

The Mission of Lighthouse Youth & Family Services is to advance the dignity and well being of children, youth and families in need. We encourage good citizenship, responsible behavior and self-reliance

**Lighthouse Youth & Family Services
Administrative Committee Meeting
June 19, 2018**

Members in attendance: Ken Feldmann, Stephen Peterson, Mary Bob Rubenstein, Tim Timmel and Larry Sheakley

Staff in attendance: Paul Haffner*, Cathy Goold and Judy Oakman (*also a Member)

Mr. Peterson called the meeting to order at 12:05pm. Mr. Timmel made a motion and Mr. Feldmann seconded to approve the minutes of the April meeting. The minutes were unanimously approved.

Mr. Haffner reviewed with the Committee the revisions to the Conflict of Interest form primarily driven to establish a set procedure for the annual review of trustee disclosure. This will be a more robust process in 2018 and future years, and overseen by the recently augmented Audit Committee. There was discussion concerning the standard disclosures trustees should make to clear all potential conflicts rather than just the specific conflicts that come up during a transaction. Mr. Haffner also briefly described the Conflict of Interest form that had been updated and now attached to the policy document, all of which becomes Exhibit A to the Lighthouse Code of Regulations recently approved by the full Board at its meeting in May, 2018. Without further discussion, Mr. Timmel motioned, seconded by Ms. Rubenstein to approve the changes. The Committee unanimously voted to adopt the new Conflict of Interest policy and Disclosure form and directed management to attach the new form as a replacement Exhibit A to the Code of Regulations.

Ms. Oakman reviewed the financials through May 31, 2018. Our streak of positive months continues and we are looking good for the full fiscal year which ends June 30. Ms. Oakman specifically noted the successful Medicaid billing that went out recently after several months of hard work on the Electronic Health Record implementation. There is still a significant account receivable which should be cleared up over the next several weeks. Mr. Feldmann inquired about bonus accruals and the Committee generally discussed this as well as 401k and health plan financial impact to FY18.

The Committee then went into a detailed review of the proposed fiscal 2019 budget. There was significant discussion concerning the process for the budget which has greatly improved this year. Ms. Oakman commended her staff as well as all of the operations personnel who have been engaged in their own financial outcomes and budgeting process. This has been a focus of the last year. After discussion, upon motion by Mr. Feldmann, seconded by Mr. Sheakley, the Committee approved the Lighthouse operating budget for fiscal year 2019. Ms. Oakman described the New Life Properties Board and Beacon for Youth Foundation Board would separately approve their budgets at upcoming meetings, and then the entire budget would be approved by the Lighthouse Board of Trustees in July. **[Discussion concerning Sheakley Center operations and the need for increased security staffing as well as a house manager position and the general operation costs increases to account for the increased capacity of that building.]**

Ms. Oakman and Mr. Haffner discussed with the Committee the status of strategic planning, reviewing the draft mission statement and vision as well as the three proposed pillars for 2018-2020. These are new mission and vision statements which came out of the intensive process Management staff went through with Barry Morris helping us from the Foundation Board.

Ms. Goold then reviewed the HR report. She explained the RFP process for the Benefits Administrator and Management's decision to continue to retain the incumbent provider, Horan. Ms. Goold described some of the leadership development efforts underway at Lighthouse, including individual coaching for Mr. Haffner and two other members of the broader leadership team, as well as more specific focus on personal development plans throughout Lighthouse. Mr. Timmel offered his assistance based on Cincinnati Financial success with a similar endeavor to require managers to focus on their employee's individual professional development plans. Ms. Goold will reach out to Mr. Timmel for a connection.

The Committee also reviewed the responses from Management to the employee engagement survey results. The HR team has done several things to address the trends identified in the survey and the Committee briefly discussed with the understanding the HR Committee will continue to oversee this important process.

The Committee then moved into a discussion of our properties, leading with the revised plans for Jefferson Avenue for the Youth Development Center move later this summer. There was a robust discussion about community relations and the use of this facility as a true home for these boys in the group home context (who cannot come and go as the teenage shelter population was able to do). This makes management significantly more comfortable with the proposed use of the facility.

Ms. Goold then celebrated with the Committee the excellent news on the Agricultural Learning Center - we cleared our zoning hurdles with the City of Cincinnati and have received approvals on all of our requests. Construction will now be able to commence this summer and Ms. Goold described our plan to hire a construction manager and the initial cost projections for the project. Mr. Haffner will be working with Development to help close the fundraising gap between Impact 100 grant and the likely total to complete the project.

Finally, the Committee discussed the Lighthouse clinic space that will be reconfigured in the current foster care annex with all resulting moves from that decision. This will include the Med/Som clinic personnel who will now be working with Phoenix Mental Health as an outsource provider of our clinic services, as well as our centralized intake (integrated assessment) team who will relocate from their existing space in McMillan. The foster care staff will then relocate to the first floor. All of this is done to provide a separate entrance to the clinic off of Iowa Street and more appropriate clinical space for seeing patients. A schematic was provided with the materials.

Mr. Haffner briefly described the successful grant application with United Health Foundation. This was a highly competitive process and while we still have not signed the final paperwork (and therefore highly confidential) we do have a firm approval that our grant has been accepted for approximately \$300,000 over the next three years (totaling \$900,000) to fund our integrated team, assessment construction and service delivery plans. We also discussed the upcoming managed care July 1 cutover date and

the further uncertainty of billing with the EHR. We are confident everything will work out but still several weeks of uncertainty looming for Lighthouse and other providers in Ohio.

Mr. Haffner finally discussed the Children's Services Levy and the work Lighthouse is doing to support this three year supplemental levy to further fund critical children's services in our county. Mr. Sheakley is serving as a co-chair with his spouse Rhonda and several other community leaders.

The next Board meeting is July 25th and the next Admin Committee is August 21st.

The meeting was adjourned @ 1:30pm.