

# LOOKOUT MOUNTAIN COMMUNITY SERVICES

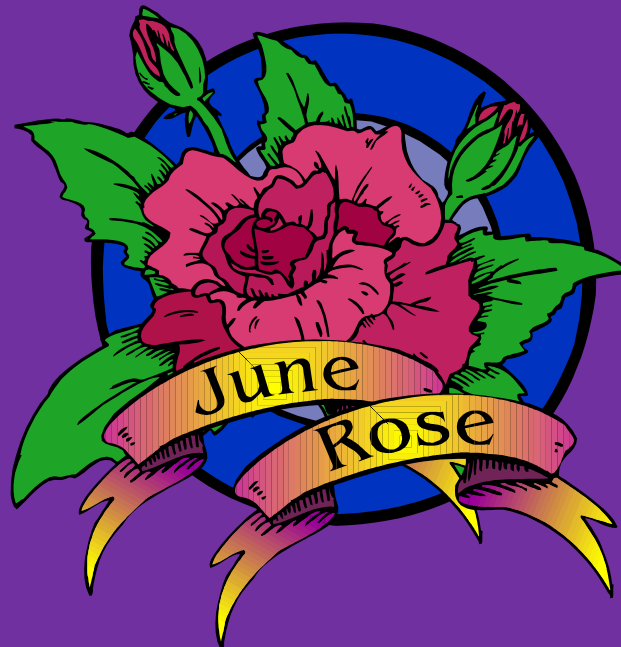
**Board Meeting Minutes**

**June 16, 2015**

**Administrative Conference Room**

**501 Mize St.**

**Lafayette, GA 30728**



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

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

I. Call to Order

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

II. Program Presentation – Respect Institute

Maura Kalafut, Peer Support Program Leader, gave her recovery story as well as Nathan Day. She presented flyers as asked that they be taken into the community to get the word out, erase stigma of mental illness, and invite Institute graduates to speak. The Respect Institute is three and one-half day training for those in recovery. Over 50,000 people in Georgia have gone through the program.

Nathan told of his struggles with mental health, abuse, isolation, suicide attempt, joblessness, homelessness, and recovery through the assistance of LMCS’ Peer and WRAP programs. Nathan is now a Certified Peer Specialist. Never give up, stay positive, and stay focused on your life goal were three recommendations by Nathan.

Maura told her story of, “If They Only Knew.” She told of doctors recommending that she be institutionalized at an early age, sexual abuse, being classified as a pest and an accident by her family, low self-esteem, family secrets, depression, loss of friendships, self-abuse, suicidal thoughts, psychiatric hospitalizations, education, medication changes, and her recovery journey. Three points of advice: surround yourself with a good support network, find three things you are thankful daily, and look around and find those in need. Maura won the national award for the National Psychiatric Association. Mental Health Consumer Network has awarded LMCS’ Recovery Services the state award.

III. Agenda Approval

Vanita Hullander moved that the agenda be approved as written. The motion was seconded and carried.

IV. Approval of Minutes – March 16, 2015

Sarah Roach moved that the minutes of the March 16, 2015, regular meeting be approved. The motion was seconded and carried.

## V. Reports

### A. Chief Financial Officer

Ben Mason presented revenue and expenses and the profit and loss statements for the ten months ending April 30, 2015. LMCS had a positive margin of \$182,000. Key indicators are within acceptable ranges with some slight variations. To date, we are about \$166,000 behind budget. During the year, TREK lost several foster children due to families adopting them which resulted in TREK being \$124,000 below their budget. However, they are expanding in Middle Georgia and Rome area, adding new foster homes, which should have a positive impact over time. Also, the state required us to open a CLA for one individual which had a negative impact on our margin of \$161,000. Beginning in March, we no longer provide transportation if Floyd County and only transport our individuals. LMCS has over \$1.2 million in cash in the bank. Additionally, CD's of 1.8 million are included under other assets on the balance sheet.

The Board had no questions.

### B. Executive Director's Report

Dr. Ford presented:

- George Reed – The Board had a plaque to present to George for his ten years of service. Dr. Ford will deliver it to him.
- Adult Community Based Services Cases – In three quarters of FY15, cases are above last year every quarter. The number of billable hours also increased for each quarter.
- Outpatient Data – Cases – Outpatient cases have reduced significantly for the first three quarters of FY15 – may be because of the Affordable Care Act as more individuals are coming in with insurance which requires a co-pay and deductible. On a positive note, billable hours have increased 2015 over 2014. Individuals are being seen more frequently.
- Surveys – Most of the complaints in the surveys concerned the site and not the staff; e.g., waiting rooms are too small, wait time, cleanliness of restrooms, etc. Sarah Roach asked if we have done anything as a result of past surveys, such as providing primary care. Dr. Ford responded that we have been told we cannot bill for primary health care. We could provide the doctor, but the doctor would have to bill under his practice. We were co-located in Primary Healthcare in Trenton, but it impacted us negatively. We are enhancing the facilities to try to get more folks with insurance to come in. We have renovated the facility in Trenton that we previously had been in and we moved to a new location in Summerville.
- Just-in-time doctor scheduling (JIT) – LMCS has changed the appointment process whereby individuals are required to call one week prior to their doctor's appointment instead of getting an appointment at their visit often for a time 2-3 months in the future. This has decreased our no-show rate. Appointments are made through a central scheduling program. Doctor appointments after the intake are now scheduled within one week and clinicians within two weeks. If the individual misses the first doctor appointment (not cancelling within 24 hours), the case is closed.
- APEX Project – LMCS has a contract with the state to start providing services in the school system. While we have provided some services at the schools for our youth who are in the Home-based program, we have not provided a large amount of services in

schools. We will be meeting with all of the school systems to offer this service. We will continue to provide services in the home for these youth.

- TREK Expansion – This is our foster care program. A site has been opened up in Forsyth, which has eight open homes and two more in process. There are 13 kids placed in middle Georgia. John Brewer, the TREK Program Director, gets more calls than we can support. Cartersville is another site we opened in January 2015. It has 14 open homes, 2 more in process, and 7 in training, with 18 kids there
- TOPC Pics – We will be providing pictures of the new site in Trenton and may have a future board meeting there.
- LOPC Plans – We are looking at space in LaFayette to move the clinic as the waiting room is very small.
- TOPC/SOPC/FOPC Plans – We have renovated two sites – Summerville and Trenton based on the surveys. Proposals for the Ft. Oglethorpe site are being secured.
- Powertime Rollout – LMCS is moving toward an electronic leave system within the next few weeks. This will assist those working in our community programs, especially our CME program which has staff across the State.
- Verizon – We will be meeting with Verizon and AT&T to look at purchasing smart phones for the staff. These will ease the use of the new leave system as the staff must login in when they begin and end work. The phones will also allow us to monitor staff working in the community via GPS. This will improve our ability to ensure corporate compliance as we would be able to match the work location to the note in the record; thus, reducing the likelihood of fraud.

#### VI. Unfinished business

##### A. Approval of FY16 QMC Plan

Lynne Cabe, Quality Assurance Specialist, briefly reviewed the FY15 Quality Management Council Plan for FY16. Dwaine Lovingood made a motion to approve the FY16 QMC Plan as presented. The motion was seconded and carried.

##### B. Approval of Bylaws

Dwaine Lovingood made a motion to approve the Bylaws which had been given to the Board members 30 days prior to the meeting. The motion was seconded and approved by unanimous vote.

#### VII. New Business

##### A. Approval of Budget

Ben Mason, CFO, presented the budget for FY'16. This issue was deferred until the next meeting due to our not having received the FY16 DBHDD contract and the SAMHSA grant phasing out this year. We are looking at 1% margin and have put dollars into the budget to move the Lafayette clinic.

B. Board Resolution – CEO Signatory

DBHDD is requiring a resolution for the CEO to sign contracts and amendments. The following resolution was presented:

***WHEREAS:** Lookout Mountain Community Services desires to provide services, and*

***WHEREAS:** Said corporation desires to enter a contractual arrangement with the Department of Behavioral Health and Developmental Disabilities for the provision of said services; be it therefore*

***RESOLVED,** that Lookout Mountain Community Services*

*Agrees to enter written contracts with the Department of Behavioral Health and Developmental Disabilities for the provision of Mental Health, Developmental Disabilities, and Addictive Diseases.*

*The Board Chair and the Board Vice-Chair (in the absence of the Chair) are duly authorized to execute said contracts on behalf of this corporation and the CEO is duly authorized to execute contract amendments on behalf of this corporation.*

This issue was deferred until the next meeting.

C. Annual ORS Regulations

As required annually by CAREF, Board members are to review the ORS Regulations. They are now posted on LMCS' Intranet. Board members were given instructions for accessing the regulations and asked to review them annually.

D. Annual Policy and Procedure Review

Board members were provided with instructions for accessing LMCS' policies and procedures on the Intranet and asked to review them periodically but at least annually.

E. Incentive Plan

For the 3<sup>rd</sup> quarter FY15, LMCS did not reach the 2% margin specified in the incentive plan. However, LMCS has \$62,000 that the state has designated for salaries. Dr. Ford recommended giving those staff who meet the criteria in the incentive plan a one-time payment of \$290 for full-time staff and \$205 for part-time staff. Sarah Roach made a motion to approve the payments; the motion was seconded and carried unanimously.

F. Approval of Auditors – Robert Baker and Associates

The issue of auditors for FY16 was deferred until the next meeting. Robert Baker and Associates will audit LMCS for FY15.

VIII. Board Discussion

Dwaine Lovingood reported on the Strategic Planning Retreat that he attended in Dublin. He stated that the GACSB is hiring a new person to assist Robyn Garrett-Gunnoe. The Educational Exchange and Board meeting will be held October 25-27, 2015.

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 7:25 p.m.