

LOOKOUT MOUNTAIN COMMUNITY SERVICES

Board Meeting Minutes

September 29, 2014

501 Mize St. LaFayette, GA

5:30 p.m.



**Lookout Mountain Community Services
Board Meeting Minutes
SEPTEMBER 29, 2014**

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

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 29, 2014, in the Administrative Conference Room, at 501 Mize St., LaFayette, GA 30728.

II. Agenda Approval

Dwayne Lovingood moved that the agenda be approved as written. The motion was seconded and carried.

III. Approval of Minutes – June 30, 2014

Dwayne Lovingood moved that the minutes of the June 30, 2014, regular meeting be approved as written. The motion was seconded and carried. Discussion - Dwayne Lovingood asked if the chair can make a motion. Dr. Ford responded that in small boards according to *Robert's Rules of Order*, the chair can make a motion and vote.

IV. Reports

A. Financial Report – Ben Mason

Ben Mason presented the Profit and Loss Statement for the 12 months ending 6/30/14 and the 2 months ending 8/31/14 as well as Revenue and Expenses Compared to Prior Year for the 2 months ending August 31, 2014. He also presented a budget for FY'15.

Highlights:

- For FY 2014, LMCS lost \$154,000 more in Transportation than in FY 2013. We gave up the regional Transportation contract and will relinquish the Floyd County Transportation on December 31, 2014.
- DD lost \$400,000 in FY2014.
- For 2 months ending August 31, 2014 we made a 2.1% margin.
- Current ratio increased, as did current cash on hand.
- Days of revenue in accounts receivable went up due to the delay in getting DBHDD contracts signed.
- Debt to Equity ratio stayed the same.
- Revenue dropped \$345,000 and expenses dropped \$331,000 over last year
- CME reduced slots by 25 which will lower revenue for the year
- SAMHSA will go away mid-November and is down \$15,000 from last year
- Horizons is down due to closing the site in February of this year.

Sarah Roach asked why we are losing money in DD for services approved but not done. Ben Mason responded that we still have to staff for those consumers, but many of them have reduced from coming five days per week to two or three days. Dr. Ford commented that many five day per week authorizations were reduced to three when Commissioner Shelp was in office. However, we were required to serve them the other two days if the individual decided to come five days. Under Commissioner Berry the waivers have returned to the five-day per week authorization,, but many still only come two or three days. Due to the many retirements in DD consumers have sometimes chosen to not come back or stayed away. However, in the past few months there has been a stabilization in the staff and we are reaching out to the families to increase participation.

Jon Payne asked about the closure of Horizons. Dr. Ford responded that the facility had initially been created to handle short-term stays (respite) to keep individuals out of the State hospital or for those coming out of the hospital. However, a few years ago the State required that we license the facility as a Personal Care Home. Individuals could not just be placed there for short stays as the consumers were expected to stay months not days. All of the individuals in Horizons when it was closed have been moved into apartments and/or host homes.

Budget for FY'15 – Revenue is budgeted for \$22,000,000 with a profit of \$443,000 – 2% margin. The Child and Adolescent Program is expected to lose dollars due to the SAMHSA grant going away as well as grant reductions to the Care Management Entity.. We have increased our expectations for billable staff as the State will be transitioning into fee-for-service for the State dollars. This means we will not get paid if we do not provide the service. Based on the services provided we will be losing significant dollars in the Substance Use Program. We are trying to increase SA services to compensate as we are now being paid a set rate through grant-in-aid.

Sarah Roach moved to approve the proposed budget. The motion was seconded and carried unanimously.

B. Executive Director –Tom Ford

1. SOPC Move – LMCS moved into the new Summerville site last week. Phone system issues are being cleared up. Services were provided today with no break in services. The SOPC site is in the same site as the Kaleidoscope program Juvenile Justice, Boys' and Girls' Club and Primary Health Care.
2. Primary Health Care (PHC) Changes – We have been involved with PHC in Trenton for two years whereby we were providing services in their site. They have asked us to move out of their site due to their receiving a grant to hire more staff and they need the space. The move will benefit both programs as we also needed more space for our staff. We are looking for a place to relocate and will apply for Substance Abuse license after we move. We will work with them in Summerville in an open house for both agencies.
3. Horizons – When Horizons closed, LMCS had to provide housing for the consumers. We have created Mental Health host homes. In addition we have a Shelter Plus Care grant which pays for apartments for individuals who can live alone.
4. Incentive Plans – The incentive plan was changed from individual incentives for those providing billable hours to a much broader incentive plan whereby all agency staff could be included. This is a tiered plan. In it everyone in the agency who has not received a write up would get an incentive if the agency achieved the target of a 2% margin for the quarter. There would also be a program incentive if the program had a margin and the agency met the 2% margin. Individual incentives would be awarded for staff who meet billable hour targets. George Reed asked if the incentive dollars are included in the budget. Dr. Ford responded that the state has allocated dollars for raises which will be used for incentives.

5. Christmas Ham/Turkey – For two years we have given turkeys to staff at Christmas. The SMILE Committee has been asked if we can give hams this year. Dwaine Lovingood made a motion that Theresa Varos make a survey of staff to see who wants ham or turkey. If she can work it out with a supplier to give either, we will go that way. If not, we will provide hams to staff. The motion was seconded and carried.
6. Consumer Placement - We are trying to create a group home in Flintstone. This will house two very difficult MH individuals who are non-ambulatory and have behavior issues. These individuals are included in the DJJ settlement. This will be at a cost of around \$300,000 and require around-the-clock staff as well as nursing services.
7. Just in Time (JIT) Scheduling – Under the JIT program, LMCS does not give doctor appointments when a consumer sees the doctor. They will be required to call back for the next appointment. This would reduce the no-show rate for the doctors. If the person does not call back, the patient engagement specialist will give them a reminder call. The person will not have a prescription refilled until they see the doctor. In emergencies, they will be given three days of meds to carry them through until they can see the doctor. They could see the nurse that day and the doctor within three days. If they miss the second appointment, their chart may be closed or they will be asked to walk in and wait for a doctor opening. JIT will begin October 1, 2014.
8. TREK – We were preparing for a pilot project in which the State was going to privatize the foster care placement system in two regions of the State. We have hired three staff in the Rome area to create foster homes. The State now has decided not to privatize the foster care. We have decided to keep the staff to see if they can develop enough homes to justify keeping their positions. DFCS has doubled the number of kids being placed in foster care.

V. Unfinished Business

There was no unfinished business to report.

VI. New Business - 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 consumers.

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 29th day of September, 2014.

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

VII. Appointment of Bylaws Workgroup

Sarah Roach, Wayne Lowry and Dr. Ford were appointed as a workgroup to update the bylaws to make them consistent with Senate Bill 349 which requires elected officials to be on our board.

VIII. Board Discussion

Medicaid Provider Numbers - Jon Payne asked Dr. Ford to get in writing the requirement for board members' to provide their social security numbers in order for us to get Medicaid provider numbers. Dr. Ford will attempt to get it for the board members.

CARF Recommendations - Dwaine Lovingood asked if we will be responding to the CARF recommendations. Dr. Ford responded that we are working on the responses and will provide the board with them. He stated that at the GACSB meeting a recommendation was made for the board members to be more involved in the operation of the CSBs. Sarah Roach added that some CSBs have board members who attend the GACSB meetings. This is a good way for board members to be involved at a state level.

Medication Problems - Dwaine Lovingood stated that Bob Turner from Rising Fawn talked to him about a problem that he had with his daughter getting medications from the TOPC site. The TOPC staff did not know where our pharmacy was located. Dr. Ford responded that we work with Primary Health Care to fill some of their prescriptions. The state now requires electronic prescriptions which go into a computer. It does not identify when the person would pick up the prescription and they remain in the queue. We had a meeting to try to resolve the backup issue and the list has now been caught up. When we faxed prescriptions, they were filled the next day.

Prescription Filling - Jon Payne asked if a patient has a right to go to any pharmacy to get their prescriptions filled. Dr. Ford responded that they can go anywhere they can afford. Many of our consumers cannot pay for their prescriptions; thus, they have to get their prescriptions from us.

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 7:05 p.m.