

**LOOKOUT MOUNTAIN COMMUNITY SERVICES**  
**BOARD MEETING**  
**NOVEMBER 29, 2007**

<b>Present:</b>	Craig Fowler Jon Payne	George Reed Eddie Rhoden	Sarah Roach
<b>Absent:</b>	Terri Johnson		
<b>Staff:</b>	Perry Byars	Tom Ford, Ph.D.	Karen Watson

I. CALL TO ORDER

The regular meeting was called to order by Jon Payne, Board Chair, at 5:30 p.m. Jon thanked CSB Board members for their time and effort in serving on the Board.

II. AGENDA APPROVAL

Sarah Roach made a motion, and the motion was seconded that the agenda be approved. The motion carried.

III. MINUTES APPROVAL – REGULAR MEETING - OCTOBER 30, 2007

The minutes of the October 30, 2007, meeting which were sent to Board members prior to the meeting were reviewed. George Reed made a motion, and the motion was seconded that the minutes be approved. Minutes were approved as written.

IV. MINUTES APPROVAL – EXECUTIVE MEETING - OCTOBER 30, 2007

The minutes of the October 30, 2007, meeting which were sent to Board members prior to the meeting were reviewed. George Reed made a motion, and the motion was seconded that the minutes be approved. Minutes were approved as written.

V. REPORTS

A. CHIEF FINANCIAL OFFICER

Perry Byars reviewed the reports of Surplus or Deficit and Balance Sheets for August, September, and October 2007. During July and August no Transportation revenue was recorded because these cash receipts for May and June were accrued back to June 2007 of the prior fiscal year. Balance in CDs as of August 31, 2007, was \$3,770,222, as of September 30, 2007, \$3,790,814 and \$3,823,141 as of October 31, 2007. LMCS' cash

flow continues to be sound. Medicaid collections are under last year's as of September 30, 2007, by \$274,884 and by \$379,664 as of October 31, 2007.

Perry added that LMCS had in the bank as of November 26, 2007, \$1,225,000 in cash plus the CDs. This is equal to four months in reserve without income from outside sources.

## B. EXECUTIVE DIRECTOR

Dr. Tom Ford, Executive Director, discussed the following:

- APS Audit

APS audits our Medicaid charts for adults and kids. They come either every three or six months, depending on the agency's score. LMCS had a score of 71 in May caused in large part by the transition to an electronic clinical record. Another audit was conducted in early November and we received a score of 53. Errors consisted mainly of failing to get signatures when services are ordered. Without a signature on the clinical order, every service provided to that consumer is denied. This will result in paybacks of about \$4,000 to Medicaid. Corrective actions have been implemented. Staff are meeting on a bi-weekly basis and supervisors are monitoring their program's charts for compliance. LMCS has implemented some internal audit processes as well as doing Note Writing Training.

- C&A Core Provider Application

LMCS received the final approval to provide C&A services. CSBs were grandfathered in, but they still had to make application and be approved.

- IT Consortium

LMCS is working with other agencies to form an IT consortium with other agencies with ProFiler software. There are seven agencies in the proposed consortium. LMCS has already made some changes which have improved the billing.

- HUD – Dade County

The HUD project for Dade County for DD consumers has been approved. It is anticipated that by 2009 they will be ready for residents. That will give us two mental health homes and two DD homes. Dr. Ford commended VOA and Dade County (which offered the land). The donated property was a pivotal piece of getting the project approved. George Reed commended Marilyn Keller for her help in the project.

- TREK -

Dr. Ford explained the foster care program of TREK. TREK provides services to Medicaid kids and State kids. Last year LMCS received a contract to provide services for 48 kids. Currently 21 of the slots are filled. If all the slots are not filled, some of the funding will be reduced. The 48 kids can only be non-Medicaid and non-insurance kids in parental custody. A coordinator has been recruited to develop homes in the Whitfield County area. We are advertising for a recruiter for the Floyd County area.

- Vehicles

LMCS received approval to purchase 12 vehicles, some of which will be used in the DD program at Dade County.

### III. UNFINISHED BUSINESS

#### A. BOARD TRAINING

Board members submitted Post Tests from Modules 1-3 of the GACSB Board Member Training as assigned in the meeting of October 30, 2007. Board members who had not completed the modules prior to the meeting completed them in the meeting. Three modules will be completed each Board meeting until all of them have been completed. Modules 4-6 should be completed by the meeting in February.

### IV. NEW BUSINESS

#### A. BUILDING PROPOSAL

As approved in the Executive Meeting on October 30, 2007, the issue of property acquisition was presented. The proposed site, located at 1875 Fant Drive, Ft. Oglethorpe, GA, would be used for the Catoosa County outpatient clinic and Home Based, TREK, and CSI staff. As presented at the last meeting the return on investment would be paid back in 17.5 years.

Moving cost would be \$250,000, including the cost of the elevator, which is \$115,000 installed.

Sarah Roach stated that she would rather use the money to support our consumers than having the surplus in the bank.

Dr. Ford stated that the site would be more attractive to commercial insurance-sponsored consumers.

Sarah Roach moved that the board give Tom Ford permission to offer for purchase of the building not to exceed an \$800,000 cap (if we cannot get it for that price, then refer

back to the Chairman of the board to go up to \$825,000). The motion was seconded and carried unanimously.

V. BOARD DISCUSSION

There was no further business to discuss.

VI. PUBLIC COMMENT

Dwain Lovingood discussed the Walker County planning commission for plans for 2010 or 2011. This would be open to the public and has been given approval by Commissioner Heiskell, Chief of Police, and the Sheriff. The school system has also pledged their cooperation to provide a representative. He will also contact the hospital and DFCS.

VII. NEXT MEETING

The next meeting will be held in February 2008, date TBA.

VIII. ADJOURNMENT

As there was no further business to discuss, the meeting was adjourned at 7:00 p.m.