

011413 BCADAD MINUTES

January 14, 2013

The BCADAD held its bi-monthly board meeting on Monday, January 14, 2013 at the Beaufort Office at 9:30 AM.

Present were: Fran Kenney, Linda Hoffman, John Coaxum and Charles Hammel

Absent were: Bette Goettle, Chuck Najaka

Finance: No Representative from Finance

Guests: Wade Bishop, Prevention Director and Morris Campbell, Deputy Director

The meeting was opened by Mr. Boyne, Director. He stated that Bette Goettle, our Board Chair was unavoidably detained, but she was standing by if there was a need to contact her. Mr. Boyne presented the Old Minutes. Fran Kenney moved to accept the Old Minutes as written and John Coaxum seconded. The motion passed with a unanimous vote. Mr. Boyne then presented the Agenda as the next item to be reviewed. John Coaxum moved to accept the Agenda as presented, Charles Hammel seconded. The motion passed with a unanimous vote to approve the Agenda as written.

Mr. Boyne then asked the Deputy Director, Morris Campbell to speak to the Board for the Director's Report. Mr. Campbell wished everyone a Happy New Year and stated there is a delay in planning the new year's budget due to some issues. He stated that BCADAD is a special revenue department with Beaufort County being the biggest contributor, the Feds contribute about 30% with the State of South Carolina inputting about 20% plus. Mr. Campbell said that the county revenue from property taxes continued to be less than hoped for due to property values continuing to drop. He stated that there could be a reduction of programs and projects. He further stated that discussion is ongoing by County Council on policy making. Mr. Campbell continued by stating that we depend heavily on development revenue and that the growth is slightly increasing. Mr. Campbell stated that Beaufort County Council has a fairly consistent philosophy. Mr. Campbell announced that more discussion would be forthcoming as the Council retreat was scheduled for the last part of February. Mr. Boyne thanked Mr. Campbell for his comments and presence.

Mr. Boyne then presented the Financial Report. Mr. Boyne announced that our fee collections have been fairly steady and our outside revenue sources continue to keep us in fairly decent financial shape. Mr. Boyne reminded the Board that the agency usually gets Excise Tax monies in the range of around \$246,000.00. He continued and said that the revenue from July 2012 to December 2012 consisted of around \$89,630.00 in fee collections and another \$23,000.00 in Medicaid revenue. Mr. Boyne said that we had a vehicle budget of \$23,000.00 and we were able to purchase our new car for \$18,000.00. A \$5,000.00 savings.

Mr. Boyne stated that we still have unfilled staff positions and that would provide a salary slippage of about \$15,000.00 so far. He said we are still down one position and that it should be filled by March 1, 2013. He continued by stating that this would also contribute around another \$3,000.00 to the salary slippage resulting in unexpended salary monies.

Mr. Boyne announced that there was also an unbudgeted item with regard to the Electronic Health Records software in the amount of approximately \$7,500.00. This was due to the fact that the State had to find a new software vendor. Mr. Boyne explained that we have the unbudgeted expenditures covered at the end of the Fiscal Year any fund balance will be used to offset these expenditures. Mr. Boyne stated that with the Excise Tax, Block Grant and Beaufort County input, we can cover ourselves financially.

Mr. Boyne continued with the topic of uncollected client fees and it was a fact that he and the Board did not like the concept of using a collection agency at this time. Mr. Boyne stated that as always, our financials show ups and downs due to the collection of fees and expenditures. Mr. Boyne announced at this time that he had combined the Staff Report with the Financial Report. The ad has gone out and it's a waiting process at this time. Mr. Boyne remarked that our fulltime staff is carrying a heavy work load and the requirements for the position of counselor are fairly high. A Master's Level is preferred and in order to be certified, over 4,000 hours of training and education "eyeball to eyeball" is required. The timeframe for licensure is three (3) years. If an employee is unable to pass these requirements after three (3) years, we have to terminate their employment. The written exam has to have a minimum score of 70. To date, we have had to terminate two (2) employees in the last ten years. Mr. Boyne stated that there is a two (2) % COLA for achieving credentialing.

At this time, Fran Kenney passed on the name of a potential Board Member. Mr. Boyne stated that he would ask for a resume to obtain more information on the potential Board Member. The Board gave a tentative approval based on the resume submission.

Mr. Boyne announced that DAODAS would be making a site visit on January 31, 2013. The purpose of this visit is to complete a Financial Audit that was originally scheduled in the latter part of 2012. Mr. Boyne stated we were still waiting on the written report for the Program Audit that was done at that time, but that we did very well.

Mr. Boyne then asked Wade Bishop, Prevention Director to speak to the Board. Mr. Bishop began by announcing that they were in the process of developing the new Prevention Initiatives Brochure and that he would be sure to include copies of the finished product for the next Board Meeting. Mr. Bishop talked about the Freedom From Smoking Program /Tobacco Cessation Program in accordance with the American Lung Association. Mr. Bishop stated that we hope to bring this to Beaufort County Employees as part of their Wellness Program. Linda Hoffman asked about this program going into the Schools, Mr. Bishop explained that there would have to be a grant to offset the cost of this program in a school setting. Mr. Bishop went on the talk about some of the programs that have been popular. Among these are the Stress Reduction Program, The Tobacco Cessation Program and the Take Back Meds Program. Mr. Bishop announced that the Take Back Meds Program was in its third year. This program is very

beneficial as it keeps left over prescribed medications out of unauthorized hands and also prevents wrongful disposal of these medications which could impact the water tables.

Mr. Bishop stated it was also the fifth year of the Stork's Nest Program. This has been very successful where pregnant women accumulate points from prenatal doctor visits and parenting classes. These points are then redeemed at the store, where they can get diapers, wipes and other items. The store is available to participants up to one year after the birth of a child. The Pregnant Pause is extremely beneficial in that the impact of second and third hand smoke on pregnant women/children is prevented. This program is highly informative and well received. This Program is presented four (4) times a year. Food, door prizes are presented. Our Financial Officer, Barbara J. Ray and Prevention Specialist, Katie Godowns make special baby blankets which are the grand prizes.

Mr. Bishop stated that the new brochure will outline a small portion of what our Prevention Programs do. Mr. Bishop stated that there are new fads and trends that cover synthetic drugs. He stated that Prevention works! We do more than drug talks.

Mr. Boyne and the Board thanked Mr. Bishop for his report and for all that he and the Prevention Specialists do.

Mr. Boyne stated that this concluded his presentation. There being no New Business and No Old Business, Linda Hoffman moved to adjourn, the Board then adjourned.

Mr. Boyne then stated that our next meeting would be scheduled in the Month of April rather than March due to scheduling conflicts. The next Board Meeting will be on Monday, April 15, 2013 at 9:30 AM at the Bluffton Offices.