

# LOOKOUT MOUNTAIN COMMUNITY SERVICES

**Board Meeting Minutes**

**June 30, 2014**

**Administrative Conference Room**

**501 Mize St.**

**Lafayette, GA 30728**



**Lookout Mountain Community Services  
Board Meeting Minutes  
June 30, 2014**

Members Present:	Craig Fowler	Jon Payne
	Dwaine Lovingood	George Reed
	Wayne Lowry	
Absent:	Sarah Roach	
Staff Present:	Tom Ford	Karen Watson
	Ben Mason	

I. Call to Order

Jon Payne, Board Chair, called the regular meeting of the Lookout Mountain Community Services Board to order at 5:35 p.m. on June 30, 2014, 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 – April 23, 2013

Dwaine Lovingood moved that the minutes of the April 23, 2014, regular meeting be approved. The motion was seconded and carried.

IV. Reports

A. Chief Financial Officer

Ben Mason presented revenue and expenses and the profit and loss statements for the 11 month period ending May 31, 2014. All of the key financial indicators are within the acceptable range except Days of Revenue in A/R which is primarily due to having to invoice the State after the month end and waiting on the payment. We have lost \$147,000 on \$20,600,000, which is an improvement over February. Child MH and SA showed improvement over last year – due in part to the statewide CME.

In year-over-year comparison, \$239,000 was added to the bottom line due to statewide CME. The Pharmacy dropped \$160,000 due to many drugs coming off patent and cost of generics increasing. While the Pharmacy is positive year-to-date, it has lost money the last few months. DD dropped \$94,000 due to paying out \$31,000 in terminal leave and Trenton Place being paid at full occupancy per contract but not being fully occupied.

Some of the DD day programs are not having as many attendees as scheduled; however, we still have to have staff present. Four years ago changed the waivers to pay for only three days a week of day services versus five days per week. They have now changed the waivers back to five days; however, many of the consumers have made other arrangements. They wish to remain in the host home during the day, or they didn't want to come because in 2009-2012 the down economy had reduced the amount of work we had available in the centers. Now that we have more than enough work, we are reaching out to these individuals to increase their attendance at the centers.

Craig Fowler asked if there is a seasonal trend. Dr. Ford responded that the weather affects the attendance as the consumers must go out to board the vans and they do not like to do that during rain or bad weather. Some of them also think we follow the school closings, which we do not do. Some host home providers are encouraging the consumers to go to Orange Grove if they have another consumer in the home going there or if they do not want to transport the consumer as Orange Grove will transport free. We have had about a 40% staff turnover in the Kaleidoscope program though much of that was due to staff reaching retirement age and them choosing to retire rather than continue working. During the upcoming year we will begin having meetings with the families to increase their involvement. We will also be asking for more exceptional rates for some of our DD consumers who need them.

In other financial items Transportation is down \$76,000 due to not being the main contractor. TREK lost several foster parents as they adopted children in their care. Some have also decided not to continue being foster parents. Outpatient MH is down about \$29,000 year over year.

#### B. Executive Director's Report

Dr. Ford presented a PowerPoint including:

- CARF Follow-up (final report will be forwarded to the Board)
  - Many strengths
  - 13 recommendations versus 27 in the 2011 survey
  - Recommended that we apply for accreditation for Board Governance
- New Activities at LMCS
  - Telepsychiatry (reduces doctor visit from 30-45 days to one week), using a nurse practitioner
  - Call Center whereby all cancellations, reschedules and med questions are taken
  - Foster Care Privatization; will work with the agency bidding on this to help us increase our TREK program; initially this would be in the Rome area but would expand to our area in another year
- Strategic Plan FY'15 – FY'18 (will be updated semi-annually)
- Five Goals
  - Economic Growth
  - Community Partnerships
  - Workforce Development and Accountability
  - Process Improvement and Service Expansion
  - Clinical Effectiveness
- Organizational Climate – March 2014 (broken down by program, but some folks responded for the agency) – will be redone in July
- Proposed Changes at State Level
  - Tier I – Comprehensive Community Provider (CSBs) – only providers getting state dollars
  - Tier II – Community Medicaid Provider; get no State dollars, only Medicaid funds
- Major Changes in MH/SA; higher billable hours will be in clinician goals FY15
- Major Changes in Kaleidoscope; expectation to bill more services under each waiver

#### V. Unfinished business

There was no unfinished business to discuss.

VI. New Business

A. Agreements to Serve

Board members present completed their agreements to serve and submitted them to the Administrative Assistant.

B. Annual Updates

Board members completed their annual updates and submitted them to the Administrative Assistant.

C. Nominating Committee

Craig Fowler and Jon Payne will serve on the Nominating Committee for FY'15.

D. SMILE Committee Recommendation

Dr. Ford reported that the SMILE Committee has recommended:

- Return two PTO days taken away a couple of years ago:
  - Birthday PTO (celebrate within 2 weeks of birthday, unless extended by supervisor) – apply retroactively this year for birthdays falling January through June; allow those individuals 90 days to take Birthday PTO
  - Reinstate the Washington Day holiday which was tied to the Christmas Holiday

Jon Payne moved to accept the recommendation of the SMILE Committee to implement a birthday PTO day and a day before/after Christmas (as designated by the State). The motion was seconded and carried.

E. Reappointment of Wayne Lowry

Wayne Lowry has been reappointed by the Catoosa County Board of Commissioners to serve on Lookout Mountain Community Services' Board for the period July 1, 2014, to June 30, 2017.

VII. Board Discussion

Dwaine Lovingood asked if we have a budget for FY'15. Dr. Ford responded that we have not received our contract; therefore, we cannot make a budget. We should be able to have it for the next meeting.

VIII. Public Comment

There was no public 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 7:45 p.m.