



# **BOARD of DIRECTORS MEETING**

**December 15, 2009**

The Alamance-Caswell Local Management Entity Board of Directors met Tuesday, December 15, 2009 at 6:30 p.m. at the Alamance County Human Services Center, 319 N. Graham-Hopedale Road, Burlington, NC.

To celebrate the holidays, Board members and LME staff joined with CFAC members for a delicious, catered meal courtesy of the LME.

**BOARD MEMBERS PRESENT:** Mr. Bill Franklin, Ms. Patsy Smith, Ms. Ann Slaughter, Mr. Norman Melton, Dr. Russell Gill, Commissioner Jeremiah Jeffries, Ms. Teri Ludwig, Chairman David Carter, Dr. Ernest Eason, Ms. Brenda Page, Ms. Ethel Gwynn

**BOARD MEMBERS ABSENT:** Mr. Sam Isley, Commissioner Linda Massey

**LME STAFF PRESENT:** Mr. Daniel S. Hahn, Executive Director; Ms. Jandy Andrews, Finance Manager; Ms. Trina Powell, Care Coordination Manager; Ms. Jody Meachem, QA/QI/Provider Relations Manager; Ms. Lynette Gordon, UM/MR Manager; Ms. Debra Welch, HR Manager; Mr. Clayron McCain, IT Manager; Mr. Ric Bruton, System of Care Coordinator; Ms. Carmen Morrow, CFAC Support; Ms. Selena Clinkscale, Administrative Assistant; and Ms Cathy Moore, Clerk to the Board

**GUESTS:** Mr. Mike Taylor; LME Attorney; and Ms. Yvonne French, Division Liaison

- I. Chairman Carter called the meeting to order.
- II. Chairman Carter gave the invocation prior to the meal
- III. Mr. Hahn thanked everyone for their presence and for their continued support. He noted that it was good to see Board and CFAC members come together. He introduced staff as noted above.
- IV. **2008-09 Audit Report – Becky Loy, Cobb Ezekiel Loy and Company PA**

On behalf of her firm, Ms. Loy expressed appreciation for the relationship over the years with the LME. She thanked the Board for choosing Cobb Ezekiel Loy and Company to perform the audit for year ended 2008-09 She stated that this audit is an unqualified opinion. As a part of the audit, policies and procedures are reviewed to ensure that everything is in place. Ms. Loy discussed the purpose and responsibility for the audit. She stated in performing the audit, no problems were found with the numbers presented. Ms. Loy provided an overview of the audit discussing various graphs and charts illustrating the financial solvency of the LME.

Ms. Loy stated that there were no audit findings for this fiscal year. She commented that the restricted fund balance requirement was to be between 9% and 15%. On June 30, 2009 the LME was at 15.8%, but on July 1, 2009 that percentage changed as a result of payments received that were considered to be account receivable at June 30, 2009 She stated that there have been no findings for the last three years which means that this is a good, financially strong, well managed entity that she hoped would prevail. She noted that Ms. Andrews and her staff have done a fantastic job with the LME finances since separating finance services from Alamance County. Board members were encouraged to read the Financial Report. Anyone having questions should feel free to call her.

Mr. Melton, on behalf of the Board, thanked Ms. Andrews and Mr. Hahn for a job well done.

Chairman Carter applauded everyone who contributed to this great audit.

**V. Corrections to the Minutes**

Ms. Andrews asked for approval of the following corrections to the minutes:

- August 18, 2009, Budget/Fiscal Report, under Assets as of 07/31/2009, last bullet should read Total Fund Balance “and Liabilities” - \$6,335,368.90.
- Under “IPRS Expenditures as of 07/31/2009, second bullet should read “Total expended prior year – \$523,592 or 7.4%”.

***ACTION: Motion made by Mr. Franklin to accept the corrections as presented. Motion seconded by Mr. Melton. All approved.***

- September 15, 2009, Budget/Fiscal Report under Statements of Revenues, Expenditures, second bullet should read Expenditures for this prior are at \$1,153,227 with \$1,423, 592 budgeted reflecting a \$21,838 deficit
- Under IPRS Expenditures as of 08/31/2009 second bullet should read Total expended prior year - \$583,541 or 8.2%.

***ACTION: Motion made by Commissioner Jeffries to accept the corrections as presented. Motion seconded by Mr. Franklin. All approved.***

- October 20, 2009 Budget/Fiscal Report under IPRS Expenditures as of 09/30/2009 second bullet should read Total expended prior year - \$583,541 or 8.8%

***ACTION: Motion made by Mr. Franklin to accept the correction as presented. Motion seconded by Commissioner Jeffries. All approved.***

**VI. Chairman Carter asked for approval of the November 17, 2009 minutes.**

Ms. Moore noted that under the Budget/Fiscal Report, IPRS Expenditures as of 10/31/2009, second bullet should read Total expended prior year - \$583,541 or 7.8% and the last paragraph, second sentence should read as follows: “As there is funding available at this time, she is requesting a 5% one time “cost of living adjustment” for employees.

***ACTION: Motion made by Ms. Franklin to accept the minutes as corrected. Motion seconded by Dr. Gill. All approved.***

**VII. Chairman’s Comments**

- Chairman Carter asked for a representative on the Personnel Committee. Ms. Smith volunteered.
- Chairman Carter stated that it was his privilege to be in attendance at the Alamance County Commissioner’s meeting recently. Mr. Hahn presented to the Commissioners what the LME is currently facing. Chairman Carter noted that Mr. Hahn did a great job with his presentation and he was proud to be a part of it. Mr. Hahn stated that he thought it was well received.

### **VIII. Executive Director's Report – Daniel Hahn**

- Mr. Hahn discussed the recent meeting with Alamance County Commissioners and Caswell County Commissioners regarding the LME moving forward. He appreciated Mr. Melton and Chairman Carter's attendance. Commissioners have gone on record to state they will provide the same funding to the LME as in previous years. He has been contacted by representatives from DSS, the Health Department and the Sheriff's Department to advocate for the LME to remain in this community. There was an article in the Burlington Times-News regarding the presentation.
- Mr. Hahn stated that there is discussion of development of CABHA's (Critical Access Behavioral Health Agencies), cutting providers down to 25 to 30. He has had discussions with two or three local providers who are not willing to serve in Caswell.
- Mr. Hahn discussed new efforts of Medicaid Waiver Applications for particular regions of NC.

### **IX. Budget/Fiscal Report – Jandy Andrews, Finance Manager**

- Ms. Andrews discussed graphs showing ACR LME cash flow trend for fiscal year 2009-10 through November, 2009 (see attached),
- **Assets as of 11/30/2009**
  - Total Cash and Investments - \$4,394,359.90
  - Total Accounts Receivable - \$2,438,322.75
  - Total Assets - \$6,832,682.65
  - Total Payables - \$1,985,842.53
  - Total Liabilities and Fund Balance - \$6,832,682.65
- **Statement of Revenues, Expenditures as of 11/30/2009**
  - Revenues for the current period are at \$918,076 with \$1,345,301 budgeted
  - Expenditures for this period are at \$1,014,948 with \$1,345,301
  - Net loss of \$96,873 (normally a net loss at this time of year due to longevity paid out)
- **IPRS Expenditures as of 11/30/2009**
  - Total budget - \$5,461,055
  - Total expended prior year - \$583,541 or 10.7%
  - Total expended current year - \$2,378,745 or 43.6%
  - Total expended overall - \$2,962,286 percentage expended of budget 54.2%

***ACTION:*** Motion made by Mr. Franklin to accept the Financial Statement as presented. Motion seconded by Dr. Eason. All approved.

### **VIII. Committee Reports**

- CFAC met November 24, 2009. Mr. Hahn stated that CFAC needs a representative from Caswell.
- Finance Committee met December 14, 2009. See Budget/Fiscal Report

### **IX. Closed Session**

Chairman Carter asked for a motion to go into Closed Session to seek legal counsel with the attorney.

***ACTION:*** Motion made by Mr. Melton to go into Closed Session to seek legal counsel. Motion seconded by Dr. Eason. All approved.

***ACTION: Motion made by Mr. Franklin to return to Regular Session. Motion seconded by Commissioner Jeffries. All approved.***

**XI. Adjournment**

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, January 19, 2010 at 6:30 pm** at the Human Services Center, 319 N. Graham-Hopedale Rd., Burlington, NC.