

**Beaufort County Alcohol and Drug Abuse Department
Board of Trustees**

Date: 01/22/2020

Time: 4:00 p.m.

Beaufort County Administration Building
Robert Smalls Complex, Room 280
100 Ribaut Road, Beaufort, SC 29902
Post Office Drawer 1228, Beaufort, SC 29901

In accordance with South Carolina Code of Laws, 1976, as amended, Section 30-4-80(d), all local media was duly notified of the time, date, place and agenda of this meeting.

- I. Call to Order
- II. Pledge of Allegiance
- III. Introduction of Board and Administration
- IV. Public Comment
- V. Approval of Minutes (October)
- VI. Director's Report:
 - A. Personnel Update
 - B. Projects Update (SBIRT, Bridge, MAT, AEP)
 - C. Facility Issues/Projects
 - D. Outcomes (Outcomes)
 - E. Prevention- Public Service Announcements
- VIII. Financial Report
 - A. E/R through FY20 2nd Quarter: BJ Ray, Financial Coordinator
- IX. Committee Reports:
 - A. FAVOR Update, if applicable: Joe Naughton

**Beaufort County Alcohol & Drug Abuse Department
Board Meeting Minutes
Wednesday, October 16, 2019**

Attending Board Members: Thomas Hale, Worth Liipfert, Linda Hoffman and Carol Hartman

Absent Board Members: Joe Naughton, Dominique Driessen-Espana and Javier Zimbron

Attending Beaufort County Alcohol & Drug Abuse (BCADAD) Staff: Steve Donaldson and BJ Ray

Meeting called to order at 4:06 pm by Chairman: Worth Liipfert

Pledge of Allegiance was cited

Handouts to Board Members:

Agenda
Board Meeting Minutes from June 19th and August 14th, 2019
FY20 Year-To-Date Financial Spreadsheet

Agenda Approval:

Motion made by Tom Hale; 2nd by Worth Liipfert
No Discussion- Motion passed unanimously

Previous Meeting Minutes Approval:

Motion made by Tom Hale to approve the minutes from June 19, 2019; 2nd by Carol Hartman
No Discussion- Motion passed unanimously.

Motion made by Tom Hale to approve the minutes from August 14, 2019; 2nd by Carol Hartman
No Discussion- Motion passed unanimously.

Director's Report:

- **Personnel Update – New Employees**
James Lee Reavis – Counselor
Galen Sturup Comeau – Prevention Specialist
Mariana Martinez – Bluffton Receptionist (Spanish speaking/bi-lingual).
- **Partnership with Beaufort Memorial Hospital (BMH):** Waiting on BMH to sign contract for Screening-Brief-Interview-Referral to Treatment (SBIRT) Program.
- **Bridge Program:** Contract signed with State DAODAS and the Beaufort County School Board. The Department is currently advertising for Part-Time Adolescent Counselor and is working on program development with the leadership of the Right Choices Program.
- **Medication Assisted Treatment (MAT) Program:** A contract has been executed with Beaufort-Jasper-Hampton Comprehensive Health Services. An upcoming planning meeting has been scheduled for the end of the month regarding MAT Protocols.
- **Alcohol Education Program (AEP):** The BCADAD provides service for referrals from the Solicitor's Office. The agreement with the 14th Circuit Solicitor's Office is for BCADAD to develop an online course to be able to serve all referrals by 14th Circuit Solicitor's Office with charges in Beaufort County no matter where they live. The curriculum is in development, and January is the intended go live date.

- **Strategic Planning – Progress on FY19 Priorities:**

- **Financial Sustainability:**

- a. Quality Assurance Coordinator was hired.
 - b. Beaufort County Council approved for BCADAD to use the Debt Set-Off program to collect bad debt. The BCADAD's application was approved by the South Carolina Association of Counties.
 - c. Financial systems, including monitoring, reports, and quality assurance have been operationalized to ensure for third party payments.

- Revenue Indicator to demonstrate a 15% increase in revenue collections is not yet known. However, people are paying on past due statements and current accounts. Once the FY20 budget is closed, this will be known

- **Marketing:**

- a. Branding: Coordinating effort to present an updated logo be used on all BCADAD correspondence.
 - b. Updated rack cards were created and are being distributed around the county.
 - c. The ECHO Grant was obtained to provide for Public Service Announcements (PSA). There will be two (2) thirty (30) second and two (2) one (1) minute PSA's to be created in coordination between BCADAD Prevention Staff and County Broadcast Department.

- **Staff Capacity Building:**

- a. Evidence-based Training of Staff such as Seeking Safety Training.
 - b. Modified-Interpersonal-Group-Practices (MIGP) Training partnership with Horry County.

- **Outcomes:**

- a. Survey Kiosks are presently operational in both offices to obtain satisfaction data. Data is looked at in real time instead of waiting until the end of an evaluation period, which has helped for attending to some issues with more immediacy.
 - b. Patient's Satisfaction for the FY20 1st Quarter was 98.39%.
 - c. Prevention Satisfaction FY20 1st Quarter was 100%.

- **Prevention ECHO Grant:**

- \$25K ECHO Grant was obtained to train law enforcement and teachers via an evidence-based curriculum on detection and intervening on substance use. The grant will also work to provide more information dissemination to the community through various platforms, including media, broadcasting, and community forums.

- **Prevention Counter Tools Project:**

- \$9,500 Grant thru Smoke Free South Carolina is anticipated after Prevention Staff attend an upcoming training. The contract has been signed. Staff will be evaluating the presentation of Tobacco and Alcohol products at 263 outlets in Beaufort County, and then utilizing the information locally to influence decision makers and other stakeholders to make Beaufort County healthier for children.

- Some questions about smoking ordinances, including the schools was brought up. Steve indicated he did not know school policies, but he hoped to influence the Beaufort County Councils policy and signage so it addressed vaping, juuling, and use of all tobacco products.

- **CARF**

- Application completed for re-survey, Steve indicated he would be making a request of board members to attend the CARF Orientation. The survey is expected in April/May 2020.

Financial Report:

BJ Ray went over the Year-To-Date department financial spreadsheet. She reported that the department financial site visit from State DAODAS went extremely well with BCADAD receiving no recommendations. Steve reported that the County Administrator, Ashley Jacobs, acknowledged the audit findings at a recent County Council Meeting in her Administrator's Report.

New Business:

- **Board Development Seminar:**

A training will be held on Friday, October 25th from 10am-3pm at the Disabilities and Special Needs Campus in Beaufort at 100 Clear Water Way. Steve indicated that 5 board members signed up. Linda indicated she planned to attend for ½ a day and leave at lunchtime.

Next Meeting is January 15, 2020

Meeting Adjourned: BJR

BY-LAWS OF THE
BEAUFORT COUNTY ALCOHOL & DRUG ABUSE DEPARTMENT

ARTICLE I. NAME AND ORIGIN:

The name of this organization is the Beaufort County Alcohol & Drug Abuse Department (BCADAD). It is the designated single county agency for alcohol and drug abuse programming pursuant to South Carolina Act 301 of 1973 (Sections 61-5-310 through 61-5-380 of the Code of Laws of South Carolina, 1976) and the Beaufort County Ordinance Number 803, repealed by Ordinance 89/9 and amended by Ordinance 92/9.

ARTICLE II. PURPOSE:

The purpose of the BCADAD shall be to plan, direct and support programs for the prevention of alcohol and drug abuse in Beaufort County. It shall cooperate in the implementation of State plans as it relates to law enforcement and drug education, treatment and rehabilitation of alcohol and drug dependent persons. The department shall provide prevention, intervention and treatment services.

ARTICLE III. BCADAD BOARD MEMBERSHIP:

Section A. Composition, Terms and Representation:

The BCADAD Board is composed of Seven (7) members, representing a cross section of residents of Beaufort County. With recommendations from the BCADAD Board, they are appointed by County Council for terms of Four (4) years or until their successors are appointed. Board members shall be registered voters of Beaufort County and these members serve without compensation.

Section B. Vacancies:

1. Any Board member is subject to removal for cause by a majority vote of the County Council.
2. The Department Board member attendance shall be submitted to the Clerk to Council twice yearly. The County Council may replace any Board member who regularly fails to participate in the meetings or activities of the BCADAD. The County Council may also remove any Board member who has had three (3) consecutive absences during the year, taking into consideration for any extraordinary circumstances.

Section C. Officers:

1. The officers shall be: Chairman and Vice-Chairman. Other officer positions may be established as deemed necessary. The officers shall be elected from the board membership. The Staff Secretary of the Board will be appointed from the staff of the BCADAD by the Director of the Department.

2. Responsibilities:

- a. The Chairman shall be an ex-officio member of all committees or task forces of the Board. When present, he/she shall preside at meetings of the BCADAD Board.
- b. The Vice-Chairman, in the absence or inability of the Chairman to serve, shall preside at meetings of the BCADAD Board and shall perform any other duties of the Chairman. In the event of a vacancy in the office of the Chairman, the Vice-Chairman shall succeed to the office of Chairman and serve for the unexpired term and The Board shall elect a Vice-Chairman to fill that vacancy for the remainder of the term.
- c. The Staff Secretary shall be responsible for recording the minutes of the Board meetings and providing copies to the board members before the next scheduled Board meeting. The Staff Secretary shall also be responsible for safe-keeping of all documents and papers necessary for the use of the Board and shall perform such other duties as directed by the Department Director.

ARTICLE IV. ELECTIONS:

1. Officers will be elected to serve a two (2) year term and may be re-elected to that post, as long as that member remains on the Board. The terms of officers shall begin at the fall meeting.
2. A nominating committee shall be appointed at the spring meeting to present a slate of candidates for consideration by the full Board at the late summer meeting. At that time, nominations may be made from the floor. The elections will be held at the fall meeting.
3. Members shall elect officers by a simple majority of a secret ballot or voice vote, whichever serves the pleasure of the Board.

ARTICLE V. RESPONSIBILITIES AND DUTIES:

- A. Advise the County Council of Beaufort County on matters appropriate to the fulfillment of the mission of the BCADAD.
- B. Advise the Executive Director of the BCADAD on the development and updating of a comprehensive plan for the BCADAD designed to promote the achievement of BCADAD related goals as noted in the Beaufort County Strategic Plan.
- C. Periodically review BCADAD program and policies to gauge their efficiency, effectiveness and congruence with the goals of the BCADAD Comprehensive County Plan.
- D. Act in support of the Executive Director and the County Council in promoting the efforts of the BCADAD among the citizens, agencies and institutions of Beaufort County and the State of South Carolina.
- E. The Board is advisory in nature, as such; members function as the BCADAD's liaison between the department and Beaufort County Council.

F. Establish committees, as appropriate, in order to propose policy and action. Permanent committees shall be established by simple majority vote of the Board. Temporary working committees may be established by the Chairman of the Board.

G. Receive from the Director monthly financial reports, budget expenditures and revenue sources reports, including personnel acquisitions, transfer and dismissal.

H. Incorporate all responsibilities and duties not included herein and as outlined in Beaufort County Ordinance 92/9 (General Template).

I. Enjoy all rights and privileges of a county advisory board, to include per diem and mileage incurred in the course of their board duties, only when such has been authorized by the County Authority.

ARTICLE VI. BOARD MEETINGS:

1. The Board shall meet every other month to conduct such business as may be deemed necessary by the Chairman and the Department Director. All Board meetings are open to the general public. An annual Board meeting will be held in the fall of each year.

2. Special meetings may be called at the discretion of the Chairman.

3. For the conduct of official business and binding decisions of the BCADAD Board at any regular or specially called meeting, a quorum of at least four (4) members shall be required, either in person or by proxy.

ARTICLE VII. DIRECTOR:

1. The Director of the Alcohol and Drug Abuse Department shall be employed by the County Administrator as a county department head. The BCADAD Board may make recommendations of the best candidate for the position to the County Administrator for his consideration.

2. The BCADAD Director shall be responsible for developing, administering and evaluating the programs of the department and in doing so shall:

a. Execute the policies established by the State, County and Board governances;

b. Employ and supervises staff and administrative personnel as authorized.

c. Care for the property of the Department and prepares and administers the budget subject to the approval of the Board, DAODAS and County authorities.

d. Develop good working relationships with other public and private entities.

e. Publicize and interpret the overall goals and individual programs of the Department.

f. Provide staff assistance to the Chairman at all meetings of the Board.

ARTICLE VII. ADMENDMENT OF BY-LAWS AND PARLIAMENTARY AUTHORITY:

1. These By-Laws can be amended at any regular meeting of the Board by a two-thirds vote, provided that the amendment(s) has been submitted in writing at the previous meeting and is subject to final approval by the Beaufort County Council.

2. Robert's Rules of Order shall be used for parliamentary proceedings in keeping with these By-Laws.

Amended 10/01/02

By: BCADAD Board

Reviewed 9/01/04

By: DH Boyne, Jr. Director

Reviewed 9/12/07

By: DH Boyne, Jr. Director

Reviewed 5/3/10

By: DH Boyne, Jr. Director