

Beaufort County Alcohol & Drug Abuse Department
Board Meeting Minutes
04/17/2019

Attending Board Members: Joe Naughton, Linda Hoffman, Dominique Driessen-Espana, Javier Zimbron, Carol Hartman and Worth Liipfert

Absent Board Member: Thomas Hale

Attending Beaufort County Alcohol & Drug Abuse Department (BCADAD) Staff: Steve Donaldson, Barbara (BJ) Ray, Wade Bishop and Areatha Hamilton

Welcome Packets were distributed to all the board members. Packets included By-Laws, Patient Handbook, Agency Brochure, Copy of Power Point Presentation about BCADAD, Executive Report and a copy of the proposed FY20 BCADAD Operating Budget and Expected Revenue sheet.

Meeting was called to order by Steve Donaldson, Director of BCADAD, as this was the first Board meeting.

Pledge of Allegiance was cited

Introductions made by all attending

Election of the Chairman:

Motion made by Linda Hoffman to nominate Worth Liipfert to be Board Chairman

Motion 2nd by Joe Naughton

No discussion - No other nominees - Vote taken - Motion passed unanimously

Election of Vice Chairman:

Worth Liipfert asked for volunteers or nominations.

Dominique Driessen-Espana volunteered to be Vice Chairman

Motion made by Linda Hoffman to accept Dominique Driessen-Espana as the Vice Chairman

Motion 2nd by Joe Naughton

No discussion - No other volunteers or nominees - Vote taken - Motion passed unanimously

Agenda Approval:

Motion made by Joe Naughton to accept the Board Meeting Agenda as presented.

Motion 2nd by Carol Hartman

No discussion - Vote taken - Motion passed unanimously

Citizen Comments: None

BCADAD Director's Report - Steve Donaldson - submitted a written report to the Board and formally introduced himself.

- Introduced Revised BCADAD Mission Statement
- Went over Patient's served by both BCADAD offices and the tracking of Patient's completing services and Patient Satisfaction Rates.
- Discussed Identifying Gaps in services and working with local entities to help fill those gaps.
- Medical Assisted Treatment (MAT): Working on collaborating with Dr. Ferguson of Beaufort-Jasper-Hampton Comprehensive Health Department and other local providers.
- Screening-Brief Intervention-Recovery-Treatment (SBIRT): Discussed partnering with Beaufort Memorial Hospital (BMH) to put Peer Recovery Support Specialists in the Emergency Room to work under the SBIRT Grant. Heard today from leadership at BMH that a partnership with BCADAD on the SBIRT Project is likely.

- NARCAN Distribution Center: There will be a BCADAD staff training on May 17th on the use and distribution of Narcan through both BCADAD Offices and in partnership with Beaufort Pharmacy. The first step will be to train patients with an opioid diagnoses on how to use Narcan. The next step will be to engage families of opioid users/abusers to train them in the distribution of Narcan.
- State Infrastructure Funds: A request has been submitted to the S.C. Department of Alcohol and Other Drug Abuse Services (DAODAS) Office for funds to create a designated unisex bathroom at both offices to use for urine drug screening.
- Bridge Program: Submitting request for funds to DAODAS to hire 2 additional staff to work with students at the Beaufort School District's Alternative School located on Mink Point Blvd. in Beaufort.
- Language of Recovery: Challenging ourselves as a staff not to use language which stigmatizes patients (i.e. Clean, Dirty).
- Debt Set Off Program: Date anticipated for some time in May to speak with County Council to discuss the use of the State Debt Set-Off Program by BCADAD for patients who do not pay their bills. The funds would be recovered through the garnishment of State income tax refunds. This program is currently used by other county departments such as the Treasurer's Office and EMS Department.
- Credit Cards are now being accepted by the BCADAD-Beaufort Office and will soon be accepted at the BCADAD-Bluffton Office.
- The new position of "Quality Assurance Coordinator" has been filled by Christina Coker. She is expected to begin work with Beaufort County and BCADAD on Monday, April 22, 2019.

BCADAD Financial Report - Barbara (BJ) Ray: Ms. Ray reported the following:

- The agency presently has a healthy fund balance
- FY19 Estimated Revenues: To-date the agency is on target to meet the projected revenue
- FY19 Projected Expenses: It is expected that the agency will exceed projected expenses due to the decision to upgrade the BCADAD-Beaufort Office by painting all offices, installing new flooring and purchasing new furniture for all staff members. Any overage will be covered by the fund balance.
- New Furniture: Expected to be delivered and set up by FSI Office on Thursday, May 2nd.
- Credit Cards: Ms. Ray built upon the information provided by Mr. Donaldson by explaining it is believed that by having the option for our patient's to use a credit card to pay for services our fee collections will increase.
- FY20 Proposed BCADAD Operating Budget and Expected Revenue Sheet was discussed. Ms. Ray informed the Board that most of our expected Revenue is predetermined by the State and that income received through Fee Collections and Medicaid tend to fluctuate based on accurate coding and billing. It was also noted the importance of all the staff to be aware of grants and programs through the State to help cover expenses for the under-insured and indigent. The FY20 Budget Expenditures total has remained stable over the last few budgets.
- Beaufort County School District: For many years we have invoiced the School District for a total of \$6,000 for services provided through the School Intervention Program (SciP). Mr. Donaldson has contacted the School District and explained that the services received by their students was costing the agency much more than \$6,000 and has told them that beginning in FY20 we will be invoicing them for a total of \$11,250, which is still a great deal for them.

Treatment Director's Report – Areatha Hamilton: Ms. Hamilton gave a brief overview of the services available to the citizens of the County. They were as follows:

- All services are Assessment Based
- Alcohol Drug Safety Action Program (ADSAP) Services provided at both BCADAD Offices
- Agency ADSAP Clinicians have been trained to facilitate the PRI Curriculum. Reliance upon Outside Consultants to facilitate ADSAP Groups is no longer needed.
 - Beaufort – Thursday Evening and Saturday Morning – 2 hours/session for 4 weeks
 - Bluffton – Tuesday and Thursday Evenings – 2 hours/session for 4 weeks
- Treatment Services – Intensive Outpatient Program (IOP) Services are offered at both BCADAD Offices - Beaufort – Mon-Wed – Mornings and Evenings and Bluffton Mon-Wed Mornings.
- Aftercare Services: Beaufort and Bluffton – 1 Evening/week and beginning 5/7/19 – 1 Morning/week in Beaufort

- Group Counseling Services – 2x/week at each office
- Adolescent Group Services – 1x/week at each office. We presently have one clinician who handles both offices with referrals from Beaufort County Schools through the SCIP Program, Department of Juvenile Justice (DJJ) through the AMI Program and family referrals.
- Offender-Based Intervention Program (OBI) – Education level services with referrals from both the 14th Circuit Solicitors and Magistrates Offices from Beaufort, Port Royal, Bluffton and Hilton Head Island.
- Modified Inter-Personal Group Psychotherapy (MIGP) – Staff recently trained by Shoreline Behavioral Health Services of Horry County. Ongoing training will be provided by Shoreline staff both in person and via Telehealth equipment.
- “Seek and Safety” - Trauma-Informed Care training scheduled for the staff for August 2019
- Trauma-Informed Care criteria was used when developing the positioning of new furniture in staff offices.

Prevention Director’s Report – Wade Bishop: Mr. Bishop gave a brief overview of the services he and his staff will be providing to the community during the next couple of weeks. They are as follows:

- Collaborative Organizations Serving Youth (COSY) – “Out of Order Family “ Training presented by Wade Bishop, Thursday, April 18, 2019.
 - Weekly COSY Staffing attended by Adolescent Counselor, Tammy Figueroa
 - COSY Board Meetings attended by Agency Director, Steve Donaldson
- Collaborates with Lowcountry Alliance for Healthy Youth (LCAHY) which received a 5 year/ \$125K per year Healthy Communities Grant. As part of this grant, Wade will be working with the high school students who will be conducting “Environmental Scans” in the Bluffton and Hilton Head areas on May 4th and 5th using high school students from the 5 high schools located south of the broad.
- Katie Godowns, Senior Prevention Specialist, will be providing the “New Fads and Trends” training at Beaufort High School for School Improvement Counsel (SIC). An agency table will also be set up to provide info to attendees.
- Staff will be providing “Team Building and Communication Skills” training to the entire Treasurer’s Office Staff in Bluffton.
- Training for Regional Housing Authority Staff, hosted by the Beaufort County Housing Authority on Hilton Head.
- Working with Hopeful Horizons at upcoming National “Take Back the Night” Event, Friday, April 26th. Agency table will be set up to provide info to attendees.
- Partnering with the Beaufort County Sheriff’s Office on Saturday, April 27th for the National “Take Back the Meds” event at sites in Bluffton and Beaufort.
- Providing a training on Get Acquainted Activities to the Sheldon Township Grant participants.
- List of training provided by BCADAD Prevention Department to include but is not limited to the following: Communication Skills, Anger Management, Chill Skills, Healthy Choices and Drug Feud.

Questions from Board Members:

1. **Is there a limit on the number of times an indigent patient can be put into services?** NO, patients can use our services as many times as needed or required. If the patient is indigent, we have the ability to use State Block Grant Funds and when those are exhausted, we see the patient at no charge to them.
2. **Is there Adolescent IOP Services Available?** No, but if it is determined that they need IOP services and are deemed mature enough to be in a group setting with adults, they are put in Adult IOP. If the adolescent patient is deemed not mature enough to be put in Adult IOP then a treatment plan is developed using Individual Counseling and Adolescent Group Services.

No other questions from the Board.

Unfinished Business: There was none since this was the first meeting with the newly appointed Board Members.

New Business:

- By-Laws – Members decided to read the By-Laws and be prepared to discuss them at the next meeting.
- Board Members interest:
Joe Naughton is strongly interested in seeing the Board spearhead the development of a local chapter of Faces and Voices of Recovery (FAVOR). He will contact Bob Rice or Richard Jones who have had great success with this program in other parts of S.C.

Linda Hoffman is strongly interested in more programming in the schools, especially in the elementary schools.

Carol Hartman is interested in supporting other paths to recovery for people seeking recovery and their families.

Next Board Meeting is scheduled for Wednesday, June 19th at 4pm. Monica Spells and Councilman Larry McElynn are scheduled to attend.

Motion to Adjourn made by Joe Naughton

Motion 2nd by Javier Zimbron

No discussion – Vote taken – Motion passed unanimously

Meeting adjourned at 5:45pm