

**GateWay Counseling Center**  
**Board of Commissioner's Meeting**  
**June 13, 2017**

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

**Members Absent:** **Staff Present:** Charlie Stinson **Guest:** Leland Nelson

1) Call to order: in accordance with the Freedom of Information Act, notice of this meeting date, time, location, and agenda was posted in the lobby of GCC.

2) Approval/additions to agenda: Agenda was approved. Motion Porter, Second Hanselman. All in favor.

3) Review/Approval of minutes: Minutes approved from 5/9/17. Motion Porter, Second Hanselman. All in favor.

4) Directors Report

GCC had a great year.

Infrastructure:

The building itself was improved by remodeling the kitchen, adding the observation window in the lobby, and the addition of interactive TVs in the group room, the board room, and the lobby. HVAC system was completed and is working very well. A new sign for the front is ordered and will arrive soon. Overall the building we are lucky enough to work in is in great shape and we are proud of it.

Services:

GCC increased total number of clients seen. Successful completion rates were on target. We offered flexible group days and times. Walk in assessment on demand three times per week is a true success. We offered low level mental health services and were successful in getting reimbursement for those services.

Satisfaction surveys showed good results.

Staffing:

Retention for employees was 100%. There were no personnel issues that required any intervention by the Director or the Board. One employee is almost completed with her Master's Degree; two others are testing for their licenses. Counselors that are in process for certification are progressing well. We have implemented monthly morale activities and charities to support. We have had a cookout lunch, birthday parties, and other events as a group. All staff retreat is set for June 23rd.

Partnerships:

GCC continues to have a strong working relationship with AMI Kids Piedmont. We have provided weekly services for three years now. Both the local DSS office and the local Mental Health office have changed directors in the last year and we will look to form relationships with those directors as we did with their predecessors. We look to increase collaboration with DJJ this year and offer behavioral health groups. Although the grant is ending with LC4, we will remain their referral source for behavioral health services as LC4 continue to offer the medical services the clients require. GCC also looks to partner with Clear Skye Treatment and provide counseling services for clients that are receiving opiate replacement therapy from them.

Finances:

GCC again had a strong financial year that maximized revenue and minimized expenses. The quality treatment we are providing engages clients and encourages retention. We have a significant fund balance and are in the position to retain two employees that had grant funding that expired (DSS liaison in September of 2017 and RPTIF in June 2017). We have increased our revenue goals for next year as we look to offer more services.

**GateWay Counseling Center**  
**Board of Commissioner's Meeting**  
**June 13, 2017**

**Director activities:**

I have been able to stay active in both SCAADAC as past president and BHSA as vice president. We have worked on securing funding at the State Level, advocating for Addiction Counselor Licensing, working with the new Director for DAODAS, and other priorities. Without the support of a great team at GCC and the support of the Board, I would not have been able to commit the time and energy that these activities require. I am very grateful for this opportunity.

**Goals for FY 2018**

- Website
- Fall open house
- Intensive Outpatient
- Adolescent Program creation
- Partner with Clear Skye OTP
- Partner with Thornwell
- Partner with school districts
- Increase community engagement
- Maintain quality services, quality employees

**5) Financial Report**

**a) FY 18 proposed budget:**

Budget was presented by Stinson, changes were highlighted, and Board approved the tentative Budget. Motion Grubbs, Second Holman, all in favor.

**b) Change to bonus structure:**

Stinson proposed to board that the budget for next year be revised. Standard practice had been to award a bonus around Thanksgiving. This was not optimal as the fiscal year was less than half over and a determination of a bonus was without much solid data. Stinson has requested we change the bonus structure to be awarded at the end of the fiscal year and be determined solely by the ending strength of the agency budget for the year. This year as we have revenue over expenses of nearly 90K Stinson recommend that a 2% bonus be given to staff now, and 1% may be approved again at the end of the calendar year. The standard practice after that point will be to review the ending financial position of the agency and the Executive Director will request a bonus for employees if indicated. The Board can then approve, refuse, or revise and recommendation from the ED. All Board Members agreed to this change as part of the Budget Acceptance. Staff will receive their bonus at the all staff meeting on the 23<sup>rd</sup> and the new process will be presented to them.

**c) Executive Director Review and FY 18 compensation package:**

Board met in Executive Session (motion by Grubbs, seconded by Porter, all in favor) without Stinson or Nelson in attendance. Executive session ended by motion of Grubbs, second by Porter, and unanimous vote.

Board opened up again in open session and Grubbs motioned for Charlie Stinson would be granted a \$4500 increase in salary for his performance. Porter second, all in favor.

**6) Old business**

**a) Policies and Procedures annual review:** Section 2 including all INT, AST, IND, REF, REC, QUA, PRO were all approved. Motion Grubbs, second Porter, all in favor.

**b) Employee benefits issue:** No response from Laurens County about benefit issue. Item will be dropped from old business.

**GateWay Counseling Center**  
**Board of Commissioner's Meeting**  
**June 13, 2017**

- c) Clear Skye OTP: Awaiting answer from DAODAS if we were funded for clinical support of the new OTP in Laurens County.
- d) Website development: We have submitted a site map, logos, and color scheme and have begun the process or completing the new website.
- e) Transportation: No updates, will be removed from old business list.

7) Adjournment. Motion Ken, Second Keri. All in favor. Next meeting scheduled for July 18<sup>th</sup> at 6 pm

Respectfully submitted, Charles Stinson, Executive Director

Approved by  Date 8-14-18  
Board Chair or designee

**GateWay Counseling Center  
Board of Commissioner's Meeting  
June 13, 2017**

**FINANCIAL ADJUSTMENTS TO PROFIT/LOSS STATEMENT  
(July 1, 2016- May 30, 2017)**

**Accruals**

COLA	-3196
State BG	-317
State	-215
Fed BG	-21817
HOP funds	-2506
Minibottle	-9419
Other Tx	7542
<b>Total</b>	<b>-29,928</b>

**Profit/Loss-through**

Profit and Loss Statement	118,412
Accruals	-29,928
Accounts Receivable	<u>0</u>
<b>Total</b>	<b>88,484</b>

**Revenue detail:**

<b>Funding</b>	<b>YTD budget</b>	<b>YTD Actual</b>	<b>Difference</b>
<b>Self Pay</b>	<b>64190</b>	<b>86003</b>	<b>+21813</b>
<b>Medicaid</b>	<b>36680</b>	<b>36185</b>	<b>-495</b>
<b>MCO</b>	<b>27510</b>	<b>31432</b>	<b>+3922</b>
<b>Block Grant Asses</b>	<b>26410</b>	<b>30480</b>	<b>+4070</b>
<b>Total</b>	<b>154790</b>	<b>184100</b>	<b>+\$29,310</b>

DAODAS Cost Center				
Acct Code	Account Description	A:	Totals	FY 17
4103	CCG/State		\$ 3,823	\$3,823
4104	DAODAS - COLA		\$ 40,886	\$38,507
4105	Block Grant		\$ 2,587	\$2,587
4113	CCG/Federal		\$ 262,855	\$262,855
4126	DAODAS - Other Prevention		\$ -	
			#REF!	
			\$30000 - BG ,	
			\$13750 DSS,	
4128	Other Treatment		\$ 66,922	\$202,759
4310	Self Pay Fees		\$ 93,340	\$70,000
4315	Drug Screens		\$ -	
4320	Debt Set Off		\$ 500	\$0
4330	HHS (Medicaid)		\$ 55,000	\$40,000
4350	Insurance		\$ -	
4360	MCO		\$ 45,000	\$30,000
4399	Other Client Fees (Parenting and Ignition Groups)		\$ -	
4402	Minibottle		\$ 121,000	\$113,476
4600	State Government		\$ 27,066	\$30,073
4912	Interest		\$ -	
4919	Miscellaneous		\$ -	
	Cash Reserves		\$ -	
	<b>TOTAL REVENUES:</b>		<b>\$ 718,979</b>	<b>\$758,796</b>
	<b>PERSONNEL</b>			
5010	Permanent Personnel		\$ 433,250	\$416,500
5120	Part Time Temp		\$ -	\$37,000
(0100)	<b>PERSONNEL SERVICES</b>		<b>\$ 433,250</b>	<b>\$453,500</b>
	<b>CONTRACTUAL SERVICES</b>			
5205	Staff Contractual Services		\$ -	
(0200)	<b>CONTRACTUAL SERVICES - PERSONNEL</b>		<b>\$ -</b>	
	<b>CONTRACTUAL SERVICES</b>			
5252	Audit/Accounting		\$ 6,250	
5253	Printing/Advertising		\$ 1,200	
5254	Data Process Other		\$ 11,204	
5258	Other Contractual Services		\$ 13,443	AC/TVs
5260	General Repair		\$ 5,000	
5285	Telephone		\$ 12,459	
5290	Utilities		\$ 6,925	
5298	TB Testing		\$ 250	
(0250)	<b>CONTRACTUAL SERVICES - OTHER</b>		<b>\$ 56,731</b>	<b>\$72,881</b>
	<b>SUPPLIES</b>			
5301	Office Supplies		\$ 6,350	
5305	Drug Screen Supplies		\$ 6,750	
5307	Educational Supplies		\$ 3,500	
5315	Postage		\$ 600	
5321	Maintenance		\$ 500	
5375	Furniture		\$ 1,000	Remodel
5390	Miscellaneous		\$ -	
(0300)	<b>SUPPLIES</b>		<b>\$ 18,700</b>	<b>\$26,141</b>
	<b>FIXED CHARGES</b>			
5414	Rent - Postage		\$ 100	
5415	Rent - Copier		\$ 2,700	
5417	Dues & Memberships		\$ 4,915	
5418	Insurance		\$ 5,000	
(0400)	<b>FIXED CHARGES</b>		<b>\$ 12,715</b>	<b>\$15,230</b>
	<b>TRAVEL</b>			
5518	Training (Registration Fees)		\$ 1,850	
5501	Travel		\$ 9,550	
(0500)	<b>TRAVEL</b>		<b>\$ 11,400</b>	<b>\$12,903</b>
	<b>EQUIPMENT</b>			
5601	Equipment		\$ -	
(0600)	<b>EQUIPMENT</b>		<b>\$ -</b>	
	<b>PERMANENT IMPROVEMENTS</b>			
5700	Building/Maintenance		\$ -	
(0700)	<b>PERMANENT IMPROVEMENTS</b>		<b>\$ -</b>	
	<b>EMPLOYER CONTRIBUTIONS</b>			
5010	FICA Expense		\$ 31,000	