

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