

**GateWay Counseling Center
Board of Commissioner's Meeting
December 11, 2018**

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

Members Absent: Ken Porter **Staff Present:** Charlie Stinson **Guest:**

- 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. All votes were unanimous unless otherwise noted.
- 2) Approval/additions to agenda: Motion Jimmy G, Second Keri H, approved.
- 3) Review/Approval of minutes: approved as is. Motion Jimmy G, Second Keri H, approved.
- 4) Directors Report
Stinson shared that the agency was doing well. We are heading into the holiday season and that usually has lower client volume. We will be closed Monday the 24th through Wednesday the 26th. We will close again New Year's Day. Stinson will be on annual leave December 27th and 28th. The audit paperwork is almost ready to be sent off.
- 5) Financial Report
Stinson shared revenues are on target. There is still a significant delay in getting reimbursement for MAT funds. Stinson will look to have mid-year financial report with significant detail for review at the January or February meeting.
- 6) Old Business:
 - a) Confirm Board Seminar information
Stinson confirmed that all reservations are set. Decision for dinner will be made before we leave for the seminar. Oscar Tribble will be conformed as board member January 8th and will be able to attend the seminar.
 - b) Agency Holiday Party
Stinson reminded the Board to please come for the Holiday Party December 21st at his house at 12:30. Spouses are welcome.
 - c) Purchase of car for agency
As per policy, Stinson presented all three quotes of vehicles with highlights of each. Jimmy G recused himself from the vote as he works at one of the entities that submitted a quote. Leland presented motion for purchase of Dodge Charger for \$25,855 from Cooper Motors. Jessica seconded motion. All in favor with Jimmy recused. Stinson will follow up and make

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arrangements to purchase the car. It will not be financed, but will be bought outright from the dealership using fund balance resources.

7) New Business:

a) Illicit Drug Policy (PRO-4) change

Stinson shared incident report where he identified an illicit pill in the bathroom and disposed of it. The policy was altered as Stinson noted that he handles the pills directly without gloves. With the advent of high powered opiate analogs like fentanyl this was a dangerous and possibly fatal action. It takes very little of these drugs to cause severe respiratory distress or even death and can occur when only handled. Stinson shared new policy with requirement to use gloves when handling any substance found. Motion by Jessica made to approve the new policy as written. Jimmy seconded, universal approval.

b) Holiday Bonus discussion

Stinson presented about the year so far and that we were meeting the challenges well. Stinson discussed the new bonus cycle and that it is the first year where no Holiday bonuses will be given. Stinson advocated that the board consider a smaller bonus for the employees that can be deducted from the end of the year bonus if financial goals are not met. Stinson noted that the holidays often include higher spending habits and a bonus may help employees out. Board voted unanimously to approve (Motion Leland, Second Jessica) \$250 for FTE and \$125 for part time. Stinson will hand these out at the Holiday Party.

7) Adjournment: Motion Leland N., Second Jimmy G. All in favor.

Next meeting is scheduled for January 11-13 at the Board Seminar.

Respectfully submitted by Charles Stinson, Executive Director

Approved by _____ Date _____
Board Chair or designee