



County Council of Beaufort County
ALCOHOL AND DRUG ABUSE DEPARTMENT

1905 Duke Street, Suite 270
P.O. Box 311 · Beaufort, SC 29901-0311
Phone: (843) 255-6000 · Fax: (843) 255-9406

041816 - AGENDA
ALCOHOL & DRUG ABUSE BOARD
Monday, April 18, 2016
Beaufort Office
Beaufort County Human Services Building
Beaufort, SC 29902
9:30 A.M.

Contact: 843-255-6020

1. WELCOME:
 - A. Board Chairman, John Coaxum, Ph.D.
 - B. Presentation of Minutes from February 15, 2016 meeting
 - C. Presentation of Agenda for meeting, April 18, 2016

 2. DIRECTOR'S REPORT:
 - A. Finance Report –
 - B. HOPS Report –
 - C. Beaufort office building report status
 - D. FY17 County Budget discussion
 - E. Prevention Presentation – Wade Bishop, Director of Prevention Services & Katie Godowns, Sr. Prevention Specialist**

 3. NEW BUSINESS:

 4. OLD BUSINESS:

 5. ADJOURNMENT:
 - A. Next meeting – To be discussed
-

02/15/2016 BCADAD BOARD MINUTES

February 15, 2016

The BCADAD held its bi-monthly board meeting on Monday, February 15, 2016 at the Bluffton Office at 9:30 AM.

Present were: Linda Hoffman, Fran Kenney, Ann Seppenfield, John Coaxum, Charles Hammel and Worth Liipfert

Absent: Sally Hitchcock

The meeting was opened by Chairman, John. Mr. Coaxum asked the Board Members to review the Old Minutes and the Agenda. A motion was made Charles Hammel and seconded by Linda Hoffman to accept the Old Minutes as presented and approved by all. A motion was made by Charles Hammel and seconded by Fran Kenney to approve the Agenda as presented and was approved by all. At this time, the meeting was then turned over to the Director, Mr. Boyne.

Mr. Boyne introduced and welcomed Worth Liipfert, our new Board Member. Mr. Boyne gave Mr. Liipfert a brief history of the Alcohol and Drug Abuse Board.

Mr. Boyne advised the Board about the mold remediation situation regarding the office building at 1905 Duke Street in Beaufort, SC. Mr. Boyne stated that some agencies have moved out and that there is reconstruction going on. The necessary monies have been secured for this reconstruction. The Veterans Affairs Office has relocated to the new city hall municipal building and the Public Defender and his staff have temporarily moved to the court house.

Mr. Boyne added that the back wall of the building will need to be sealed. The roof was replaced a few years ago and the current HVAC system is due for replacement.

Mr. Boyne presented the Finance Report.

Mr. Boyne announced that our expenditures did not exceed our revenue in the reporting period which is always a good sign. Mr. Boyne stated that our revenue will put us in the same financial status as the last fiscal year.

Mr. Boyne advised that the law requires that an individual pay for ADSAP services. DAODAS is the only state entity that provides ADSAP services. ADSAP contributes to the majority of the revenue. DAODAS states that you cannot hold up ADSAP paperwork for lack of payment. Our percentage of DUI cases remain constant in Beaufort County. There are new DUAC laws and if someone registers .05 or below on a breathalyzer it is up to the discretion of the officer.

Mr. Boyne stated that Bob Toomey retires in June of this year. Mr. Boyne stated that we are currently out of HOPS Funds but, we anticipate more funds being issued at the beginning our new fiscal year. He added that SAMSA Federal Block Grant Dollars are proposed, with restricted dollars for the sole use of an indigent program.

Mr. Boyne told the Board that we have three (3) Prevention Specialists for over 19,000 students in our county. He stated that they do a great job and the presentations are well received.

Mr. Boyne stated that the County Budget for Personnel and Operations is 1.3 Million and we have 21 full time staff members. He continued by adding that our marching orders are "Hold the Line".

Mr. Boyne stated that the County Plan is due in May and will have to be signed off on. He continued by stating that our next CARF Review will be in March of 2017.

Mr. Boyne stated that we will meet in April and discuss our meetings for the rest of the year. He added that concluded what he had to present to the Board.

There being No Old Business and No New Business, John Coaxum moved to adjourn the meeting and Charles Hammel seconded. The next meeting will be in our Beaufort offices on Monday, April 18, 2016, at 9:30 AM.

Agency	Service Begin Date	Service End Date	Total	Applied	Unapplied	Unposted	Unapplied from FY15	Applied from FY15'
Aiken	7/1/2015	6/30/2016	\$60,460.00	60,460.00		-		
ALPHA	7/1/2015	6/30/2016	\$74,286.00	70,925.26		3,360.74	66,710.91	
AOBHS	7/1/2015	6/30/2016	\$89,733.00	73,340.69		16,392.31		
Barnwell	7/1/2015	6/30/2016	\$34,304.00	33,490.49	45.71	767.80		
Beaufort	7/1/2015	6/30/2016	\$60,866.00	60,670.82	195.18	0.00		13,090.99
Berkeley	7/1/2015	6/30/2016	\$63,836.00	63,836.00		-		
Charleston	7/1/2015	6/30/2016	\$96,629.00	96,629.00		-		
Cherokee	7/1/2015	6/30/2016	\$40,529.00	40,229.07		299.93		
Chester	7/1/2015	6/30/2016	\$36,305.00	17,855.79		18,449.21	13,727.92	
Clarendon	7/1/2015	6/30/2016	\$36,653.00	36,653.00		-	16,093.08	
Colleton	7/1/2015	6/30/2016	\$37,399.00	25,274.58		12,124.42	3,746.06	
Cornerstone	7/1/2015	6/30/2016	\$85,170.00	85,070.00	100.00	-	3,926.44	
Darlington	7/1/2015	6/30/2016	\$43,067.00	43,067.00		-	148.98	
Dorchester	7/1/2015	6/30/2016	\$55,980.00	55,980.00		-		
Fairfield	7/1/2015	6/30/2016	\$34,558.00	34,558.00		-	965.58	
Florence	7/1/2015	6/30/2016	\$56,043.00	39,920.08		16,122.92		
Georgetown	7/1/2015	6/30/2016	\$41,445.00	27,583.64		13,861.36	25,538.70	
Greenville	7/1/2015	6/30/2016	\$115,848.00	44,691.74	60.00	71,096.26		
Horry	7/1/2015	6/30/2016	\$81,234.00	81,234.00		-		
Lancaster	7/1/2015	6/30/2016	\$44,583.00	37,995.71	637.23	5,950.06	1,921.25	
Laurens	7/1/2015	6/30/2016	\$42,659.00	42,659.00		-		
LRADAC	7/1/2015	6/30/2016	\$163,075.00	98,264.95	-	\$64,810.05		
New Life	7/1/2015	6/30/2016	\$60,709.00	14,051.18	97.81	46,560.01	53,089.99	
Newberry	7/1/2015	6/30/2016	\$37,136.00	26,873.04		10,262.96		
Pickens	7/1/2015	6/30/2016	\$52,683.00	52,553.12		129.88		
Saluda	7/1/2015	6/30/2016	\$33,781.00	20,199.33		13,581.67	13,973.31	
Spartanburg	7/1/2015	6/30/2016	\$84,091.00	63,231.61		20,859.39		
Sumter	7/1/2015	6/30/2016	\$50,444.00	50,444.00		-	384.38	
Tri-County	7/1/2015	6/30/2016	\$73,528.00	65,623.42	-	7,904.58		
Trinity	7/1/2015	6/30/2016	\$67,895.00	65,559.72		2,335.28		
Union	7/1/2015	6/30/2016	\$35,510.00	21,102.15		14,407.85	1,902.00	
Williamsburg	7/1/2015	6/30/2016	\$36,549.00	10,545.61		26,003.39	838.56	
York	7/1/2015	6/30/2016	\$73,012.00	73,012.00		-		
6-Apr-16				1,633,584.00	1,135.93	365,280.07	202,967.16	13,090.99

**BEAUFORT COUNTY
CITIZEN'S ADVISORY BOARD
SURVEY**

Purpose: To assess the Board's satisfaction with the direction, services and leadership of the Beaufort County Alcohol & Drug Abuse Department (BCADAD). **Please** return the survey in the enclosed envelope as soon as possible.

Please circle your answer

Date: April 18, 2016

1. The level of **cooperation** between the Board and the Director of the agency is:

Extremely Poor	Below Average	Average	Above Average	Excellent
1	2	3	4	5

2. In your opinion, the BCADAD responds to request from the community in a timely and efficient manner:

Extremely Poor	Below Average	Average	Above Average	Excellent
1	2	3	4	5

3. My satisfaction with the direction(s) of the agency in terms of it's' services to the community and those in need is:

Extremely Poor	Below Average	Average	Above Average	Excellent
1	2	3	4	5

4. In what three areas should the BCADAD concentrate its manpower and financial resources?

5. My overall satisfaction with the performance of the Director is:

Extremely Poor	Below Average	Average	Above Average	Excellent
1	2	3	4	5

Your comments regarding the programs, services or staff of the BCADAD is welcome. Please use the lines below to continue or you may use the reverse side.

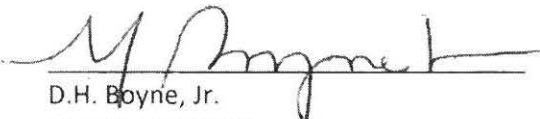
Beaufort County
Alcohol & Drug Abuse Department
AD21BE

HOPS Funds Narrative
July 1, 2015 – December 31, 2015

In October 2015 the department received its' current HOPs allocation of \$60,866.00. In the current fiscal year, July 1, 2015 through December 31, 2015, the Beaufort County Alcohol & Drug Abuse Department (BCADAD) has billed **\$60,670.82** of the allocated money under Proviso 33.26 funding. At this time, the balance remaining is **\$195.18**. The number of eligible participants served during this billing period was 149 persons.

It is apparent that the BCADAD will exhaust its' FY16 HOP allocation well before the end of the current fiscal year. However and dependent upon the availability of last year's (FY15) unexpended HOP dollars of \$13,266.75, indigent treatment services could be extended another 2 -3 months.

It is the intention of this agency to utilize any dollars allocated under Proviso 33.26 to continue providing alcohol and drug rehabilitation services for the low income, uninsured. This effort will carry on until all HOP funds are depleted.


D.H. Boyne, Jr.
Director BCADAD

January 11, 2016



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ALCOHOL AND DRUG ABUSE DEPARTMENT

1905 Duke Street, Suite 270
P.O. Box 311 · Beaufort, SC 29901-0311
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**RESOLUTION OF THE BEAUFORT COUNTY
CITIZEN'S ADVISORY BOARD**

WHEREAS, The Beaufort County Alcohol & Drug Abuse Department, is dedicated to the delivery of behavioral health care in an environment characterized by strict conformance with the highest standards of accountability for administrative, business, financial and marketing management;

WHEREAS, the leadership of the Beaufort County Alcohol & Drug Abuse Department is aware of and fully committed to the need to prevent and detect fraud, waste, abuse, fiscal mismanagement and misappropriation of funds through the maintenance of a formal "Corporate Compliance Program"; and

WHEREAS, the Beaufort County Alcohol & Drug Abuse Department is fully committed to the maintenance of comprehensive policies, procedures and other compliance measures to provide monitoring and conformance with all legal and regulatory requirements.

BE IT RESOLVED, that the governing authority of the Beaufort County Alcohol & Drug Abuse Department, on this date and with the full consent and authority of the Beaufort County Administrator, authorizes the Director of the agency to take all actions necessary to effect the organization's Corporate Compliance (Responsibility) Program and the systematic protection of consumer private health information including, if necessary, the engagement of all persons applicable for the purpose of assisting and maintaining a compliance program.

IT IS SO APPROVED AND EFFECTIVE THIS DATE.

John L. Coaxum
Chairman

Signature

Date: April 18, 2016

FY 16 (July 2015-March 31, 2016) Collected Fees

ADSAP

CBT

Prevention

	<u>Adsap Fees</u>	<u>Tx Fees</u>	<u>OBI Fees</u>	<u>Mcaid Fees</u>	<u>School</u>	<u>STEP/Synar Fees</u>	<u>AEP Fees</u>	<u>PREP Fees</u>	<u>Total</u>
July	9,775.00	2,105.00	23.00					50.00	11,953.00
Aug	12,045.00	4,929.00	300.00				100.00	300.00	17,674.00
Sept	15,835.00	4,140.00	20.00				375.00	350.00	20,720.00
Oct	14,660.00	11,142.47	430.00	11,604.44				300.00	38,136.91
Nov	8,882.00	4,130.00					625.00	50.00	13,687.00
Dec	8,443.00	4,028.84						50.00	12,521.84
Jan	13,460.00	8,705.13					500.00	50.00	22,715.13
Feb	12,373.00	3,239.00	290.00				1,750.00	200.00	17,852.00
Mar	19,130.00	2,165.00	460.00					300.00	22,055.00
Apr									-
May									-
June									-
Total	114,603.00	44,584.44	1,523.00	11,604.44	-	-	3,350.00	1,650.00	177,314.88

FY 2016 Budget Balance Spreadsheet - As of 03/31/2016

	C. Admin	ADSAP	YAS	Outpatient	P/E	IOP	Drug Court	
Acct. & Balance								
Advertise	(221.85)							
Printing	750.00	200.00		200.00	250.00			
Postage	1,037.56							
Telephone	309.80			201.12				
Maintenance	5,801.42							
Repairs - Equip.	100.00							
Equipment Rental	191.48							
Office Space Rental					500.00			
Profess. Services	1,718.40	4,462.50	2,760.00	11,552.57	4,905.00	1,350.00		
Garage Repairs	648.27							
Books, Subscript. Etc.	1,059.00	600.00	(115.00)	1,225.00	345.00	331.00		
Training	262.58	209.99	456.06	2,012.69	4,078.18	711.88	675.00	
Vehicle Insurance	3,516.00							
Med/Prof. Liability Ins.	508.00							
Supplies	4,106.29	540.50	368.50	4,751.01	139.01	7,000.00	12,768.00	
Data Process. Supplies	500.00							
Fuels, Labor	1,673.61							
Minor Office Equip.	160.33							
Data Process. Equip.	1,800.00							
Ed./Training Aids		5,764.80	350.00	500.00	1,000.00	400.00		
Special Projects					4,678.35			
Vehicle Purchase								
HIV Expenses				(1,843.49)				
Dept. Balance	23,920.89	11,777.79	3,819.56	18,598.90	15,895.54	9,792.88	13,443.00	97,248.56
Budgeted Total	54,650.00	29,000.00	5,900.00	38,050.00	20,475.00	14,825.00	19,300.00	182,200.00
Total Used	30,729.11	17,222.21	2,080.44	19,451.10	4,579.46	5,032.12	5,857.00	84,951.44

FY 2016 Budget Balance Spreadsheet - Central Administration - As of 03/31/2016

<u>Line Item</u>	<u>Beginning Budget Balance</u>	<u>Total Used July & August</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>Jun.</u>	<u>Remaining Balance</u>
Advertise	-	123.63		28.55	28.55			41.12					(221.85)
Printing	750.00												750.00
Postage	1,750.00	353.52	59.67	97.68	48.00	71.35	41.36	40.83					1,037.59
Telephone	600.00	36.32	87.00	29.28	19.76	22.52	29.36	32.48	33.48				309.80
Maintenance	13,000.00				4,699.32	57.60		2,430.32	11.34				5,801.42
Repairs - Equip.	100.00												100.00
Equipment Rental	2,750.00	568.56	284.28	284.28	284.28	284.28	284.28	284.28	284.28				191.48
Profess. Services	5,000.00	1,486.41	625.30	559.00	244.93	297.25	68.71						1,718.40
Garage Repairs	2,300.00	347.04	679.98	58.80		396.52	68.73	100.66					648.27
Books, Subscript. Etc.	6,300.00	5,241.00											1,059.00
Training	1,500.00	82.61	432.39	81.94	355.81	76.77		112.59	95.31				262.58
Vehicle Insurance	5,000.00	1,484.00											3,516.00
Med/Prof. Liability Ins.	2,300.00	1,792.00											508.00
Supplies	8,000.00	456.40	222.42	419.27	115.96	899.15	917.79	367.64	495.08				4,106.29
Data Processing Supplies	500.00												500.00
Fuels	2,500.00	196.22	106.67	130.47	94.88		103.44	72.99	121.72				1,673.61
Minor Office Equip.	500.00				41.86		169.58	69.94	58.29				160.33
Ed./Training Aids													-
Data Processing Equip	1,800.00												1,800.00
Special Projects													-
Vehicle Purchase													-
Vehicle - Other Operating													-
Software - E.H.R. Implement.													-
Totals	54,650.00	12,167.71	2,497.71	1,689.27	5,933.35	2,105.44	1,683.25	3,552.85	1,099.50	-	-	-	23,920.92

FY 2016 Budget Balance Spreadsheet - IOP - As of 03/31/2016

<u>Line Item</u>	<u>Beginning Budget Balance</u>	<u>Total Used July & August</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>Jun.</u>	<u>Remaining Balance</u>
Advertise													-
Printing													-
Postage													-
Telephone													-
Maintenance													-
Repairs - Equip.													-
Equipment Rental													-
Office Space Rental													-
Profess. Services	6,000.00	3,725.00	125.00	150.00	225.00	225.00	150.00	50.00					1,350.00
Garage Repairs													-
Books, Subscript. Etc.	675.00	120.00			125.00		99.00						331.00
Training	750.00			11.00			27.12						711.88
Vehicle Insurance													-
Med/Prof. Liability Ins.													-
Supplies	7,000.00								407.00				6,593.00
Data Processing Supplies													-
Fuels													-
Minor Office Equip.													-
Ed./Training Aids	400.00												400.00
Data Processing Equip													-
Special Projects													-
Totals	14,825.00	3,845.00	125.00	161.00	350.00	225.00	276.12	50.00	407.00	-	-	-	9,385.88

FY 2016 Budget Balance Spreadsheet -Outpatient - As of 03/31/2016

<u>Line Item</u>	<u>Beginning Budget Balance</u>	<u>Total Used July & August</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>Jun.</u>	<u>Remaining Balance</u>
Advertise													-
Printing	200.00												200.00
Postage													-
Telephone	700.00	110.10	105.17	74.77	52.14	52.14	52.28	52.28					201.12
Maintenance													-
Repairs - Equip.													-
Equipment Rental													-
Office Space Rental													-
Profess. Services	26,000.00	4,120.00	1,670.83	2,040.00	1,292.50	2,251.60	1,360.00	932.50	780.00				11,552.57
Garage Repairs													-
Books, Subscript. Etc.	2,500.00	540.00		120.00	125.00		245.00		245.00				1,225.00
Training	3,300.00	522.14	72.46	72.45	104.13		345.80	102.06	68.27				2,012.69
Vehicle Insurance													-
Med/Prof. Liability Ins.													-
Supplies	4,850.00		12.72			86.27							4,751.01
Data Processing Supplies													-
Fuels													-
Minor Office Equip.													-
Ed./Training Aids	500.00												500.00
Data Processing Equip													-
HIV Expenses		816.88	94.08		6.15	7.03		5.50	913.85				(1,843.49)
													-
Totals	38,050.00	6,109.12	1,955.26	2,307.22	1,579.92	2,397.04	2,003.08	1,092.34	2,007.12	-	-	-	18,598.90

FY 2016 Budget Balance Spreadsheet - ADSAP - As of 03/31/2016

<u>Line Item</u>	<u>Beginning Budget Balance</u>	<u>Total Used July & August</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>Jun.</u>	<u>Remaining Balance</u>
Advertise													-
Printing	200.00												200.00
Postage													-
Telephone													-
Maintenance													-
Repairs - Equip.													-
Equipment Rental													-
Office Space Rental													-
Profess. Services	17,000.00	2,010.00	1,245.00	1,275.00	1,920.00	872.50	1,910.00	765.00	2,540.00				4,462.50
Garage Repairs													-
Books, Subscript. Etc.	600.00												600.00
Training	500.00						250.50	(115.99)	155.50				209.99
Vehicle Insurance													-
Med/Prof. Liability Ins.													-
Supplies	700.00								159.50				540.50
Data Processing Supplies													-
Fuels													-
Minor Office Equip.													-
Ed./Training Aids	10,000.00				4,235.20								5,764.80
Data Processing Equip													-
Special Projects													-
Totals	29,000.00	2,010.00	1,245.00	1,275.00	6,155.20	872.50	2,160.50	649.01	2,855.00	-	-	-	11,777.79

FY 2016 Budget Balance Spreadsheet - YAS - As of 03/31/2016

<u>Line Item</u>	<u>Beginning Budget Balance</u>	<u>Total Used July & August</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>Jun.</u>	<u>Remaining Balance</u>
Advertise													-
Printing													-
Postage													-
Telephone													-
Maintenance													-
Repairs - Equip.													-
Equipment Rental													-
Office Space Rental													-
Profess. Services	4,000.00	100.00	260.00	75.00	185.00	390.00	25.00	205.00					2,760.00
Garage Repairs													-
Books, Subscript. Etc.	500.00	100.00			220.00	175.00		120.00					(115.00)
Training	500.00			10.32			26.00		7.62				456.06
Vehicle Insurance													-
Med/Prof. Liability Ins.													-
Supplies	550.00								181.50				368.50
Data Processing Supplies													-
Fuels													-
Minor Office Equip.													-
Ed./Training Aids	350.00												350.00
Data Processing Equip													-
Special Projects													
Totals	5,900.00	200.00	260.00	85.32	405.00	565.00	51.00	325.00	189.12	-	-	-	3,819.56

FY 2016 Budget Balance Spreadsheet - Prevention - As of 03/31/2016

<u>Line Item</u>	<u>Beginning Budget Balance</u>	<u>Total Used July & August</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>Jun.</u>	<u>Remaining Balance</u>
Advertise													
Printing	250.00												250.00
Postage													-
Telephone													-
Maintenance													-
Repairs - Equip.													-
Equipment Rental													-
Office Space Rental	500.00												500.00
Profess. Services	6,000.00		150.00	200.00	295.00	100.00	50.00	250.00	50.00				4,905.00
Garage Repairs													-
Books, Subscript. Etc.	525.00			110.00	70.00								345.00
Training	6,000.00	232.23		64.16	190.15	830.90	191.36	204.86	208.16				4,078.18
Vehicle Insurance													-
Med/Prof. Liability Ins.													-
Supplies	200.00		9.06				51.93						139.01
Data Processing Supplies													-
Fuels													-
Minor Office Equip.													-
Ed./Training Aids	1,000.00												1,000.00
Data Processing Equip													-
Special Projects	6,000.00				500.00		90.67	75.66	655.32				4,678.35
													-
Totals	20,475.00	232.23	159.06	374.16	1,055.15	930.90	383.96	530.52	913.48	-	-	-	15,895.54