

**Lighthouse Youth & Family Services  
Administrative Committee Minutes  
June 25, 2019**

Members in attendance: Dawn Green, Mary Bob Rubenstein, Stephen Peterson, Lisa O'Brien (via phone), Tim Timmel and Ken Feldmann

Members absent: Larry Sheakley

Staff in attendance: Paul Haffner\*, Jodi Harding, Jessica Wabler, Cathy Goold and Judy Oakman, (\*also a Member).

Mr. Peterson called the meeting to order at approximately 12:05 pm. Mr. Haffner reviewed three minor technical changes to the draft minutes submitted to committee members. These were of a technical/typographical nature. The Committee, upon motion by Mr. Feldmann, seconded by Ms. Green, unanimously approved the April, 2019 minutes.

Ms. Oakman then reviewed the financial report, noting the difficult impact in this current FY2019 of healthcare expenses which continue to pace well ahead of historical norms. We also still have a significant Medicaid receivable and are working through the impact of this. The two of these combined have had an approximately \$450,000 impact on the bottom line in FY2019.

Ms. Oakman also reviewed the FY2020 budget spreadsheet with the committee. The Committee discussed the Youth Housing Opportunities deficit, primarily the result of the change in rents as we worked to understand the true cost of the Independent Living program. Ms. Oakman, Ms. Harding and Mr. Haffner will be attending a meeting with JFS on Thursday, June 27 to discuss the Independent Living Program beginning with the next RFP cycle. The Committee noted we cannot continue to operate with such a substantial loss.

Ms. Oakman explained the likely scenarios for fundraising revenues required at a minimal level and a more normalized level. We also discussed the increased spending allowance based on the enhanced endowment and briefly reviewed the requests which will be asked of the Foundation Board in July. This includes the continued costs required to keep the Integrated Access Center operating through the three-year startup phase. Ms. Harding described some of the changes taking place to increase efficiency of the Integrated Access Center. Upon motion by Ms. Green, seconded by Mr. Timmel, the Administrative Committee approved the FY2020 budget unanimously.

As the next order of business, Ms. Goold reviewed the Electronic Health Record discussion. She briefly described the financial billing progress to date as well as the more recent clinical efforts in the system. System speed and other technical issues have been challenging but there have been some signs of progress recently. Still, the management team reached out to another EHR vendor and hosted them for a brief session earlier in June. Our goal is to better understand what an alternative system might bring to us and how quickly this could be implemented. Discussion ensued

concerning the challenges with shifting the project midstream and the potential long-term benefits of going with a new vendor with substantial Ohio contacts and over 90 implementations already under their belt. The other vendor, Qualifacts, has a substantial presence in Ohio along with a robust user group. There will be a July 17 full day session with Qualifacts to see how their system works and hopefully they will give us an opportunity to continue to use a demonstration site. This is the same day as the Board meeting so we will give the Board a report that evening.

Ms. Wabler reviewed development topics including the 50<sup>th</sup> Anniversary Endowment Campaign. We have raised approximately \$230,000 so far with several conversations and grant applications officially outstanding. Ms. O'Brien gave a positive assessment of the fundraising efforts to date. Mr. Haffner explained it is his belief the success of this campaign will hinge upon planned gifts from longtime friends of Lighthouse. Some of these will want to be anonymous and therefore difficult to value.

Ms. Wabler then briefly discussed the success of the Pride parade, the anticipated Black Family Reunion parade, and the Blink parade. We will also have our annual Fall Event on Thursday, September 19.

Mr. Haffner briefly spoke about the Lighthouse Community School explaining the critical points on the Letter of Intent with Cincinnati Public Schools.

Ms. O'Brien gave the Marketing Committee Update, noting the next meeting is in July, again with members of the Youth Advisory Council.

Ms. Goold gave an update on the McMillan Lounge co-working space (previously the lunch room space on the first floor of the main building). There will also be a new project to create green space in the open lot adjacent to the Sheakley Center to give more outside alternatives to the apartment youth. Twink's Terrace is now also open for the apartment youth for limited hours.

As a final matter, the Committee discussed the topic of youth representation on the Lighthouse Board. Ms. Roshnova and Ms. Howell are still serving their terms but have been extended beyond their initial three-year period. We discussed a few names of people including members of the Lighthouse Youth Advisory Council. The Committee was uncomfortable with a current client of Lighthouse serving on the Board. The preference is for somebody who has exited our services (or generally exited the child welfare system if not at Lighthouse) and now is independently living on their own. Mr. Haffner will review the bylaws and report back and continue to seek suggestions for young adults over the age of 24 who have experienced homelessness. The Committee specifically discussed Tim Arnold and Kick Lee.

The meeting was adjourned @ 1:20 p.m.