

LOOKOUT MOUNTAIN COMMUNITY SERVICES

Board Meeting Minutes

March 16, 2015

501 Mize St. LaFayette, GA

5:30 p.m.



**Lookout Mountain Community Services
Board Meeting Minutes
MARCH 16, 2015**

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| Members Present: | Craig Fowler | Jon Payne |
| | Dwaine Lovingood | George Reed |
| | Wayne Lowry | Sarah Roach |
| | | |
| Absent: | Damon Raines | Vanita Hullander |
| | | |
| Staff Present: | Tom Ford | Michelle Robison |
| | Ben Mason | Rosa Willingham |
| | Heather Jarrell | Karen Watson |
| | Katie Kerce | |

I. Call to Order

Jon Payne, Board Chair, called the regular meeting of the Lookout Mountain Community Services Board to order at 5:30 p.m. on March 16, 2015, in the Administrative Conference Room, at 501 Mize St., LaFayette, GA 30728.

II. Agenda Approval

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

III. Approval of Minutes – December 16, 2014

Craig Fowler moved that the minutes of the December 16, 2014, regular meeting be adopted with the amendment to add “prior to the meeting” to the Election of Officers section. The motion was seconded and carried.

IV. Reports

A. Chief Financial Officer

Ben Mason presented a report of Profit and Loss and Revenues and Expenses for the seven months ending January 31, 2015. The agency generated in excess of \$220,000, 2% excess of expenditures. All of the key financial indicators are in acceptable range except for Days of Cash on Hand.

The balance sheet as of January 31, 2015, was presented. LMCS has over \$6 million in assets and is in range.

Revenues and Expenses Compared to Budget was presented for seven months. Additional staff were added due to the opening of a Community Living Arrangement home for an individual being brought out of the hospital. In addition the increased use of telemedicine to meet contractual expectations have led to expenditures higher than initially budgeted. February results may not be as good with the short month and loss of days due to the snow.

Dwaine Lovingood asked if the budget needs to be amended to provide for the individual in the CLA. Sarah Roach recommended leaving the budget as is and carrying a variance. The expenses for this individual were budgeted but they are currently higher than expected. The State will be amending our contract giving us additional funds to offset these increased expenditures. This should allow us to break even in Adult Mental Health.

The FY'14 audit was presented to the Board. If there are questions, Ben will respond to the inquiries individually or at the next meeting. There was one variance where an individual purchased personal fuel on the state vehicle fuel card. Procedures have been put in place to monitor fuel use daily to prevent this from happening again.

B. Executive Director –

Introductions – Dr. Ford introduced Heather Jarrell, Corporate Compliance Officer/UM Director, who replaced Carol Gobbel and Michelle Robison, LMCS Kaleidoscope Director, who comes from a CSB in the metro Atlanta area. Michelle serves as the Chair of the DD Interest Group for the GACSB and is on several statewide committees associated with changes with DD.

TOPC – We were in the Primary Health Care site in Trenton, but they required the space so we had to get out by the end of January. We are temporarily located in the United Methodist Church office building. We are remodeling the site we formerly occupied and will be moving in when it is complete. The best estimate is the end of April or early May. It will provide more space than we had before. We are planning on providing a MH Peer Program and restarting DD services in Dade County. We will also expand our DD employment program at Dade.

Text Appointment Notification – We are contracting with a company to provide texting appointment notices to consumers for their appointments as many individuals do not have cell phone minutes or will not answer their phones. However, they will accept texts as they have unlimited texts in many cases.

LOPC – We are looking for space to grow the outpatient clinic in LaFayette. One option is the old Parole Board building, which is a better layout, larger offices and has a larger lobby than we currently have. The Board was asked to offer suggestions for other places in LaFayette that they may be aware of.

FOPC – The Ft. Oglethorpe site is not large enough. We are looking at reconfiguring that space. Theresa Varos visits sites and interviews consumers to get feedback about our services and facilities.

Challenge Grant – The DBHDD offered the Challenge Grants focused on CSBs working together to gain efficiencies either through staff sharing or mergers or alliances. LMCS submitted a proposal along with Highland Rivers to look at back office efficiencies. We are one of four proposals submitted. Dr. Ford has been meeting with Highland Rivers' CEO to discuss some shared positions such as the C&A Director and a process improvement position. If we get the grant then there will likely be a meeting comprised of CEOs, CFOs, and Board Chairs to start the process.

FFS/DD Delay – The DBHDD has designated Community Service Boards as Tier I Providers. They are the safety net for individuals who are uninsured. Tier 1 Providers will be the only providers that will be guaranteed funds from the DBHDD. These funds have traditionally been given to us through a contract in which we received one-twelfth of the amount each month. Over the past 20 years the funding has not changed much, but the population density has changed significantly, especially from Atlanta north. The population in the north has grown, but the dollars stayed the same while the population in the south has reduced but they kept the same dollars. The state will be going to a fee-for-service payment method whereby agencies will be paid based on the services provided. This was initially scheduled to occur July 1, 2015, but now has been delayed until January 1, 2016.

George Reed asked if LMCS will be offering some of the other DD services. Dr. Ford responded that we can only offer Core services so we cannot offer crisis stabilization services.

Board GACSB Retreat – May 13-14, 2015 – The Board was invited to attend the GACSB Retreat in Dublin, GA. The role of CSBs and the GACSB will be discussed at that retreat/strategic planning session.

Regional Boards – Advisory – Legislation has been passed to change the Regional Planning Boards to Regional Advisory Boards.

V. Unfinished business

A. Approval of FY '15 CQI Plan

This item was deferred at the last meeting due to not having a quorum. The plan is being revised to include Board members and well as some committee changes. This item will be brought to the next meeting.

B. Election of Officers

The Nominating Committee consisting of Craig Fowler, Chair, and George Reed recommended the following officers for FY'15:

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

The slate was approved unanimously by show of hands.

VI. New Business - Approval of Bylaws – Various changes were recommended. Craig Fowler moved that we table the bylaws until the bylaws committee has time to review them again. He also recommended that Dwain Lovingood be added to the Bylaws Committee. The motion was seconded and carried.

VII. Board Discussion

Dwayne Lovingood stated that an individual has contacted him with a problem with services to his son. Dwayne was asked to have the individual contact Dr. Ford, Michael Free, or the counselor for his case for resolution.

George Reed introduced Judge Joel McCormick as a potential board member to fill George Reed's expired position. Judge McCormick has agreed to serve if appointed by the Commissioner.

VIII. Public Comment

There was no public present to comment.

IX. Next Meeting

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

X. Adjournment

As there was no further business to discuss, the meeting adjourned at 7:50 p.m.