



**MINUTES**  
**GREENVILLE COUNTY DISABILITIES AND SPECIAL NEEDS**  
**BOARD of DIRECTORS REGULAR MEETING**  
**SEPTEMBER 24, 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  
Bryant Nixon

**Members Absent:** Paul Hamberis

**Senior Staff Present:** John Cocciolone, Executive Director  
Anne Arrington  
Curtis Arrowood  
Patty Barnes  
Kay Brooks  
Alicia Grubel  
Al Hill

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

**Call to Order:** The Board of Directors meeting was called to order at 4:34 PM by Alex McNair, Chair.

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

The Chair introduced two individuals present who were nominated by the Greenville County Council to serve on the GCDSNB Board of Directors, Ms. Jade Cox and Mr. Clyde Baucom.

**Approval of the Consent Agenda: A Motion: To approve the Consent Agenda items of the September 24, 2015, Board of Directors Meeting.** Peggy Farmer made the motion with a second by Bryant Nixon. The motion passed unanimously.

**Finance Committee: August 2015 Financial Report.** Al Hill presented the August Financial Report. Revenue for the month was \$39,171 less than budgeted but will be reversed with amendments for residential vacancies that are now filled. The total operating expenses for the month were \$12,914 over budget. He explained a large part of the operating expenses was due to the purchase of computers in preparation for Therap implementation. The cost of the computers related to Therap can be capitalized, and the expenses reversed. For the month, there was a loss of \$1,426 but there is a \$55,393 gain for the year.

He noted that the final payment for the Department of Labor settlement had been made. He pointed out a new report in the Board packet entitled Accounts Payable to DDSN, and explained the report details the debt to DDSN from FY 2008-2016. Programs funded by DDSN are required to spend 95-98 percent, or the unspent funds are owed back. Because the agency's financial situation was so bad in 2008, the state did not take the money back, and GCDSNB is still carrying that debt. The 2011 reconciliation was recently completed, and DDSN started deducting \$7,521.67 from the provider check in addition to the \$10,000 being deducted for the prior year (2010). Mr. Cocciolone informed he had recently learned DDSN is lowering the payback rate from 95 – 98 percent to 90 percent for FY 2015, which will mean less owed back to the state beginning in 2015 (if there is a payback).

Update on Hiring Accounting Help. Mr. Hill recapped that a consulting firm came to make recommendations concerning the Finance Department. He read part of the ER Executives report dealing with their recommendation for hiring an accountant with 2-3 years experience to assist in routine monthly responsibilities rather than a senior level management position and the recommendation for additional training for Peggy White, Accounting Manager. A list of tasks that would assist Ms. White has been sent to ER Executives for their feedback and recommendations in developing a position description.

Mr. McNair commented that the report was highly complimentary of Ms. White and her command of the business and accounting operations of GCDSNB. He said it was a job well done for many years, and a good opportunity to put resources in the Finance Department to bolster their work.

Mr. Cocciolone will post a job announcement when feedback from ER Executives is received, and someone may be hired by November.

Update on County IT Consult. Mr. Hill reviewed the IT staff's unsuccessful attempts to meet with the Greenville County IT staff for feedback on GCDSNB's IT plan. Mr. Hill said the agency IT Department must move forward due to the approaching Therap implementation deadline. He also reported Curtis Arrowood has been invited to participate in a cyber security conference in Washington, DC, in October put on by InfoGuard, a partnership between the FBI and the private sector.

**Program Committee:** Human Rights Committee Appointment. A vacancy on the Human Rights Committee will occur when a member rotates off in November. A candidate has volunteered to serve, and her application was included in the Board packet for review. **A Motion: To approve Pat Varner's application to the Human Rights Committee.** Mrs. Farmer proposed the motion with a second by Bern Mebane. The motion passed unanimously.

**Development and Marketing:** Update on Development and Branding Efforts. Craig Byrd reported Chairman McNair drafted a proposed charter in the Board packet for a development and marketing committee called the Community Engagement Committee. Mr. Byrd said the Committee is needed to guide the fundraising and marketing efforts. The charter offers non-Board members the opportunity to serve on the committee, which will enlarge the number of people representing the organization in the community. Mr. McNair commented it would be good to have this committee up and running before the agency's new brand launch to work with Crawford Strategy and agency staff on the launch. Mr. Byrd will compile a list of committee prospects from Board members and suggestions. Top candidates will be identified, and the Board will appoint a standing committee. It was suggested the committee have four or five members. Crawford Strategies will be asked for input.

Mr. Byrd introduced Kate Patino, new Development and Communications Associate, who has experience with event marketing and as a manager for the Association of Fundraising Professionals. Mr. Byrd and Ms. Patino have visited all the programs and several residences to educate themselves and have gathered success stories to tell the story of what is happening at GCDSNB.

Although the Development Department is eager to get started with fund raising, Mr. Byrd reported the Executive Committee has advised to wait until rebranding is complete. He said an employee giving program has been started and \$15,500 has been pledged by staff through payroll deduction. He asked the Board to think about their annual giving. Good public relations resulted from Congressman Trey Gowdy's visit with an article in the *Greenville Journal* and *Upstate Business Journal*. Also April Morris is doing an article on the Generous Garden project.

Mr. Byrd presented an update on rebranding. A discovery report prepared by Crawford Strategy was in the Board packet with their framework to help them move forward and define the best name and logo for GCDSNB. Survey questions and a website have been finalized, and postcards and emails have gone out to respondents directing them to the website to complete a survey. He is working with Crawford Strategy on the production of an annual report to be out before rebranding is completed. Naming options for the agency are expected by mid-November, and perhaps before the November Board Meeting.

**Executive Director & Chairman's Reports: New Board Nominees.** Mr. McNair reported the Board of Directors nomination process is moving forward, and the new members may be seated in November. He welcomed the two Board nominees who were present and invited them to tell about themselves.

Jade Cox works for the Described and Captioned Media Program, a grant sponsored by the Department of Education. It is a free program open to students pre-K through 12<sup>th</sup> grade who have a sensory disability.

Clyde Baucom has had a career in human resources and has served on a number of boards. Cocciolone mentioned that Mr. Baucom has already jumped in at our invitation to assist us with the Director of HR and department transition. We are happy he has agreed right out of the gate.

Mr. McNair welcomed them and said we are honored to have both candidates.

**Martin-Frankel Professional Development Update.** Steve Martin from Martin-Frankel was present at the meeting, and had meetings with three of the Board members and the Executive Director and will meet with several senior managers tomorrow. His goal is to assist in improving communications and relationships. Mr. Mebane and John Cocciolone will be the point persons with Martin-Frankel.

**Public Comments:** Mr. Hill reported that a successful Job Fair was held at GCDSNB that brought in quality candidates. Twenty-six people submitted applications and employment was offered to 16 individuals. Also he said an enjoyable Employee Appreciation Event was held.

Bill Farmer said an evening chapter of the Greenville Woman's Club is being organized and through Peggy Farmer's advice would like to make GCDSNB its primary focus. Mr. Byrd will present to them in October.

**Adjournment: A motion: Motion to Adjourn.** The Board of Directors meeting adjourned at 5:25 PM upon motion of Mr. Mebane, seconded by Bryant Nixon. The motion carried unanimously.

**Next Meeting:** The next regular meeting of the Board of Directors will be held on October 22, 2015, at 4:30 PM.

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

11/10/15  
Date

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

11/10/15  
Date