

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

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

Members Absent: none **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
One addition of DHEC survey results was added, motioned by Holman, seconded by Garrett, all in favor.
- 3) Review/Approval of minutes
One typo was fixed, motioned by Holman, seconded by Grubbs, all in favor.

4) Financial Report

a) July-February data

Revenue targets are on track. Just slightly below projections (\$4701 low, 3.1%). February volume picked up and March is very busy. Expect to get back on track with revenue. Expenses are lower than budgeted as well leaving the agency in the black. Overall great teamwork this year to achieve very lofty financial goals while providing excellent services and getting great client feedback.

Corporate Compliance Officer and Executive Director are completing a review of the details of the Fund Balance. Goals are:

- 1) Location and amount of all funds that are not in the operating checking account.
- 2) Clarify or create policies and procedures of the reasons to access these funds and the process to do so.
- 3) Place ranking on the funds to give guidance to the order in which they should be accessed if needed.
- 4) Clarify the goal amount of the fund balance and strategic planning for the optimal use of these funds.

Report to be given at next Board Meeting.

5) Old Business

a) CARF survey

Surveyor is coming Monday-Wednesday of next week. Agency is prepared and is looking forward to the visit. Stinson again described the CARF survey as consultative, and not like DHEC where they are looking for infractions. Stinson encouraged Board Members to stop by and meet

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the surveyor and ask any questions that they may have. A light breakfast is planned for Monday March 19th for the opening session of the survey and all Board members are invited.

6) New business

a) County Plan

The plan is Due April 27th. Needs assessment data is being compiled by the Prevention Team. Format is somewhat revised but is familiar. Opiate needs assessment data will be important to get as well as Methamphetamine use. I will be gathering information from the community and stakeholders, internal and external.

b) Budget

Planning is started for FY 19. Significant personnel changes will result from Amanda retiring and Quia entering Prevention which should lower the expense side of the budget. COLA is unsure from state. No capital improvement plans for FY 19. Other funding streams (OTP, MAT, HOP) are expected to remain the same or increase.

c) Parking Lot

Painted by local vendor, signs are purchased and need to be moved into proper spaces, Good job overall. Leland Nelson made good point to research if a doorbell or other notification device is required to allow handicapped to enter the building.

d) DHEC survey:

DHEC came to the agency February 22, 2018. Stinson is proud to report that no violations were found and the survey was 100% in compliance. A copy of the survey will be sent to DADOAS for their files.

7) Adjournment

Next meeting is scheduled for April 10, 2018 at 6 pm at GCC.

Respectfully submitted by Charles Stinson, Executive Director

Approved by


Board Chair or designee

Date

4-10-18

FINANCIAL ADJUSTMENTS TO PROFIT/LOSS STATEMENT

(July 1, 2016- February, 2018)

2/3 of FY 18 completed

Accruals/Accounts Payable – through Feb 2018

COLA	6580
State BG	-1228
State	432
Fed BG	-26308
HOP funds	-9492
Minibottle	24829
Other Treatment	2500 (MAT and Peer)

Total **-2687**

Profit/Loss-through Feb 2018

Profit and Loss Statement	3172
Accruals/Accounts Payable	-2687
Accounts Receivable	<u>0</u>
Total	485

Revenue detail through Feb 2018:

	Budgeted	Actual
Self-Pay	62258	60480
MCAID FFS	36685	26900
MCAID MCO	30015	34749
BG Assess	20010	22960
Total	148968	145089
Difference of	-3879	

