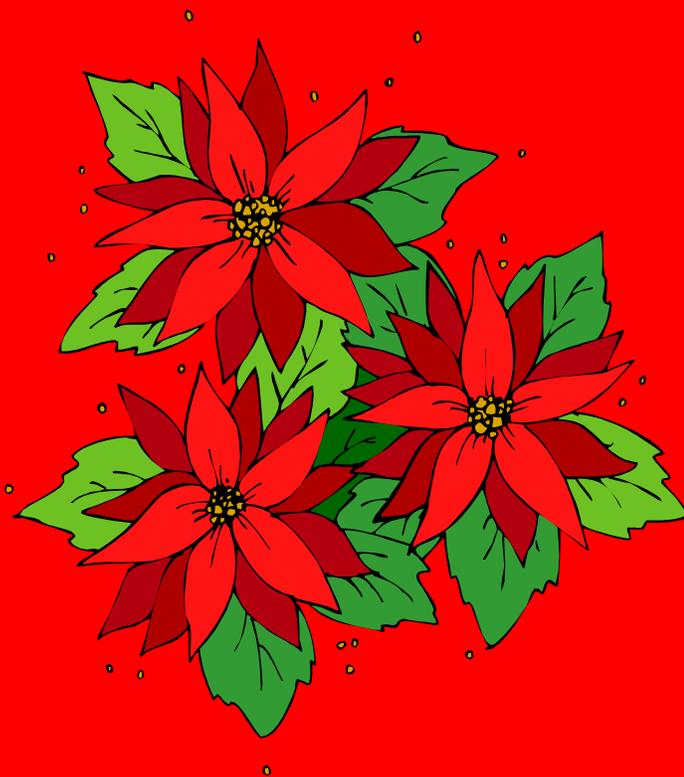
LOOKOUT MOUNTAIN COMMUNITY SERVICES

Board Meeting Minutes

December 16, 2014

501 Mize St. LaFayette, GA

5:30 p.m.



**Lookout Mountain Community Services
Board Meeting Minutes
DECEMBER 16, 2014**

Members Present:	Craig Fowler	Damon Raines
	Vanita Hullander	George Reed
	Dwaine Lovingood	Sarah Roach
Absent:	Jon Payne	Wayne Lowry
Staff Present:	Tom Ford	Lynne Cabe
	Ben Mason	Karen Watson

I. Call to Order

George Reed, Board Vice-Chair, called the regular meeting of the Lookout Mountain Community Services Board to order at 5:30 p.m. on December 16, 2014, in the Administrative Conference Room, at 501 Mize St., LaFayette, GA 30728.

II. Board Appointments/Oath of Office

George Reed, Board Vice-Chair, administered the oath of office to Vanita Hullander and Damon Raines. Ms. Hullander represents the elected official for Catoosa County and Mr. Raines represents the appointed official for Walker County.

III. Agenda Approval

Craig Fowler moved that the agenda be approved as written. The motion was seconded and carried.

IV. Approval of Minutes – September 29, 2014

Craig Fowler moved that the minutes of the September 29, 2014, regular meeting be approved. The motion was seconded and carried.

V. Reports

A. Chief Financial Officer

Ben Mason presented a report of Profit and Loss and Revenues and Expenses for five months ending November 30, 2014. LMCS had a positive margin of \$167,217. The State now requires us to report accrued leave. Had the reporting not changed to require reporting of depreciation and leave accruals, we would have had a \$216,000 margin. Overall, we had a 2% margin. We just drew down the last SAMHSA dollars (around \$50,000 per month). All of the key financial indicators are within the acceptable ranges.

George Reed asked what happens to the waiver dollars that the individual does not utilize in the Day Programs. Those dollars are allocated to such things as Supported Employment. It is an individual's choice if he or she wants to attend the Day Programs. While we encourage them to come by providing work in the programs, it is the individual's choice. Dollars that are not earned by their attendance are lost at the end of the individual's authorization period.

A Balance Sheet was also presented which shows a little over \$3,000,000 in cash. Current liabilities are \$811,121 and long term liabilities are \$423,868 based on the terminology that the auditors use. LMCS has no long-term debt as we have no long-term loans.

Revenues and Expenses Compared to Budget were presented. There is a negative budget variance of 129%, part of which is caused by the accrued leave not having to have been reported previously. Fee-for-service revenue is over budget, mainly due to Transportation revenue being up and TREK revenue that had been owed for a long time. 21st Century revenue decreased since we dropped the high school and provide services only in the middle school. DJJ was down as the last child has transferred out of services. Salaries are up for several reasons: new TREK office, increased trips in Transportation, a new CLA home required for an individual with severe medical issues requiring nursing services. Equipment and Supplies were up due to \$16K in computer equipment and the acquisition of a new phone system at Administration. Office supplies and pharmaceutical expenses were both down. \$16K was spent in Repairs and Maintenance due to replacing HVAC units as well as a new security system required at the new site in Summerville. We put agency vehicles at sites, thus reducing personal vehicle expenses by \$15K.

Sarah Roach asked what is included in Depreciation. Ben Mason responded that it includes office equipment, vehicles, and buildings. She asked that the accrued leave be broken out (\$528,000). Ben will do this in the future reports.

Ben reported that the final draft of the audit report has been completed. There will be a significant finding regarding a former employee's abuse of an agency credit card. The individual has been arrested and will be paying us back through the court system. Dwaine Lovingood asked when we will be changing auditors. Ben and Dr. Ford responded that we will be required to change auditors in 2017.

B. Executive Director –

New Sites – Two sites have opened in Summerville in the same strip mall – the outpatient site and Kaleidoscope-Summerville.

Flintstone Home – We have opened a home to place an individual that has been in the state hospital. He has mental health and medical issues which require two shifts of nursing. Two escape routes with ramps have to be added to the home. It will cost the State more to move the individual into the community, but it is required due to the DOJ settlement. We should have a second individual in the home within the next six months and possibly a third one.

Primary Health Care (PHC) – Trenton – PHC is expanding in Trenton with the award of a new grant; therefore they have asked us to move out. We will be relocating to our former site after it is renovated. Vanita Hullander asked if we can utilize prison labor. She recommended that we talk to Gary Sisk about the possibility of utilizing them. We have used prison labor in the past, but there were scheduling issues and we are in a crunch to get into the site as soon as possible.

TREK – We now have a TREK office in Cartersville and have 12 new homes in that area.

Holiday Policy – Dr. Ford made the Board aware of the proposed Holiday policy which requires that holiday leave be taken within 120 day of accrual or the days will be forfeited, unless an exception is made by the CEO.

Incentive Plan – The Incentive Plan which is program specific and went agency-wide July 1, 2014, was presented to the Board. An Incentive Workgroup came up with a plan that is simplified, based on the agency profit margin, and has specific report cards by program that are recommended nationally. The Incentive Plan is funded by dollars given from the State for a 1% pay raise.

Gift Cards – The Board was presented Christmas cards with \$15 Walmart gift cards. Vanita Hullander will donate her card as she is an elected official.

VI. Unfinished business

- A. The Bylaws Committee was appointed at the September 29, 2014, meeting, but they have not met. Changes will be necessitated by the legislation change. The Bylaws must be presented to the Board at least 30 days prior to a vote. Sarah recommended that one of the new Board members serve on the Bylaws Committee. Damon Raines was appointed to serve on the committee.

VII. New Business

A. Approval of FY '15 CQI Plan

Lynne Cabe presented the FY '15 CQI Plan. She briefly outlined the structure of the Continuous Quality Improvement Committee. Sarah Roach recommended having a Board member appointed to the CQI Committee. As two Board members left early, there was not a quorum at this time to vote on the FY '15 CQI Plan. It was deferred until the next meeting.

B. Election of Officers

The Nominating Committee consisting of Craig Fowler, Chair, and George Reed presented the following slate of officers for FY'15 prior to the meeting:

Jon Payne, Chair
Wayne Lowry, Vice Chair
Dwayne Lovingood, Secretary

This issue was also deferred due to lack of a quorum.

VIII. Board Discussion

Vanita Hullander asked if we get any funding from the Veterans' Association. Dr. Ford responded that we do not. She stated that there is a plethora of money of which 65% must go to veterans if there are sufficient veterans to be served. If there are not enough veterans needing services, the money can be utilized in other areas. Vanita will give us the information and we will look into pursuing it.

Dwayne Lovingood stated that Frank Berry is encouraging CSB mergers. He asked if Jason Bearden's leaving Highland Rivers Health would affect us. Dr. Ford responded that Commissioner Berry has put out challenge grants equivalent to \$20,000 to be used to look at sharing or merging functions between CSBs. Highland Rivers is in agreement for Highland Rivers and LMCS to apply for the grant jointly.

Dwayne Lovingood asked if the Department must approve the CEO's salary. Dr. Ford responded that they must approve CEOs' contracts, but he does not have a contract. He is an at-will employee. He is open to having a contract if it is the pleasure of the Board.

Dwayne Lovingood asked if Senate Bill 349 had been sent out to the Board. It had previously been sent out, but will be resent it as we have new board members. Dr. Ford briefly reviewed the contents of the bill which adds appointed or elected officials to CSB boards.

IX. Public Comment

There was no public present to 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 7:45 p.m.