

GateWay Counseling Center
Board of Commissioner's Meeting Minutes
November 10th, 2020

Members Present: Oscar Tribble, Jimmy Garrett, Ken Porter, Keri Hanselman

Members Absent: Jessica Holman, Leland Nelson, 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 6:03 pm.
- 2) Approval/additions to agenda: Motion Jimmy G., Second Ken P., approved.
- 3) Review/Approval of minutes: June 10, 2020. Motion Jimmy G., Second Ken P., approved
- 4) Director Report:

Stinson shared progress on the agency as it continues to navigate the COVID situation. All safety protocols are being continued. No employees have tested positive at this time. We discontinued off site services at AMI after staff and residents there tested positive for COVID last week. Stinson noted that the Holiday Party is being held at GateWay offices this year December 18th at noon and that all Board Members are invited. We will be socially distancing and wearing masks when not eating. Stinson also noted that Delesa Dillard, Finance Manager, is retiring June 30, 2021. We will be training internal staff to take over some of her duties and contract with Delesa to do month end reports for approximately a year after her retirement. A receptionist position will be created to allow duties to be covered.
- 5) Financial Report:
 - a) Stinson updated the Board with the current Profit/Loss statements. Revenue is slow as volume is slow. Stinson notes that across the state the slowdown is universal among 301 agencies. GateWay is actually managing quite well and he commends the team for all their hard work.
 - b) Stinson again shared the FY 20 Audit is completed and should be back for review by the board mid January 2021.
- 6) Old Business:
 - a) CARF update: Date has been delayed to the fall of 2021 and will likely be a remote survey. Stinson and the staff will continue prepping for the survey. We have received an official extension from CARF and have forwarded that information to DAODAS.

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7) **New Business:**

- a) Stinson shared that he is progressing with researching a switch in the phone systems that we use to operate. The system we have is 7 years old and is due for an upgrade but an upgrade to a hardware passed system would be \$5,000 or more just to begin replacing the old hardware. Technology has advanced to offering multiple "cloud based" systems. Stinson is getting quotes and will decide based upon these quoted by mid-January 2021. The upgrade in phone systems will allow a better client interface with the system and allow a vastly improved ability for employees to work from home when required.

- b) Stinson discussed Board Retreat/Strategic Planning Session. Willing Board Members will still travel to Myrtle Beach and will participate in a less formal strategic planning session. Quorum will be met to allow us to meet. Plans will remain flexible as we will be restricted by any COVID precautions that may be in place at the time (Jan 29-Jan 30).

8) **Adjournment: Motion
in favor.**

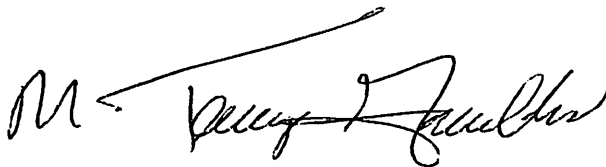
Jimmy G., Second Keri H., all

Next meeting will be

December 8th, 2020 at 6 pm.

Respectfully submitted by

Charlie Stinson.



1-10-20

Approved by _____ Date _____
Board Chair or designee