

GateWay Counseling Center
Board of Commissioner's Meeting
February 8, 2016

Members Present: Terry Grubbs, Jimmy Garrett, Keri Hanselman

Members Absent: Jessica Holman, Scott Cook, Ken Porter **Staff Present:** Charlie Stinson

- 1) Meeting called to order at 7:05 pm.
- 2) Agenda accepted with no additions.
- 3) Minutes from 11/09/15 were reviewed and approved.
- 4) Financial Report was given. Summary of revenue and expenses was presented. Stinson reported at length with the midyear data from July 2015-end of December 2015. The agency is about \$20K in the black, and this includes significant expenditures related to furniture and painting. January data was presented and January revenue was above target as well. Look to achieve 30K revenue over expenditures this fiscal year.

5) Director's report:

Yearly Audit: The audit has been completed and signed by Charlie Stinson and Board Chairperson Terry Grubbs. The final copy (spiral bound) has not arrived yet but the draft was used as it is unchanged in the final version. Stinson highlighted some areas to the Board. He reinforced the Fiduciary responsibility that the Board has. Copies of the audit will be given to all Board members with the expectation that they understand the basics of the audit and ask questions if needed. Stinson reviewed the Auditor Communications to the Board of Directors.

The biggest information is related to the Governmental Accounting Standards Board (GASB) No. 68. To summarize briefly it makes entities place a charge against their balance statement equal to the entity being solely responsible for the pension liabilities of present and past employees. This liability is currently held by the South Carolina Retirement System and is not set to change, however. The charge placed against GCC balance was over \$750K. Stinson assured the board that this is not an expected expense, rather an accounting exercise. All 301 agencies across the state have experienced the same results.

Stinson pointed out that in FY 2015 the agency added \$63,821 to the fund balance ending at \$484,524.00. A graph was again presented to the board with audit results for the last 20 years. It clearly illustrates the deficit that GCC has operated out of since 2004. The \$63K increase to fund balance is in stark contrast to the \$99K deficit reported just 4 years earlier in FY 2011. Stinson thanked his employees for all their hard work and commitment to our mission for the change in fiscal situation. The biggest change has been Stinson keeping personnel levels at an efficiency level not expected in years past.

Stinson noted that as in all previous audits the only recommendation that GCC receives is around the segregation of duties. As we are such a small agency many duties fall on one financial person. Stinson and Delesa Dillard are making changes this year in internal controls to strive for having this recommendation removed from the audit by FY 2017.

No questions came from the Board, so topic moved on.

6) Old Business:

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a) Board Seminar: Stinson reviewed the board seminar and asked for feedback. Stinson apologized for not holding a more formal meeting at the Seminar. Next year a separate meeting will be arranged from the dinner to allow business to be conducted. The Marriott was praised for their rooms. Stinson asked how the reimbursement prior to the event worked out, all were in favor. The restaurant choice was praised as well. Stinson requested more Board attendance at events. Location may change next year; Stinson will keep the Board updated.

7) New Business

a) Policy revisions: Two policies were presented for revision.

#1) **PER-18 Interns/Volunteers:** this policy was re written to have the responsibility for the cost of the TB test and SLED check required for interns to be the school and/or the student's. Exceptions can be made by ED. Revisions passed unanimously. No comment.

#2) **PER-29 Travel Reimbursement:** Rates for meals were adjusted to better account for current expenses incurred while travelling. In state, out of state, and rates for Board Members were all revised. Passed unanimously without comment.

With no further business, meeting was adjourned at 7:45

Next meeting is set for March 14th but may be moved to the 15th at 7 pm.

Respectfully submitted, Charles Stinson, Executive Director

