

LOOKOUT MOUNTAIN COMMUNITY SERVICES

Board Meeting Minutes

September 14, 2015

501 Mize St. LaFayette, GA

5:30 p.m.



**Lookout Mountain Community Services
Board Meeting Minutes
SEPTEMBER 14, 2015**

Members Present:	Craig Fowler	Jon Payne
	Dwaine Lovingood	Damon Raines
	Wayne Lowry	Sarah Roach
	Joel McCormick	
Absent:	Vanita Hullander	
Staff Present:	Tom Ford	Karen Watson
	Ben Mason	Lynne Cabe
	John Brewer	Lisa Stephans

I. Call to order

Jon Payne, Board Chair, called the called meeting of the Lookout Mountain Community Services Board to order at 5:35 p.m. on September 14, 2015, in the Administrative Conference Room, at 501 Mize St., LaFayette, GA 30728.

II. New Board Member Oath

Jon Payne, Board Chair and Judge of Chattooga County, swore in Joel McCormick as a Board member.

III. Agenda Approval

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

IV. Approval of Minutes –June 16, 2015

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

V. TREK Accomplishments

Dr. Ford introduced John Brewer, TREK Program Director. He noted that the TREK program is not a DBHDD program and is the only such program in the State. John presented the following:

- TREK is 16 years old and began with funding from DBHDD but then the funding was changed to DHS. It is based on cases placed. There is no funding received unless a child is in one of our foster homes.
- The program currently serves about 100 children from one to twenty-one years old
- TREK is regulated by RCC (Regulatory Child Care – formerly ORS) and OPM
- The program is audited regularly and a scorecard of the audit is posted. We have received all A's for the past year
- Referrals come from DFCS, hospitals and residential facilities from all over the state
- Two satellite offices have been opened, one in Cartersville and one in Forsyth. The program continues to grow
- TREK is continually recruiting new foster parents who must receive rigorous training (about two months' time involved)
- Many of the foster homes adopt the children, giving them permanency
- Every home is visited twice monthly and frequent audits are made

Craig asked about the medically fragile children. The foster parent connects with the health department or their own doctors and the parents get the training they need. A nurse is being hired to check on the children. Case managers go into the homes of the medically fragile more often.

Craig asked about the per diem rate. John responded that the state sets the rates based on the difficulty of the child. Foster parents are paid about 52% of the gross we take in. In addition, some foster parents are assisted by LMCS by buying diapers, paying mileage, etc.

VI. Reports

A. Financial Report – Ben Mason

Ben Mason presented the Profit and Loss Statement for the year (\$209,925 positive margin). Key financial indicators are within acceptable levels and show improvement from April. LMCS now only provides transportation for our consumers. The DD program does their own transportation (other than Supported Employment) and can bill for some of the services.

Revenue and Expenses were compared to budget (margin \$65,000 under budget). Revenue was over budget (\$98,000) and expenses were over budget (\$163,000) primarily due to having to open up a CLA home for one individual with significant medical issues. Contracts and purchased services are down due to fewer services being provided by CME contracted staff. Other increases in expenses were due to moving the Trenton office and opening up more TREK offices. For FY'16, state contracted services will go to fee-for-services beginning in January 2016.

The balance sheet showed about \$3.2 million in cash and CDs as opposed to last year of \$2.7 million. Accounts payable and A/R are down.

B. Executive Director –Tom Ford

1. Personnel Changes – Marketing

Theresa Varos has accepted a position as Executive Director of the Boys and Girls Club of Chattanooga and north Georgia. Ryan McDuffie will be moved into the marketing position and will also be doing staff training.

2. Site Modifications

Summerville and Trenton moved sites during the past year. Trenton's intakes have increased and more individuals are returning to LMCS services. Summerville needs staff as that clinic is also increasing services. We looked at various places to move Lafayette Outpatient Clinic, but the cost did not justify the expenses, nor did the number of cases increase when we went from three days to five days per week. We will continue to operate in LaFayette with an outpatient presence but there may be reduced days of service. Fort Oglethorpe is a growing site and is running out of space. We cannot currently use the upper floor for services as there is not an operating elevator. There are also parking limitations at that site. We are looking at work-flow and patient flow issues downstairs to increase services. We will begin to use medical assistants to help with the psychiatric services by doing vital signs and other activities that will increase our revenues.

3. Smart Phones

Community staff have been given smart phones. They can now get their emails on the phones and can log into the electronic time and leave system. This eliminates the need for air cards as they can log in with their phones. They can also be located when in the community and speeds monitored. This will be useful in auditing and corporate compliance investigations as well as a safety issue.

4. GACSB Operations/Structure and Board Engagement Workgroup

The GACSB created workgroups to see what services we provide and how we address the needs of the State. Monthly meetings are being held with the Commissioner. Dr. Ford is chair of the Operations/Structure and Board Engagement workgroup – charged with getting board members to participate in DBHDD and GACSB leadership. They are looking at how they do meetings – face-to-face or telephonically. Other workgroups’ responsibilities were explained.

5. FY’14 Data

Dr. Ford presented benchmark data from FY’14 for 22 CSBs. Ben presented LMCS’ data for FY’15. Days of Cash on Hand has improved from 42.99 (better than the median of 38.3) in FY14 to 53 in FY15. Current Ratio increased slightly, but is better than most of the other CSBs; Debt Ratio is .17 this year – slightly higher, but within the acceptable rate; and Management and General (administrative expenses) is at 9% (lower than most CSBs).

6. Year over Year Data

The state contracted with a consulting group to provide technical assistance to all the CSBs to help us increase cases and services. Cases (outpatient sites, excluding DD and CME) seen at LMCS dropped from FY’13 but sessions provided increased about 5-7% per year as did expected revenue. One major issue that is occurring nationwide is that with the Affordable Care Act, folks are getting insurance but cannot pay the copays and deductibles. Those with insurance are not eligible for sliding fees. Once they discover that they must pay a large amount, they do not show up, thus reducing the number of folks seen. Some of the individuals end up in the jails and/or emergency rooms.

The state has an expectation of 14 days to see a doctor. We have gone from 43 days in FY’11 to 11 days in FY’15.

VII. Unfinished Business

A. FY’16 Budget

Ben presented the FY’16 budget which changes in January 2016 when we go to fee-for-service. During the first six months, we are guaranteed 80% of the dollars. We are not sure of the funding for the state health benefit plan. We now pay 30.5% of salaries for employees’ health insurance. We receive some funding for the health plan and workers compensation. There is concern by the CSBs that these “support” dollars may be pulled from our contracts which could lead to significant losses for all CSBs.

Sarah Roach made a motion to approve the FY’16 budget. The motion was seconded and carried unanimously.

B. CEO Signatory

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.

Read and approved by Organization on this the 14th day of September, 2015.

Craig Fowler made a motion to approve the resolution. The motion was seconded and carried unanimously.

C. LMCS Auditors

SB-349 requires that CSBs change auditors periodically, at a minimum every five years. LMCS must change by 2018. There was discussion that since we are pleased with the current auditor, Robert Baker, there is no need to change this year. We will begin searching for another auditor next fall.

VIII. New Business

A. Approval of Shelter Plus Care/HOPWA Grant –

Dr. Ford explained the purpose of the Shelter Plus Care/HOPWA grant which funds rent, furniture, etc. for about 20 consumers who need housing.

The following resolution was presented:

WHEREAS, Organization has been offered an award of funds (the “Agreement”) from the Georgia Housing and Finance Authority for ESG, S+C and/or HOPWA programs serving eligible clients (as applicable); and

WHEREAS, Organization has reviewed the Agreement and finds the terms to be acceptable;

WHEREAS, Organization acknowledges that payment under each program will be based on representations and certifications made by representatives of Organization, as designated herein.

NOW, THEREFORE, BE IT RESOLVED, by the governing authority of Organization that the terms of the Agreement be accepted by Organization and that the following officers or members specifically named by Organization, be authorized to accept the terms of the Agreement and to sign any and all pertinent documents pertaining thereto on behalf of Organization.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the following persons be authorized (at least 2 signatures are required per draw) to draw funds from DCA on behalf of Organization:

*Thomas W. Ford, Ph.D., CEO
Ben Mason, CFO
Stephanie Gibson, Accountant*

*NOW, THEREFORE, BE IT FURTHER RESOLVED, that this Resolution be executed in two parts, and together with a **certified copy of the minutes of the meeting**, returned as an exhibit to each Agreement as follows: State Housing Trust Fund for the Homeless, GA Department of Community Affairs, 60 Executive Park South NE, Atlanta, Georgia 30329.*

Read and approved by Organization on this the 14th day of September, 2015.

Craig Fowler made a motion to adopt the resolution above to be signed by Jon Payne. The motion was seconded and carried.

B. Approval of CCLC Contract

LMCS works with Dade County Middle School providing after-school services for kids having academic needs. We average about 40 kids.

Acceptance of the 21st Century Grant – The letter of acceptance, dated July 16, 2015, and addressed to Dr. Tom Ford of Lookout Mountain Community Services and the Grant Award Notification were presented to Board members. Wayne Lowry made a motion to approve acceptance of this award. Motion was seconded and carried.

C. FY'16 Agreements To Serve

Board members were given Agreements to Serve to be signed and returned to the Board Assistant Secretary for file.

D. FY'16 Conflict of Interest

Board members were given Conflict of Interest statements to be signed and returned to the Board Assistant Secretary for file.

E. FY'16 Annual Updates –

Board members were given Annual Update statements to be signed and returned to the Board Assistant Secretary for file.

F. CARF Governance Standards

Lynne Cabe, Quality Assurance Specialist, presented the following:

- LMCS Improvement Initiatives – develop assessment tools as a board and as individuals
- Quality Management Council Membership – internal review venue with five subcommittees
 - Service Delivery
 - Individual Advocacy
 - Medical Management
 - Operations Management
 - Risk Management (Health & Safety as a subcommittee)
- Strategic Planning Teams –fulfilling the strategic plan
- Board Governance Improvement (working toward CARF certification)

Jon Payne and Damon Raines volunteered to serve on the Board Governance Improvement Committee.

IX. Board Discussion

Dwaine Lovingood asked if the accident he saw at Cornerstone involved any of our staff. Dr. Ford responded that our staff was involved but was not seriously injured.

X. Public Comment

There was no public comment.

XI. 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 7:42 p.m.