

GateWay Counseling Center Board of Commissioners Meeting

Meeting Minutes

August 30, 2021

Members Present: Ken Porter, Ben Bailey, Terry Grubbs

Members Absent: Leland Nelson, Oscar Tribble, Keri Hanselman, **Staff Present:** Charlie Stinson **Guest:** NA

- 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 BB, seconded by TG
- 3) Review/Approval of minutes: Motion BB, seconded by TG
- 4) Director's report:

Stinson shared that Casey S passed her oral exam and is now a certified Addiction Counselor. A DHEC survey is likely soon as the surveyors have been in the area conducting visits. We are getting cabling installed in the building to allow for all our printers to be networked. They are expected to begin this Friday. COVID is rising in the community. GCC has begun the implementation of the COVID questionnaire again. Masks have continued to be required. We conduct temperature checks and keep group sizes small. Plexiglas barriers are still in place. Stinson shared that we have hired a PC student as a part time employee after her internship here ended. We will look to possible transition her into an FTE after she graduates.
- 5) Financial Report: Final payment of Excise Tax was received, and it was significantly higher than expected. We ended FY 21 in the black. Overall targets for revenue are on target. We expect HOP money soon and COVID relief funds to arrive soon after that.
- 6) Old Business
 - a) Group room remodel: pending quote in the fall
 - b) CARF: Now has been moved to November, no official dates yet
 - c) Board Vacancies: Still seeking recommendations and additions
- 7) New business:

Reports

Stinson shared multiple end of the year reports including the substantial Outcome Evaluation Plan Report. Each report was summarized, and questions were taken. All reports were accepted as presented. Reports presented were:

 - Identity Theft
 - Corporate Compliance

- Health and Safety Summary
- Accessibility Plan
- Cultural Competence
- Risk Management
- Outcome Evaluation

Policy and Procedures

Stinson shared a flash drive with all the board members to take home and review for approval at next board meeting. The drive includes all policies in the following areas

Purpose, Governance, Organizational Management, Program Evaluation, Fiscal Management, Assessment, Individualized Planning, Records of Clients, Program Details

At next meeting the policies will be approved, and a new batch will be loaded on the flash drives to be approved at the September meeting.

- 8) Adjournment: Motion TG, second KP
Adjourned at 7:02 pm

Next meeting will be September 13th, 2021 as we seek to get back on the schedule of 2nd Monday of the month.

Approved by _____


Board Chair or designee

Date _____

10/11/21