

**GateWay Counseling Center**  
**Board of Commissioner's Meeting**  
**April 10, 2018**

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

**Members Absent:** Jessica Holman, Leland Nelson (approved) **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: Motion Keri, Second Jimmy, motion passed unanimously.
- 3) Review/Approval of minutes: Motion Keri, Second Jimmy, motion passed unanimously.
- 4) Financial Report  
March productivity was the highest in the 2 years Stinson has recorded. 75 assessments were completed. The two month total from February and March was 15 assessments higher than any other 2 month total on record. All this was done with one Treatment staff partially in Prevention. All numbers look good; we are likely to make the budget as expected.
- 5) Old Business
  - a) CARF survey  
CARF Survey went very well. Agency had only three minor recommendations which are very low. More than 800 areas were reviewed for compliance. The surveyor requested that Stinson seek to become a certified CARF surveyor himself. Stinson has started the preliminary action to seek approval as a surveyor. The training process would be in Tucson, Arizona and then Stinson would have to agree to three surveys each calendar year. Approval is needed by the Board to support this process.
  - b) CD funds: Summary below of meeting

*Meeting 3/12/18*

*Charlie Stinson, Executive Director and Amanda Prince, Corporate Compliance Officer.*

*All documentation that GCC possessed related to the CDs and the checking accounts was gathered from Delesa Dillard, Finance Director. Overall, once complied, the documentation was not as lacking as expected. Summary:*

*Operating Checking Account (UCB): located with all details. Balance appears to be quite high based upon monthly expenses that are drawn from this account.*

*Money Market (UCB): located with all details. Account balance seems appropriate for emergency access for the agency.*

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*CD #1 (First Citizens): located with Maturity date, interest rate, and Certificate number. CD is on a six month renewal cycle.*

*CD #2 (Sun Trust) located with Maturity date, certificate number, no interest rate listed. The CD appears to be on an 18 month Maturity cycle.*

*Prince and Stinson discussed options and possible action plans. Decisions were made to do the following:*

- *Create a policy for Board approval that describes in greater detail how the Fund Balance and all its components will be designed to best suit the agency's needs. Describe what funds would be accessed first, how to plan for Capital improvements or large projects, and other specifics.*
- *Present plan to the Board to remove any money from Operating Checking Account above required operating levels and to generate another CD with these funds. Look to have that CD Mature at a 6 month Cycle offset from the CD #1. That will allow access to funds without penalty within 90 days at all times.*
- *Keep Money Market and CD on an 18 month cycle as they are now.*

Stinson will update Board as the policies and plan for CD allocation are created.

6) New business

a) County Plan

The plan is Due April 27<sup>th</sup>. Stinson presented the proposed plan for approval. Terry Grubbs will have to sign the submission letter before it is officially submitted. The plan focuses on three areas: Medication Assisted Treatment, Adolescent SUD services, and Methamphetamine use disorder treatment. Additional funds are requested for MAT and adolescent, but not for Methamphetamine use disorder treatment. Motion to accept County plan as submitted by Garrett, seconded by Hanselman, all in favor. Board approved County Plan as submitted.

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. For information only. Budget will need approval at a later point.

c) End of Year bonus: Stinson mentioned that this was the first full year after the bonus structure was changed. Rather than a bonus around the holidays in November and December a bonus would instead be looked at towards the end of the fiscal year and be related to overall performance of the agency for that fiscal year. Stinson noted that with the successful CARF visit, the DHEC survey, the overall strong agency performance for the year that he requests the

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approval for a bonus for employees. He suggested a tiered approach with the ability to grants anywhere from \$100 to \$1000, based upon his discretion. The bonus will be related to direct contributions to the success of the agency over the last year. Stinson will submit formal proposal for approval at next board meeting to allow it to occur in FY 18 if approved. Stinson will also ask for salary guidance for himself for FY 19 at the May meeting and give a summary of overall personnel salary changes he will recommend for FY 19.

7) Adjournment: Motion Ken, Second Jimmy, motion passed unanimously.

Next meeting is scheduled for May 8th, 2018 at 6 pm at GCC.

Respectfully submitted by Charles Stinson, Executive Director

Approved by

  
Board Chair or designee

Date

5-8-18