

**GateWay Counseling Center**  
**Board of Commissioner's Meeting**  
**February 13, 2018**

**Members Present:** Jessica Holman, Terry Grubbs, Jimmy Garrett

**Members Absent:** Keri Hanselman, Ken Porter (both excused) **Staff Present:** Charlie Stinson

- 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 and on the website.
- 2) Approval/additions to agenda  
Agenda was approved. Motion Jessica, second Jimmy, all in favor.
- 3) Review/Approval of minutes  
Stinson noted that due to absences at the Board Seminar there was no meeting held in January so the last minutes were from 12/15/17.  
Minutes from 12/15/17 were approved. Motion made by Jessica, second Jimmy, all in favor.
- 4) Financial Report
  - Mid year report  
Stinson presented the mid year report that was to have presented in the January meeting. Data for January was also presented but only briefly. Board reviewed the financials and accepted as presented. Stinson noted that GCC has achieved even the lofty expectations of revenue that were projected for this fiscal year as GCC absorbed two additional employees as their grant funding ended.
  - Audit  
Stinson presented the FY 17 audit and reviewed the findings. There were no concerns noted in the audit except the ongoing notation that the agency lacks segregation of duties in the financial area due to its small size. As in past years the response is the same for the audit that GCC is not in a position to add another employee in the Financial area to resolve this concern.
- 5) Old Business
  - a) CARF  
Stinson just noted that CARF is still planning on March 19-21 and that preparations are continuing. No major changes have been required and overall the preparation for CARF allows attention to all areas of the agency, some that may not get regular attention as they compete with day to day tasks. Stinson invited all the Board to attend the morning welcome session when CARF arrives March 19<sup>th</sup> to give the surveyor a chance to talk to the Board if he desires.
- 6) New business

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a) Employee satisfaction survey

Stinson presented the Employee Satisfaction Survey that was completed last month. He presented the survey in depth and discussed areas that were identified as possible concerns. A follow up survey will be coming in the next 2 months to get more information on these possible areas for improvement. Overall the Board was supportive, aware of the dynamics of the workplace, and gave feedback. Board noted that they appreciated the chance to get a better picture of how the employees are feeling as the Board has such limited interaction with them regularly.

b) Policy and Procedure revisions

Stinson reviewed at length Policies and Procedures that required revisions as well as the few new policies that were needed.

New policies or major revisions were:

GOV-5 Business Ethics  
INT-21 Peer Support Services  
FIS-21 Fee Collection by Credit/Debit Card  
IND-8 Telehealth Services

Revisions that were presented were (only Policy # listed)

✓GCC-2, GCC-3 ✓  
PUR-2  
GOV-3, GOV-4  
ORG-1, ORG-5  
PEV-1, PEV-2  
CON-1  
PER-5, PER-8, PER-12, PER-24, PER-25, PER-46, PER-49  
FIS-1, FIS-17  
PHY-1 (forms), PHY-6 (policy and form)  
INT-6, INT-18  
IND-1, IND-5, IND-6  
REC-5  
PRO-2, PRO-4A, PRO-5

Revisions were overall minor and included word changes and minor additions. All Policies were reviewed and approved. Grubbs motion, Garrett second, all were in favor.

c) Outcome Evaluation Plan

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Stinson presented the mid-year report of the outcome evaluation plan. Stinson highlighted strengths and weakness for the first 6 months of the fiscal year. Overall the report was positive but there were significant issues in the area of self-pay collections, caseloads for clinicians (too low), and group census that were noted and have action plans to address them in the second half the reporting period.

d) Accessibility Report

Stinson reviewed the mid year updates on the agency Accessibility Report.

e) Approval of Fees

No changes were recommended for the current schedule of fees and the Board approved the existing fees for 2018.

f) MAT

Stinson updated the progress with the partnership with Clear Skye. Overall it is going well and admission are picking up.

g) It was noted via text that Leland Nelson was officially added to the Board by the Laurens County Council.

7) Adjournment at 7:17 pm.

Next meeting scheduled for March 13, 2018

Respectfully submitted, Charles Stinson, Executive Director

Approved by \_\_\_\_\_



Board Chair or designee

Date \_\_\_\_\_

3-13-18

## FINANCIAL ADJUSTMENTS TO PROFIT/LOSS STATEMENT

(July 1, 2016- December 31, 2017

1<sup>st</sup> half of FY 18

### Accruals/Accounts Payable – through

COLA	-248
State BG	0
State	-1912
Fed BG	9078
HOP funds	-14252
Minibottle	30729
Other Treatment	22500 (MAT and Peer)

**Total**                      **4569**

### Profit/Loss-through

Profit and Loss Statement	-47367
Accruals/Accounts Payable	45895
Accounts Receivable	<u>0</u>
<b>Total</b>	<b>-1472</b>

### Revenue detail:

	<b>Budgeted</b>	<b>Actual</b>
Self-Pay	46668	43466
MCAID FFS	27504	22534
MCAID MCO	22500	29100
BG Assess	15000	16480
<b>Total</b>	<b>111672</b>	<b>111580</b>

# AUDIT RESULTS BY FISCAL YEAR



