



MINUTES
GREENVILLE COUNTY DISABILITIES AND SPECIAL NEEDS
BOARD of DIRECTORS REGULAR MEETING
JULY 23, 2015
4:30 PM
Patrick Center Annex Building, Room 103

Notice of the meeting was sent to all Board Members, The Greenville News, The Greenville Journal, WYFF-TV 4, Fox-TV 21, and the Clerk to Council, Greenville County. Notice and agenda were posted in the lobby of the Patrick Center Administration Building and the Patrick Center Annex and the Agency Website prior to the meeting.

Members Present: Alex McNair, Chair
Bob Ariail, Treasurer
Cindy Baughan
Peggy Farmer
Paul Hamberis
Bryant Nixon

Members Absent: Bern Mebane, Vice Chair

Senior Staff Present: John Cocciolone, Executive Director
Anne Arrington
Curtis Arrowood
Patty Barnes
Craig Byrd
Elise Hardin
Al Hill

Sandy Brown, Recording Secretary
Mike Teachey
Martin Watson
Peggy White
Stacy Whitsel

Call to Order: The Board of Directors meeting was called to order at 4:42 PM by Mr. Alex McNair, Chair.

Invocation: Chairman McNair offered the Invocation.

Approval of the Consent Agenda: A Motion: To approve the Consent Agenda items of the July 23, 2015, Board of Directors Meeting. Peggy Farmer made the motion to approve, seconded by Paul Hamberis, and the motion passed unanimously.

Bob Ariail suggested Board members be assigned areas of the Dashboard to better monitor trends. The suggestion was duly noted.

Rebranding Consulting Selection: (This item was moved forward from the Executive Director and Chairman's Reports section to accommodate guests from Crawford Strategy.) Chairman McNair stated that four very impressive firms that were finalists in the Rebranding and Marketing Consultant RFP had made presentations to the Board of Directors on July 16. After deliberation, it was decided that Crawford Strategy made the best presentation and the firm was selected to assist with GCDSNB's rebranding. Marion Crawford, President, and Andy Windham, President of Client Strategy, were introduced and made comments. Emily

Moseley and Andy Windham will be the point persons in the rebranding process. John Cocciolone pointed out he and Ms. Crawford met and identified ways GCDSNB staff can assist, and the costs of the agreement were reduced. He said GCDSNB will be participating in surveys to assist with the rebranding. A copy of the contract was included with the Board packet. **A motion: To enter into a rebranding contract with Crawford Strategy.** Mrs. Farmer offered the motion, and Bryant Nixon seconded. The motion passed unanimously.

Finance Committee Report: Al Hill presented the June financial report. He reported the income statement showed a gain for June of \$111,732 and a gain for the year of \$1,232,072. In June, cash decreased by \$514,000 due to receiving only one provider check. Three provider checks are received in July, and two of them have already been received. The health insurance deposit decreased by \$117,000. An increase of \$115,000 in buildings and equipment was reported, primarily due to renovations at Cleveland CTH residence, which has been completed. The house has been re-licensed and is in the process of being staffed. This home will be one of a few in the state that is specially designed for folks with dementia only.

Other expenses in June were: \$5,780 on the greenhouse; \$21,000 on the phone system revamp; \$23,000 on the firewall needed for IT infrastructure; \$5,000 for a new air conditioner at Fountain Inn; and two vans were purchased. Accounts payable increased by \$286,000 because so many invoices at the end of the year. Accrued expenses decreased by \$170,000 to reverse some previous months' accruals, paying Workers' Comp accrued expenses and \$3,000 for Department of Labor payback. Deferred revenue decreased by \$871,000 due to receiving only one provider check in June. Accounts payable increased by \$94,000.

On the revenue side, Amendment 8 reduced income \$18,000 due to a residential vacancy at Hampton CTH for the month of June. A grant of \$20,000 was received from Community Options for summer services. A building systems/initiating new services grant for \$32,450 was received. Expenses, salaries, benefits, and taxes met goal at 75% of total revenue. Professional consulting fees in the amount of \$1,800 were paid to Palmetto Grants for grant writing, and \$8,750 was paid to the CFO consultant. FGP was paid \$16,000 for the Director of Development and Marketing search.

Mr. Cocciolone reported a one-time infrastructure payment of \$1,034,123 was received in July. It was noted that the agency did not need to access the line of credit this year to meet payroll due to a much-improved cash flow. He complimented Stacy Whitsel, Residential Director, for her hard work in re-opening and getting Cleveland CTH re-licensed.

Executive Director and Chairman's Reports: Development and Marketing Director. Mr. Cocciolone reported that an employment agreement was signed with Craig Byrd, the candidate for the Director of Development and Marketing. Mr. Byrd was introduced, and he discussed his background. He said his role is to raise money to benefit people on the waiting list and to assist programs not funded by the state. He plans to meet with Board members to identify prospects. He thanked the Board for the opportunity to be the Director of Development and Marketing.

Calendar of Regular and HUD Board Meetings in 2015-16. The Board was provided with a 2015-2016 Yearly Planning Calendar. Mr. Cocciolone reviewed the changes to the calendar: 1) a Strategic Goals and Updates was added in August; 2) quarterly updates to the Strategic Plan in November, February and May were added; and 3) a budget meeting with department directors was added in May. **A motion: To approve the Yearly Planning Calendar for the 2015-2016 fiscal year.** Bob Ariail made the motion with a second by Mrs. Farmer. The motion passed unanimously.

Bylaws Approval. A draft of the Bylaws with proposed revisions was provided. **A motion: To approve the proposed revisions to the Bylaws as presented.** Mrs. Farmer made the motion to approve with a second by Paul Hamberis. The motion passed unanimously.

Public Comments: There were no public comments.

Other Discussion: In response to a question, Curtis Arrowood, IT Manager, informed that a new phone system had been installed, and it is a scalable system to meet future needs. He reported he met with the Greenville County IT Department, presented details of GCDSNB's IT plan, and is awaiting response. Mr. Ariail suggested the Director of Development report to the Board regularly. A schedule will be developed.

Mr. Cocciolone reported receiving the CARF manuals and prep guide. A CARF team has been set up, and he and Mr. Byrd will work with them. Policies are being updated to be consistent with CARF standards. The agency will operate under those policies for six months and then attest to that. A visit from the CARF accreditation team is expected in December. Following that visit, the agency will learn in 6-10 weeks if approved for accreditation. Mr. Cocciolone will bring the Program Committee up to speed.

Adjournment: A motion: A motion to adjourn was offered by Mr. Ariail with a second by Mrs. Farmer at 5:19 PM. The motion passed.

Next Meeting: The next regular meeting of the Board of Directors will be held on August 27, 2015, at 4:30 PM.

Submitted by: Sandra W. Brown 8/27/15
Sandra W. Brown, Recording Secretary Date

Approved by: Alex F. McNair 8/27/15
Alex F. McNair, Chair Date