

**Lighthouse Youth & Family Services
Administrative Committee Minutes
October 16, 2018**

Members in attendance: Mary Bob Rubenstein, Ken Feldmann, Lisa O'Brien, and Phil Montanus.

Members absent: Stephen Peterson, Larry Sheakley and Tim Timmel

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

Ms. O'Brien called the meeting to order just after noon. Mr. Feldmann motioned and Ms. O'Brien seconded to approve the minutes of the June and August, 2018 minutes. The minutes were unanimously approved.

Ms. Oakman and Mr. Feldmann reviewed the financial report with Committee focusing on the first quarter of FY2019 with some concerns surrounding our foster care business. Our business model may have to pivot to more in-home care and preventative social work as our county wide referral numbers have declined in 2018. This is not specific to Lighthouse. The county is working hard to keep families together and identify kinship placements to prevent foster care placements where possible. Mr. Haffner described outreach to JFS which resulted in a meeting with Director Weir this past week. We are also attending a meeting on October 19 to follow up with additional staff members from JFS to make sure this is a countywide trend and not anything unique to Lighthouse.

The Committee then discussed the Medicaid billing receivable. Ms. Oakman explained the challenges with billing Medicaid after implementing our new Electronic Health Record on January 1. We currently have a significant receivable in excess of \$500,000 from the January 1 through June 30, 2018 fiscal year end. We have established a reserve while we continue to pursue the collection we believe will happen. Our auditors at Clark Schaefer have signed off on our reserving strategy and the Committee discussed the appropriateness of the reserve, the claims denials, the Audit Committee overview function, and the possibility we might collect everything we anticipate and even the possibility for an upward adjustment if all of our services turn out to be billable. The final consensus is we have properly reserved for downward adjustment and negative surprises and remain optimistic and confident in our estimates.

Ms. Goold then gave an overview of the Electronic Health Record status and the impact of the Ohio Behavioral Health redesign and the realities of our new system.

The Committee engaged in a discussion about our EHR vendor, Core Resources. The discussion centers on whether we would potentially change vendors due to our growing dissatisfaction and continued frustration with the system. Many people are comfortable with the product, but it has proven to be a challenge on the back end with Accounting and other administrative functions. We need to assess Core's ability to resolve our final major issues and their ability to deliver functionality on future anticipated phases of the project. Everything is at least six months behind but if we believe they will deliver, then we will stay with them. More will be revealed as we focus in on July and August billings in the system. The Committee assisted Management on how to properly assess this challenging situation. Management committed to prepare an assessment and recommendation by the December Administrative Committee meeting. Not lost on

anyone is the impact of further change at Lighthouse, especially with a system touched by so many of our employees.

We also reviewed, as a Committee, the proposed changes to the organizational chart, including additional supports for our Safe & Supported program through our clinical service line, and recent promotions. The Committee then engaged in a security discussion that flowed from the organizational chart decision to hiring a new Sheakley Center Director. This position had been covered by the same person as Mecum House, David Durr, over the last two years. He has been fantastic, but we would like to free him up for more work with Mecum House. The security discussion centered on whether we need additional staffing, additional security outsourcing, or just additional work in environmental design with Cincinnati police and other helpful consultants and board members. Mr. Feldmann mentioned the success of Paint Creek several years ago where we shifted to a positive peer culture and were able to avoid significant security and see dramatic positive results. This is clearly a preferred model, but we also acknowledge we are working with a very difficult and large population with over 75 young adults ages 18 to 24 in the same building on a daily basis. Ms. Gould will be looking to assess our safety situation and review all options with Bonita Campbell for the Board as we work to continue to implement "housing first" principles and a positive peer culture while still maintaining proper security and facility rules.

Mr. Haffner discussed the critical stretch for the Children's Services Levy which is issue #9 on the November 6 ballot. He encouraged all committee members to support the levy by taking yard signs and finding other ways to promote our cause.

Mr. Haffner also reminded the committee members of the upcoming State of the Agency presentation at United Way on Tuesday, October 23. Times are at 10:00 am and 1:00 pm. The Committee discussed the section in the State of the Agency where Ms. O'Brien will give Trustee overview. She will highlight this function of a non-profit board and also the strategic priority of employee engagement. This will segue nicely in to her introduction of Judy and Jessica to present the 2018-2020 Strategic Plan which starts with engagement as a critical foundational component of the plan's success.

The Committee tabled the board engagement discussion which will continue outside of committee meetings and be taken up at the November Board meeting.

The next Board meeting is November 28 and the next Administrative Committee meeting is December 18.

The meeting was adjourned @ 1:30pm.