

**07/17/2017 - AGENDA
ALCOHOL & DRUG ABUSE BOARD
Monday, May 22, 2017
Beaufort Office
Beaufort County Human Services Building
1905 Duke St.
9:30 A.M.**

Contact: 843-255-6020

1. WELCOME:
 - A. Board Chairman, John Coaxum, Ph.D.
 - B. Approval of Minutes from 5/22/ 2017 meeting
 - C. Presentation of Agenda for meeting, July 17, 2017
2. DIRECTOR'S REPORT:
 - A. Finance Report
 - B. Employee Report
 - C. Ms. Monica Spells, Beaufort County Assistant County Administrator, For Civic Engagement & Outreach Area – Has requested that the Board go Into Executive Session in order to discuss persons regulated by a public body.
3. NEW BUSINESS:
 - A. COI for Board members
4. OLD BUSINESS:
5. ADJOURNMENT:
 - A. Next meeting – Mr. Boyne would like to request a change in the next scheduled meeting. Discuss w/ the Board.

05/22/2017 BCADAD BOARD MINUTES

May 22, 2017

The BCADAD held its bi-monthly board meeting on Monday, May 22, 2017 at the Beaufort Office at 9:30 AM.

Present were: Sally Hitchcock, Ann Seppenfield, Linda Hoffman and John Coaxum

Absent: Charles Hammel, Worth Liipert and Fran Kenney

Guests: Paul Sommerville, Chairman of Beaufort County Council; Craig Helart, Civic Outreach Manager; Areatha Hamilton, BCADAD Treatment Director

The meeting was opened by Chairman, John Coaxum. Mr. Coaxum welcomed everyone and advised the attending Board Members that we did not have a quorum. At this time, the meeting was then turned over to the Director, Mr. Boyne.

Mr. Boyne greeted the Board and welcomed the attending guests. Mr. Boyne stated that the fees collected thus far represented the outside fee for service through April, 2017. That fee amount is \$210,491.65. Mr. Boyne continued by adding that he anticipates collecting between \$250,000.00 and \$260,000.00 by the end of this fiscal year. He stated that these fees are collected from our ADSAP programs, Adult Outpatient programs, IOP program, OBI program, HOPS, SCIP, Step UP program, AEP and Prep. Mr. Boyne told the Board that we are on track on our expenditures and he was not anticipating any shortfalls.

The Director advised the Board that the review of the County Plan is tied to Federal and State dollars and this is used to create a master plan. At this time, John Coaxum, Chairman of the BCADAD Board signed the Letter of Transmittal for submission to Beaufort County. This Letter of Transmittal is due on May 24, 2017.

Mr. Boyne stated that the requested budget for FY-18 is three percent (3%) less than last year. An allocation for CARF will not be needed until 2020. The total budget is 1.3 million. The cost factor for personnel may change due to the County Salary Study.

Mr. Boyne proudly announced that BCADAD had received our seventh (7th) consecutive three year CARF Accreditation. Mr. Boyne stated that the BCADAD staff continues to provide outstanding services for the community.

Mr. Boyne stated that the Department of Social Services and BCADAD contract for service deliverables for DSS client referrals and drug testing is going to have to be renegotiated. We originally had a three year contract for a Liaison Counselor who was the go between contact for our two agencies. This program has had good results and we have an excellent relationship between our agency and DSS. Mr. Boyne stated that there is going to be a big change as the state has contracted on a state level with Accupoint. Mr. Boyne said that there is a possibility that we could be a collection point, but that at the

moment, we are no longer doing the UDS program under the state plan. We are keeping a list of Family Court referrals through our local DSS and we are billing them monthly.

At this time, Mr. Boyne turned to New Business:

Mr. Boyne stated that there is a Senate Bill #61 regarding the State Health Plan on the Senate Floor. Everyone is anxiously waiting to hear the outcome of this plan. If passed, it could have a very positive impact on Beaufort County employees and their health insurance.

Mr. Boyne announced that the job description for the position of BCADAD Director is due by the end of June 2017. Mr. Boyne stated that he anticipates retiring by the last day of August, 2017. Mr. Boyne continued by stating that Monica Spells, Assistant County Administrator of Civic Engagement and Outreach Division, and the BCADAD Board will review the top candidates for consideration.

Under Old Business: Mr. Boyne stated that there is a possibility that he could be utilized in the capacity as a consultant until County Council is satisfied that the position of the BCADAD Director has been successfully satisfied.

At this time, Paul Sommerville, Chairman of Beaufort County Council, spoke to the Board. Mr. Sommerville stated that due to an extremely busy schedule and traveling to Ohio, West Virginia and Kentucky, he has been unable to attend as many local meetings as he would like. Mr. Sommerville stated that the Opioid battle is real and far ranging. Medication Assisted Treatment will be necessary in the future. Various agencies have physicians on board. Charleston and Colleton Counties have a contract with a physician to receive medical intervention and be referred back.

Mr. Boyne thanked Mr. Sommerville for addressing the Board and turned the meeting over to the Chairman of the Board, Mr. Coaxum. Mr. Coaxum stated that since there was no quorum, the meeting was concluded. Mr. Boyne did state that the next Board Meeting would be on Monday, July 17, 2017 in the Bluffton Offices at 9:30 am.

FY 2017 Budget Balance Spreadsheet - As of 06/30/2017

<u>Acct. & Balance</u>	<u>C. Admin</u>	<u>ADSAP</u>	<u>YAS</u>	<u>Outpatient</u>	<u>P/E</u>	<u>IOP</u>	
Advertise	(219.36)						
Printing	305.66	200.00		200.00	250.00		
Postage	768.27						
Telephone	262.36			153.69			
Maintenance	3,195.62						
Repairs - Equip.	100.00						
Equipment Rental	(418.56)						
Office Space Rental					500.00		
Profess. Services	1,985.96	3,132.85	1,940.00	14,043.00	3,839.00	6,000.00	
Garage Repairs	1,645.02						
Books, Subscript. Etc.	559.00	205.92	109.92	995.84	345.00	181.83	
Training	637.25	92.60	353.28	(110.21)	2,368.63	32.52	
Vehicle Insurance	3,257.92						
Med/Prof. Liability Ins.	(1,422.74)						
Supplies	3,032.24	1,452.61	992.67	5,022.10	168.34	8,929.05	
Data Process. Supplies	500.00						
Fuels, Labor	556.58						
Minor Office Equip.	191.37						
Data Process. Equip.	1,675.54						
Ed./Training Aids		2,872.42	350.00	397.00	503.84	400.00	
Special Projects					4,935.36		
Strategic Pev. Framework					(3,811.61)		
HIV Expenses							
Dept. Balance	16,612.13	7,956.40	3,745.87	20,701.42	9,098.56	15,543.40	73,657.78
Budgeted Total	67,150.00	32,160.00	9,050.00	44,900.00	20,475.00	20,965.00	194,700.00
Total Used	50,537.87	24,203.60	5,304.13	24,198.58	11,376.44	5,421.60	121,042.22

FY 2017 Budget Balance Spreadsheet - Central Administration - As of 06/30/2017

<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	-	-	137.10										(219.36)
Printing	400.00	-											305.66
Postage	1,750.00	153.55	59.38	44.90	51.81	59.98	36.21	82.26	75.43	45.55	94.34	140.15	768.27
Telephone	600.00	4.44	33.64	35.64	37.52	40.04	42.84	20.10	36.90	48.08	38.44		262.36
Maintenance	13,000.00	2,329.47	48.83	(48.83)	2,411.48			2,490.50					3,195.62
Repairs - Equip.	100.00	644.76	322.38	322.38	322.38	322.38	322.38	322.38	322.38	322.38	322.38	322.38	100.00
Equipment Rental	3,450.00	932.79	663.50		3,487.70	25.00	6,539.25	1,822.25	1,215.80	63.00	60.00	704.75	(418.56)
Profess. Services	17,500.00	36.10		307.72			90.15		116.08	104.93			1,985.96
Garage Repairs	2,300.00	5,241.00	12.97	(12.97)									1,645.02
Books, Subscript. Etc.	5,800.00	56.70			27.54	85.86	84.27	67.41	128.67	632.22	183.51	96.57	559.00
Training	2,000.00	1,742.08											637.25
Vehicle Insurance	5,000.00	1,572.74	351.26	196.17	1,055.56	144.67	485.06	771.74	92.64	552.14	2,150.00	449.39	3,257.92
Med/Prof. Liability Ins.	2,300.00	869.13	163.52	112.99	75.40	113.73	56.09	78.90	167.89	69.94	242.55		(1,422.74)
Supplies	8,000.00				442.39	216.24							3,032.24
Data Processing Supplies	500.00	162.41											500.00
Fuels	1,800.00												556.58
Minor Office Equip.	850.00												191.37
Ed./Training Aids													-
Data Processing Equip	1,800.00								117.55	6.91			1,675.54
Special Projects													-
Vehicle Purchase													-
Vehicle - Other Operating													-
Software - E.H.R. Implement.													-
Totals	67,150.00	13,745.17	1,792.58	958.00	7,911.78	1,007.90	7,656.25	5,755.32	2,273.34	1,845.15	3,306.21	4,286.17	16,612.13

FY 2017 Budget Balance Spreadsheet - ADSAP - As of 06/30/2017

<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	18,000.00	2,224.00	1,820.00		1,380.00	1,375.00	1,780.00	858.15	800.00	1,780.00	1,380.00	1,470.00	3,132.85
Garage Repairs													-
Books, Subscript. Etc.	600.00	150.00	25.08	99.00			120.00						-
Training	500.00	73.68	14.15	29.08		24.94	33.71	30.57	144.00	42.24			205.92
Vehicle Insurance												15.03	92.60
Med/Prof. Liability Ins.													-
Supplies	3,860.00	504.00	161.00	310.00	177.00	224.00	201.96	520.16	309.27				-
Data Processing Supplies													-
Fuels													1,452.61
Minor Office Equip.													-
Ed./Training Aids	9,000.00	304.18			5,830.00		(6.60)						-
Data Processing Equip													-
Special Projects													2,872.42
Totals	32,160.00	3,255.86	2,020.23	438.08	7,387.00	1,623.94	2,129.07	1,408.88	1,253.27	1,822.24	1,380.00	1,485.03	7,956.40

FY 2017 Budget Balance Spreadsheet - YAS - As of 06/30/2017

<u>Line Item</u>	<u>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	125.00	260.00		230.00	105.00	70.00	115.00	535.00	50.00	210.00	360.00	-
Garage Repairs													1,940.00
Books, Subscript. Etc.	500.00		145.08				120.00						-
Training	500.00		21.00	32.97			30.00	24.60	21.15	17.00		125.00	109.92
Vehicle Insurance													353.28
Med/Prof. Liability Ins.													-
Supplies	3,700.00	567.00	181.00	348.00	199.00	252.00	227.21	585.18	347.94				-
Data Processing Supplies													-
Fuels													992.67
Minor Office Equip.													-
Ed./Training Aids	350.00												-
Data Processing Equip													-
Special Projects													350.00
													-
													-
Totals	9,050.00	692.00	607.08	380.97	429.00	357.00	447.21	724.78	904.09	67.00	210.00	485.00	3,745.87

FY 2017 Budget Balance Spreadsheet -Outpatient - As of 06/30/2017

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FY 2017 Budget Balance Spreadsheet - Prevention - As of 06/30/2017

Line Item	Beginning Budget Balance	Total Used July & August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Remaining Balance
Advertise	250.00												250.00
Printing													-
Postage													-
Telephone													-
Maintenance													-
Repairs - Equip.													-
Equipment Rental													-
Office Space Rental	500.00												-
Profess. Services	5,000.00	21.00		50.00	50.00	100.00		95.00	445.00	150.00	250.00		-
Garage Repairs													500.00
Books, Subscript. Etc.	525.00												3,839.00
Training	7,000.00	1,521.59	710.97	28.84	105.00	135.35	75.00	242.77	324.54	344.18	133.57	224.48	-
Vehicle Insurance					902.13		62.95						345.00
Med/Prof. Liability Ins.													2,368.63
Supplies	200.00	25.31											-
Data Processing Supplies													-
Fuels										6.35			-
Minor Office Equip.													168.34
Ed./Training Aids	1,000.00												-
Data Processing Equip													-
Special Projects	6,000.00	15.91				496.16							-
Strategic Prevention Framework		706.00			85.60	770.30			163.48	29.35			503.84
									1,877.97	140.00	722.19	365.45	-
Totals	20,475.00	2,289.81	710.97	78.84	1,142.73	1,501.81	137.95	337.77	2,810.99	669.88	1,105.76	589.93	9,098.56

FY 2017 Budget Balance Spreadsheet - IOP - As of 06/30/2017

<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												-
Garage Repairs													-
Books, Subscript. Etc.	675.00	120.00	50.16										6,000.00
Training	750.00	224.10	105.22	170.08	133.03	85.05	125.01		99.00		99.00		-
Vehicle Insurance													181.83
Med/Prof. Liability Ins.													32.52
Supplies	13,140.00	882.00	280.50	542.00	309.50	392.00	353.43	910.28	541.24				-
Data Processing Supplies													-
Fuels													-
Minor Office Equip.													8,929.05
Ed./Training Aids	400.00												-
Data Processing Equip													-
Special Projects													-
													400.00
													-
													-
													-
Totals	20,965.00	1,226.10	435.88	712.08	442.53	477.05	478.44	910.28	640.24	-	99.00	-	15,543.40

FY 17 (May 2017) Collected Fees

	<u>ADSAP</u>		<u>CBT</u>				<u>Prevention</u>			
	<u>Adsap Fees</u>	<u>Tx Fees</u>	<u>OBI Fees</u>	<u>Mcaid Fees</u>	<u>HOPS</u>	<u>School</u>	<u>STEP/Synar</u>	<u>AEP Fees</u>	<u>PREP Fees</u>	<u>Total</u>
July	12,169.00	1,495.00								
Aug	13,259.00	1,665.00	600.00						100.00	13,764.00
Sept	17,578.00	3,807.00	150.00							15,524.00
Oct	6,916.00	1,685.00						875.00	50.00	22,460.00
Nov	7,665.01	2,342.00	150.00						50.00	8,651.00
Dec	15,226.00	2,781.00	550.00			6,000.00				16,157.01
Jan	7,960.00	3,843.00	450.00					1,000.00	100.00	19,657.00
Feb	11,530.50	24,626.32	150.00	11,260.24					150.00	23,663.24
Mar	17,735.00	9,661.08	600.00							36,306.82
Apr	14,959.00	9,853.50	600.00					750.00		28,746.08
May	18,543.00	1,747.32	1,350.00						150.00	25,562.50
June						6,000.00				28,515.32
Total	143,540.51	63,506.22	4,600.00	11,260.24	-	12,000.00	-	3,500.00	600.00	239,006.97

FY 17 (June 2017) Collected Fees

ADSAP

CBT

Prevention

	<u>Adsap Fees</u>	<u>Tx Fees</u>	<u>OBI Fees</u>	<u>Mcaid Fees</u>	<u>HOPS</u>	<u>School</u>	<u>STEP/Synar</u>	<u>AEP Fees</u>	<u>PREP Fees</u>	<u>Total</u>
July	12,169.00	1,495.00								
Aug	13,259.00	1,665.00	600.00							
Sept	17,578.00	3,807.00	150.00						100.00	13,764.00
Oct	6,916.00	1,685.00								15,524.00
Nov	7,665.01	2,342.00	150.00					875.00	50.00	22,460.00
Dec	15,226.00	2,781.00	550.00			6,000.00			50.00	8,651.00
Jan	7,960.00	3,843.00	450.00							16,157.01
Feb	11,530.50	24,626.32	150.00	11,260.24				1,000.00	100.00	19,657.00
Mar	17,735.00	9,661.08	600.00						150.00	23,663.24
Apr	14,959.00	9,853.50	600.00					750.00		36,306.82
May	18,543.00	1,747.32	1,350.00							28,746.08
June	13,664.00	13,220.03	1,350.00			6,000.00			150.00	25,562.50
Total	157,204.51	76,726.25	5,950.00	8,467.69	50,446.00			875.00		28,515.32
				19,727.93	50,446.00	12,000.00	1,557.35	625.00	100.00	38,984.07
							1,557.35	4,125.00	700.00	328,437.04