



**MINUTES**  
**GREENVILLE COUNTY DISABILITIES AND SPECIAL NEEDS**  
**BOARD of DIRECTORS REGULAR MEETING**  
**AUGUST 27, 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  
Bern Mebane, Vice Chair  
Cindy Baughan  
Peggy Farmer  
Paul Hamberis

**Members Absent:** Bryant Nixon

**Senior Staff Present:** John Cocciolone, Executive Director  
Anne Arrington  
Curtis Arrowood  
Craig Byrd  
Elise Hardin  
Al Hill  
Nicole Lomax

Sandy Brown, Recording Secretary  
Mike Teachey  
Martin Watson  
Stacy Whitsel

**Call to Order:** The Board of Directors meeting was called to order at 4:38 PM by Mr. Alex McNair, Chairman.

**Invocation:** Chairman McNair offered the Invocation.

**Approval of the Consent Agenda: A Motion: To approve the Consent Agenda items of the August 27, 2015 Board of Directors Meeting.** Paul Hamberis made the motion to approve, seconded by Bob Ariail, and the motion passed unanimously.

**Committee Reports:**

Finance Committee: Al Hill presented the July financial report. On the Balance Sheet, he reported Cash increased by \$1,400,921 due to receiving the second retroactive Day Services grant and receiving three DDSN provider checks in July. Accounts Receivable decreased \$1,050,104 due to receipt of the retroactive grant. Prepaid Expense increased \$106,886 due to payment of Workman's Comp. The Health Insurance Deposit increased to \$134,327 due to PEBA collecting the health insurance deposit. Buildings and Equipment increased by \$24,079 due to building the greenhouse office, the phone system, Patrick Center improvements,

and a refund on the improvements at Cleveland CTH. Accounts Payable paid out \$104,709 to vendors due to an influx of invoices. The Patrick Center restroom improvements, Cleveland CTH improvements, and the greenhouse office contributed to this decrease. Accrued Wages, FICA and Retirement decreased by \$445,302 due to receipt of three provider checks in July, which lowered the liability of accrued wages, FICA and retirement. Payroll Taxes and Payroll Withholdings increased \$209,489 due to having three payrolls in July. Liabilities for retirement included three pays rather than the usual two pays. He explained the tax liability in June was for the individuals' payroll, and the tax liability in July was for the agency payroll. Deferred Revenue balance was \$842,283 due to receiving a check from DDSN in July for August funding. Accounts Payable to DDSN increased by \$28,027 for July respite services processed by the Charles Lea Center.

Chairman McNair asked when the liability of the housing allowance miscalculation will be reflected on the Balance Sheet. Mr. Hill explained that a proposal for repayment has been submitted to DDSN for approval and the liability will be reflected as soon as confirmation is received that DDSN will pay half. Mr. Cocciolone commented it would likely be approved in September.

Mr. Hill reviewed the Revenue and Expense Statement. Revenues are under budget due to having three residential vacancies as well as the four Cleveland CTH vacancies. He commented that increases in bands A, I, and D will be realized during the year, and as contract amendments come in, this situation will turn around. Contract Revenue is under budget. Contributions/Fund Development was under budget, and he noted the Director of Development has just come on board. The Salaries and Benefits ratio was up to 80%, partly due to the Fourth of July holiday but should be reduced when capitated amendment changes from DDSN are received. Professional and Consulting Fees for July included \$1,800 to Palmetto Consulting and \$549 for the annual contract for the check signing machine. The Revenue and Expense Statement shows a gain of \$56,819 for the month of July and for the year to date.

There was discussion on the Accounts Payable to DDSN line item. Chairman McNair requested breakout detail on Accounts Payable.

Mr. Hill reported other things of note included the State Accident Fund (Workman's Comp) and the vehicle loan will be paid off in December; The Department of Labor settlement will be paid off in August. The external audit went well, the agency is in good shape financially, and the audit report is expected to be ready for the Board in October. There were no major findings but there will be a few recommendations.

Program Committee: Chairman McNair introduced Ronnie Horn, an individual served by GCDSNB who is employed in the community at Dave & Buster's. Mr. Horn spoke about his activities at work and shared he had earned an excellent evaluation. Mr. McNair thanked him for sharing his progress with the Board.

Mr. Cocciolone stated the Program Committee will meet every other month with Lunch, Tour and Learn events occurring in the months between meetings. A schedule of the Program/Quality Committee Meetings and Lunch, Tour and Learn events was provided in the Board Packet.

Mr. Cocciolone briefly reviewed additional strategies outlined in a Strategy Update handout in the Board Packet. Identifying evidenced-based practices through CARF was a new goal. He commented the CARF Steering Committee will meet soon to prepare for accreditation. Two additional strategies were increasing the capacity to meet the waiting list reduction and increasing the capacity to expand employment opportunities. Chairman McNair suggested a Board Retreat in the near future to update the strategic plan and to review progress. He will email Board Members regarding possible dates.

Development and Marketing. Craig Byrd, Director of Development and Marketing, reported he has been meeting individually with Board Members, and discussing fund raising. He briefly reviewed a Development and Marketing Plan and also a Marketing and Annual Campaign Calendar provided in the Board Packet. He stated Generous Garden is the campaign for this year. Plans for a Garden Party in October were discussed to cultivate interest and support for the Generous Garden initiative. A Development and Marketing Committee will be soon be formed.

Mr. Byrd provided an update of Crawford Strategy rebranding activities. Crawford Strategy is nearly finished with individual interviews and is beginning to see a theme. They have roughly 1,300 addresses and email addresses to contact early on in the rebranding and again next year to gauge the success of rebranding.

Mr. Cocciolone recapped Congressman Trey Gowdy's visit to the Patrick Center on August 26. He toured the Patrick Center and Generous Garden area and was provided with information about issues with the Department of Labor and Source America that will affect the agency. His Chief of Staff will be assisting with an op-ed piece, and information about other legislative contacts and the structure of the Education and Workforce Committee was learned. The commander of the Kukowski Army Reserve Center also participated in the tour and identified ways the reservists can assist the greenhouse area and workshops. Mr. Cocciolone and Chairman McNair complimented Mr. Hill and the Maintenance staff for their hard work in preparing the facility.

**Executive Director and Chairman's Reports: Rebranding Update.** Mr. Cocciolone stated that Mr. Byrd had covered the rebranding update in his report. Professional Development Contract. Chairman McNair said the Board had received a contract for a professional development opportunity for Mr. Cocciolone. The contract did not require Board approval, and Chairman McNair suggested the contract be signed. Mr. Cocciolone agreed.

Chairman McNair asked about the progress of the FGP HR consultant, to which Mr. Cocciolone responded things have been identified we should be doing or doing differently. Turnover has been a problem. A job fair is planned, and a video has been developed to show direct support staff what the job is like before they start working. A revealing turnover report based on 30, 60, 90, and 120 days is being developed, and may be available in September.

**Public Comments:** There were no public comments.

**Other Discussion:** Mr. Ariail asked about the telephone system update and about progress with Greenville County concerning the agency's IT needs. Curtis Arrowood responded the telephone system had been affected by a lightning strike recently that had caused some problems. There may be an insurance claim as a result. Mr. Arrowood and Mr. Hill reported on meetings and communications with Greenville County's IT department. Mr. Hill reported a good exchange of ideas. A report by the county has been delayed due to priority projects.

**Adjournment:** The Board Meeting was adjourned at 5:30 PM.

**Next Meeting:** The next regular meeting of the Board of Directors will be held on September 24, 2015, at 4:30 PM.

Submitted by: Sandra W. Brown 9/24/15  
Sandra W. Brown, Recording Secretary Date

Approved by: Alex F. McNair 9/24/15  
Alex F. McNair, Chair Date