



BOARD of DIRECTORS MEETING

February 17, 2009

The Alamance-Caswell-Rockingham Local Management Entity Board of Directors met Tuesday, February 17, 2009 at 6:30 p.m. at the Alamance County Human Services Center, 319 N. Graham-Hopedale Road, Burlington, NC

BOARD MEMBERS PRESENT: Mr. J.W. Joyce, Mr. Bill Franklin, Dr. Russell Gill, Ms. Donna Lawson, Mr. David Carter, Ms. Edith Collins, Chairman Ron Norwood, Ms. Ethel Gwynn, Commissioner Jeremiah Jeffries, Ms. Patsy Smith, Dr. Ernest Eason, Mr. Emery Partee, Commissioner Dan Ingle, Mr. Norman Melton, Ms. Ann Slaughter, Ms. Teri Ludwig

BOARD MEMBERS ABSENT: Ms. Brenda Page, Mr. Sam Isley, and Commissioner Harold Bass, Mr. Hal Griffin

AREA PROGRAM STAFF PRESENT: Mr. Daniel S. Hahn, Executive Director; Mr. Larry Aggers, Finance Director; Ms. Alicia Graham, Clinical Director and Ms. Cathy Moore, Clerk to the Board

GUESTS: Mr. Mike Taylor, LME Attorney

- I.** Chairman Norwood called the meeting to order.
- II.** Mr. Carter gave the invocation.
- III.** Mr. Hahn introduced LME Directors Larry Aggers and Alicia Graham and Mr. Mike Taylor, LME Attorney.
- IV.** Chairman Norwood asked for approval of the December 16, 2008 Board minutes.

ACTION: Motion made by Mr. Melton to approve the December 16, 2008 Board minutes as written. Motion seconded by Mr. Joyce. All approved.

V. QI/QM Policies & Procedures for Approval

- Ms. Graham reviewed the following Policies & Procedures noting that these policies are being developed as a requirement of URAC Accreditation Guidelines. She also stated that more Policies & Procedures for approval would be forthcoming.
 - Policy & Procedure Maintenance, Review & Approval
 - Staff Training, Operational Tools & Support
 - Senior Clinical Staff Requirements & Responsibilities
 - Consumer Safety Mechanism
- A Board member is needed as a representative on the QI/QM Committee. Anyone interested should contact Ms. Moore.

ACTION: Motion made by Commissioner Jeffries to approve Policies & Procedures as presented. Motion seconded by Ms. Collins. All approved.

VI. Chairman's Comments – Ron Norwood

- Chairman Norwood discussed the letter that was written from ACR LME to the Division regarding the Crisis Services Split. In that letter, Chairman Norwood had also asked for an answer regarding the financial status of the LME. Chairman Norwood referred Board members to the letter in their packets dated January 12, 2009 from Leza Wainwright, Division Director, removing the LME from the status of "At Risk of Imminent Financial Failure".
- Chairman Norwood reported that some Rockingham Board members had been summoned to an unannounced meeting this morning by the Rockingham County Manager. At this meeting, the manager was joined by Chairman, Harold Bass of the Rockingham County Commissioners and Larry Johnson, Director of Rockingham County Human Services. At this meeting, the Rockingham Board members were given a statement stating Rockingham County's intent to terminate the relationship with Alamance-Caswell and seek partnership with Centerpoint LME in Winston-Salem (Chairman Norwood distributed and read the statement). All of the Rockingham members of the ACR LME Board indicated that they had never been contacted by a commissioner, advocacy group, CFAC or citizen regarding any complaint about the performance of the LME. Chairman Norwood stated that this decision by Rockingham County would put the 168,000 citizens of Alamance and Caswell counties in a crisis situation, with only four and one-half months to work through this issue. Discussion ensued regarding the secretiveness of the situation and the fact that the Rockingham LME Board members had no input as to this decision.

VII. Executive Director's Report – Daniel Hahn

- Mr. Hahn stated that the Finance Committee had been informed that Linda McMahan, former Rockingham MH Finance Director, is battling health issues.
- Mr. Hahn stated that, with assistance from this Board, he is committed to meet the needs of the consumers in this catchment area.
- Mr. Hahn reported that he had been asked to meet with the representatives from Rockingham County today and had also been informed of their intention to terminate the relationship with Alamance-Caswell and partner with Centerpoint LME. He noted that he had requested to be included on the Rockingham County Commissioners meeting agenda on Monday night. He was told that the Rockingham Board's clerk would contact him.
- Mr. Hahn outlined his plan to move forward and continue the process to serve the consumers of Alamance and Caswell Counties during this transition.
- Mr. Hahn discussed the February Director's Report that was included in Board members' packets (see attached).

VIII. Budget/Fiscal Report – Larry Aggers, Finance Director

Mr. Aggers discussed a graph showing ACR LME cash flow trend for fiscal year 2007-08 through January 31, 2009 showing a drop in cash of \$374,000 from December 2008 due to not receiving a check until the following month.

Assets as of 01/31/2009

- Total Assets - \$8,946,162.29
- Change in Fund Balance - \$83,744.51
- Total Fund Balance - \$5,100,195.03

Statement of Revenues, Expenditures and Changes in Fund Balance

- Revenues for the current period are at \$1,657,893 with \$1,851,294 budgeted
- Expenditures for this period are at \$1,489,830 with \$1,851,315 budgeted reflecting a \$168,063 surplus
- Year to date surplus is \$83,745

IPRS Expenditures as of 01/31/2009

- Total budget - \$10,018,723
- Total expended prior year - \$1,361,463 or 13.06%
- Total expended current year - \$4,910,876 or 49%
- Total expended overall - \$6,272,339; percentage expended of budget 62.6%

Mr. Aggers stated that DD providers are pulling down funds at a quicker rate than expected. Letters have gone out to these providers notifying them of their status.

A request has been submitted to the Division to re-align \$767,000 of our remaining funds to assure the LME maximizes the use of funds for 2009.

Budget Revision 2

Mr. Aggers stated that this revision shows a decrease of \$1,766,505.

Cell Phone Usage Policy & Procedure

Mr. Aggers discussed the proposed cell phone usage policy & procedure included in Board members packets.

At this time, Chairman Norwood asked a motion to accept the Budget Reports.

ACTION: Mr. Franklin motioned to accept the Budget Report, Budget Revision 2 and Cell Phone Usage Policy & Procedure as presented by Mr. Aggers. Ms. Collins seconded. Motion approved unanimously.

IX. Committee Reports

- CFAC met December 16, 2008 and January 27, 2009. No issues to report.
- Human Rights Committee met January 13, 2009. Ms. Lawson noted the need for more Board representation on this committee.
- Finance Committee met January 16, 2009. See Budget/Fiscal Report.

X. Executive Session

Chairman Norwood asked for a motion to go into Closed Session to discuss a personnel issue.

ACTION: Mr. Partee motioned to go into Closed Session to discuss a personnel issue with the LME Attorney. Ms. Gwynn seconded. Motion approved unanimously.

ACTION: Ms. Gwynn motioned to return to Regular Session. Mr. Joyce seconded. Motion approved unanimously.

With no further business, the meeting was adjourned

Respectfully submitted by,

Cathy Moore
Clerk to the Board

The next Board meeting is scheduled for Tuesday, June 16, 2009 at 6:30 pm at the Human Services Center, 319 N. Graham-Hopedale Rd., Burlington, NC.