

**GateWay Counseling Center**  
**Board of Commissioner's Meeting Minutes**  
**June 10, 2020**

**Members Present:** Oscar Tribble, Leland Nelson, Jimmy Garrett, Ken Porter, Keri Hanselman  
**Members Absent:** Jessica Holman, Terry Grubbs **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. Meeting called to order at 6:01 pm.
- 2) Approval/additions to agenda: Motion Jimmy G., Second Oscar T., approved.
- 3) Review/Approval of minutes: March 10, 2020. Motion Jimmy G., Second Oscar T., approved

4) Director Report:

COVID-19 update: Stinson updated at length.

March 23 we were placed on emergency only precautions. We admitted MAT clients, gave NARCAN, did crisis calls. Staff were rotated in the office and worked from home. Clients were served via telehealth once it was approved by DAODAS and Medicaid.

GateWay bought lunch each day for limited staff that were here as they were not to leave the building.

PPE was bought for agency. Masks, cleaners, sanitizers all purchased.

This continued until three weeks ago. We then reopened for limited assessments with limited groups. Safety protocols are in place.

Significant drop in face to face service volume, but large increase in telephonic services. Many agencies did teleconference for ADSAP groups, we did not and are pleased with that decision.

GCC felt that confidentiality, fidelity, and quality of services provided were all in question.

We run groups now with no more than 5. Scheduled assessments are again being used until walk in assessments are feasible again.

Revenue lost was serious but not damaging. Fund balance allowed seamless operation through the pandemic shutdown. Client care was good and staff morale remained high.

Stinson praised the entire team for their hard work, compassion, and flexibility throughout the last three months.

5) Financial Report:

- a) Stinson updated the Board with the current Profit/Loss statements. Despite all that we have experienced all areas appear on track for this fiscal year.
- b) Stinson again shared the FY 19 Audit results in more detail with a full board in attendance. The agency again reported a significant revenue over expenses and the audit notes a 109,000 addition to the fund balance.

6) Old Business:

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7) New Business:

- a) County Plan approval: Stinson shared that the County Plan for FY 21 was approved by DAODAS. The plan is very similar to last year and deals with MAT, adolescent, and methamphetamine.
- b) FY 21: Stinson shared a tentative FY 21 budget. No capital projects are expected. Employee salaries are expected to be increased 2-3% on average. Board approved tentative budget.
- c) Stinson presented a proposed bonus for FY 19 surplus to be given to current employees. Total suggested to be dispersed is 8% of fund balance increase for FY 19. Board approved proposal.

Leland N. made motion, Ken second, all in favor to enter Executive Session to discuss FY 21 salary and FY 19 bonus for Stinson.

Leland N. made motion, Ken second, all in favor to leave Executive Session.

Once out of executive session Keri H. made motion for Stinson to receive 7% increase in his base salary and a 3% bonus for FY 19. Ken P. seconded and all in favor.

Stinson thanked Board for their support.

8) Adjournment: Motion Jimmy G. , Second Oscar T., all in favor.

Next meeting will be July 14<sup>th</sup>, 2020 at 6 pm.

Respectfully submitted by Charlie Stinson.

Approved by

  
Board Chair or designee

Date

6-10-20