

GateWay Counseling Center
Board of Commissioner's Meeting
June 14, 2016

Members Present: Jimmy Garrett, Ken Porter, Keri Hanselman, Jessica Holman

Members Absent: Terry Grubbs, Scott Cook **Staff Present:** Charlie Stinson

- 1) Meeting called to order at 6:04 pm.
- 2) Agenda accepted with no additions.
- 3) Minutes from 5/10/16 were reviewed and approved.
- 4) Financial Report was given. Summary of revenue and expenses was presented. The agency is continuing to be very financially sound and efficient and effective in service delivery. Summary report indicated revenue over expenses of 107,406. This may be a little lower in actuality as expenses are generated from the RPTIF grant but overall the agency has completed a very strong year.
Stinson presented the FY 17 budget for review and approval. Stinson highlighted the increase in overall size of the budget due to the RPTIF, the fact that we have fully budgeted midyear bonuses for the first time, and that we are projected to have a surplus of about \$35,000. Board motioned and seconded (Jessica, Jimmy) and voted all in favor to approve the FY 17 budget.
- 5) Director's report:
COLA for next year for all SC employees was finalized at 3.25%. Stinson noted that raises for all employees were to range from 4% to 6%, so this will not affect out number at all. Stinson noted we are attempting to hire staff for the RPTIF and to get the required training completed. We have added another day to the part time adolescent staff person Allen Lawson. Stinson noted meetings will be occurring this summer with school districts and if they are promising GCC will look at adding an entire new FTE for adolescent services.
Stinson reviewed in detail the new exempt/nonexempt rules for salaried staff. Stinson noted that employees here will not be affected as a general rule. We use comp time already for work over 40 hours in a week. Stinson noted that the only issue that could arrive is if an inefficient employee was having to put in many hours to achieve their job and asked for overtime pay. Stinson noted that time management and non-job related activities during shifts will be monitored by the supervisors to reduce the changes of this happening. At the income thresholds noted in the law, only Delesa, Nancy, and Stinson will be considered nonexempt after December 1, 2016.

Holman requested that the board enter executive session to discuss a personnel matter. Porter seconded. Vote in favor was 4-0.

Garrett requested that the board leave executive session to discuss a personnel matter. Hanselman seconded. Vote in favor was 4-0.

While in Executive Session the Board Discussed the Executive Directors evaluation and compensation.

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6) Old Business:

a) Stinson has begun pricing cubicle systems to make two offices in the file room. A computer for both offices has been budgeted for FY 17. The offices will share the one phone line assigned to the room. Unsure if we will need to run CAT-5 wires to allow the computers to network.

7) New Business

a&b) Stinson presented 2 policies. One was PER-14 Employee Grievance (for revision) and PER-59 (New) Tuition Reimbursement Policy. PER-14 was revised to clarify what types of complaints or personnel actions may be grieved to the Board. The policy makes it clear that only discrimination complaints or breach of policy and procedure may be grieved to the board. All else is handled by the ED. The policy also allows the ED to grieve issues about his/her employment related concerns to the board and sets parameters about that process. Board members reviewed, discussed, and then approved both policies unanimously.

With no further business, meeting was adjourned at 6:45 Next meeting is set for July 12th (Tuesday) at 6 pm. This meeting may be cancelled due to vacations.

Respectfully submitted, Charles Stinson, Executive Director

 6/14/16