



**MINUTES**  
**GREENVILLE COUNTY DISABILITIES AND SPECIAL NEEDS**  
**BOARD of DIRECTORS REGULAR MEETING**  
**JUNE 25, 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  
Bern Mebane, Vice Chair  
Bob Ariail, Treasurer  
Cindy Baughan  
Peggy Farmer  
Paul Hamberis  
Bryant Nixon

**Members Absent:** None

**Senior Staff Present:** John Cocciolone, Executive Director  
Anne Arrington  
Curtis Arrowood  
Patty Barnes  
Alicia Grubel  
Elise Hardin

Sandy Brown, Recording Secretary  
Al Hill  
Bill Kearney, Contract CFO  
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.

Nicole Lomax, Director of Training, introduced the GCDSNB Management Training class in attendance to observe the Board of Directors process.

**Finance Committee:** May Financial Report. Bill Kearney, Contract CFO, recapped the May financial report saying there was a net profit of \$243,706 compared to the budgeted loss of almost \$7,000. He commented the revenue was above budget due to band adjustments, a grant for engineering an air conditioning system, and \$105,000 received from the Riley Trust Fund. Expenses tracked close to budget. The largest expense items are payroll, benefits, and payroll taxes, which is 71 percent of revenue. Year-to-date, there is a \$1,120,000 surplus. GCDSNB will finish the year with \$2.4 million cash in the bank and in a very strong financial position.

Mr. Kearney reported GCDSNB received \$1,933,000 in one-time payments over the course of the year. The agency received \$1,650,000 in retroactive band adjustments from 2012 and 2013 in addition to \$300,000 for various grants for Therap implementation, training programs, IT, and deferred maintenance.

Mr. Cocciolone added that band adjustments for operations will carry forward in the new fiscal year.

Budget Presentation: Mr. Kearney reported a surplus for next year was previously estimated at \$408,500, but after careful review, equipment that was expensed was capitalized, lower costs of healthcare were found, and a few other smaller items adjusted, the budgeted surplus to is \$607,902. He commented salaries and benefits are the largest expense. The budget assumes that GCDSNB will serve 50 additional individuals with associated revenue and expenses. He said the budget is achievable.

**A motion: To approve the 2015/2016 operational budget.** Bob Ariail proposed the motion, with a second by Peggy Farmer. The motion passed unanimously.

Mr. Kearney explained the capital budget was composed of three main areas: vehicles, facilities, and technology. The amount budgeted for vehicles is \$281,000; \$114,000 is budgeted for residential facilities; and \$388,000 is budgeted for technology, of which \$320,000 is related to the Therap digitalization of health care records. The total of the proposed capital budget is \$783,000.

**A motion: To approve the capital budget as presented.** Bern Mebane offered the motion, which was seconded by Peggy Farmer. The motion was approved unanimously.

Rebranding Progress Report: It was announced that four firms that responded to the Rebranding RFP have been invited to make a presentation to the Board of Directors on July 16 at 2 PM at the Patrick Center. There will be an opportunity for questions after each presentation.

Revised Policy 400-06 on Capitalization: A copy of Policy 400-06 was provided to the Board with the proposed change highlighted in red. Mr. Cocciolone said the change would allow capitalization on a project basis; individual items less than \$5,000 but part of a larger expenditure could be capitalized if the recommendation is approved. **A motion: To approve the revised capitalization Policy 400-06.** Cindy Baughan made the motion, which received a second by Peggy Farmer. The motion passed.

**Executive Director Reports:** HR Consulting Contract. Mr. Cocciolone reviewed the HR Consulting Contract, for which \$35,000 was included in the approved 2016 budget. The consultant would begin in July and would work with the HR director and staff to streamline processes, perform an assessment, correct problems identified in an earlier audit, and make staffing recommendations.

**A motion: To approve the HR Consulting Contract.** Bern Mebane proposed the motion with a second by Bryant Nixon. The motion passed.

Marketing and Development Director Search. **A motion: To add an Executive Session to the agenda for the purpose of discussing a contractual matter at the conclusion of the Public Comments agenda item.** Bob Ariail made the motion, seconded by Bryant Nixon. The motion passed.

Phone System Emergency Expenditure. Mr. Cocciolone reviewed that the GCDSNB phone system was antiquated and experiencing frequent outages, which jeopardized health and safety and the ability to access 911 services. In May, the Board authorized Mr. Cocciolone to proceed with purchase of a phone system. A scalable system was purchased from the existing vendor for \$35,000-\$38,000, which included the new server. The installation of the phone system is scheduled for July 1-2. **A motion: To retroactively approve the emergency expenditure to replace the failing phone system.** The motion was proposed by Peggy Farmer and received a second from Paul Hamberis. The motion passed unanimously.

**Other Discussion:** Mr. Ariail suggested the agency's audit be presented to the Executive/Finance Committee for review and the committee then make a recommendation to the full Board.

**Public Comments:** Two members of the management class in attendance made statements in support of the direction the agency was taking under John Cocciolone's leadership.

**Executive Session: A motion: To enter Executive Session to discuss a contractual matter.** Paul Hamberis proposed the motion with a second by Cindy Baughan. The motion passed unanimously.

**A motion: To re-enter Public Session.** The motion was made by Bob Ariail with a second by Paul Hamberis. The motion passed unanimously. No decisions were made in Executive Session.

**Adjournment: A motion: Motion to Adjourn.** The Board of Directors meeting adjourned at 6:45 PM upon motion of Bob Ariail, seconded by Bern Mebane. The motion carried.

**Next Meeting:** The next regular meeting of the Board of Directors will be held on July 23, 2015, at 4:30 PM.

Submitted by: *Sandra W. Brown*  
Sandra W. Brown, Recording Secretary

*7/23/15*  
Date

Approved by: *Alex F. McNair*  
Alex F. McNair, Chair

*7/23/15*  
Date