



MINUTES
BOARD of DIRECTORS MEETING
NOVEMBER 29, 2018 - 4:30 PM
PATRICK CENTER ANNEX

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 Thrive Upstate Website prior to the meeting.

Members Present: Bryant Nixon, Chair
Bob Ariail
Clyde Baucom
Christy Bright
Paul Hamberis
Alex McNair
Bern Mebane
Amanda Walkup

Members Absent: J.T. Morris

Staff Present: Tyler Rex
David Bright
Sandy Brown
Dee DiCarlo
Alicia Grubel

Elise Hardin
Al Hill
Peggy White
Stacy Whitsel

Call to Order: Bryant Nixon, Chair, called the meeting to order at 4:33 PM.

Approval of Consent Agenda: The Consent Agenda items included the October 25, 2018 Board Minutes, the Health and Safety Report, and Dashboard and Services at a Glance reports, and Board Policies 100-25 and 100-27. **A Motion: To approve the Consent Agenda items. Amanda Walkup made the motion to approve with a second by Alex McNair. The motion passed.**

Mr. McNair commented on the improvement in med errors. Clyde Baucom requested the Minutes reflect appreciation to Stacy Whitsel and the Nursing Department for their efforts in successfully reducing med errors.

Executive Director's Report: Greenville Greeters. Tyler Rex showed a photo on the overhead screen of the Greenville Greeters at Michelin. The Greenville Greeters are comprised of Thrive Upstate individuals, staff and Furman University's Diversity Leaders Initiative leadership development program, who greet a company's staff as they arrive to work. The purpose is to raise awareness and break down barriers with repeated interaction over several weeks, and the Greenville Greeters have been well received. The project will continue after the holiday break.

Quality Assurance Process Changes: In the past, The Quality Assurance Department has been the point of contact for concerns and complaints from employees, individuals supported and families, which bypassed supervisors, without QA having the ability to remedy the problems. The leadership team has discussed

aligning Thrive Upstate's procedures to the DDSN Directive, which outlines concerns moving through operational departments and ultimately the Executive Director for resolution. QA will continue to focus on critical incidents, family issues, and person-centered planning.

Day Program Licensing. The Day Programs have transitioned to "unclassified" licensing at all of its facilities to allow certain employment groups to change from a 1:7 staff to individual ratio to 1:10. This will apply to new enclaves and employment teams, while campus-based work settings will maintain the current 1:7 ratio, with select enclaves incorporating the expanded ratio where appropriate. Mr. Rex showed a photo of 20 individuals employed at Multi-Pack with two staff.

Southchase. Southchase is vacated and ready for sublease. A new tenant has been identified, and all rental and additional costs negotiated, pending corporate authorization.

Statewide Notes. The Mercer rate study, a review of DDSN's payment system, is due for completion in January 2019. It is likely the future payment system will be a fee-for-service system or retrospective payment system rather than the prospective "band" system now in place. The Early Intervention program, KidVentures, is scheduled to transition to retrospective payments in July 2019.

House Oversight Committee Recommendations in November included placing SCDDSN in the governor's cabinet and making all Disability and Special Needs Boards part of SCDDSN.

Greenville Poinsettia Christmas Parade. Thrive Upstate will enter a float in the December 1st Christmas parade in Greenville, with 50 participants either riding the float or walking alongside as an awareness activity, and may be an annual tradition.

Human Rights Committee Applications: Two applications have been received for membership in the Human Rights Committee. Mr. Rex and staff have reviewed the applications and recommended approval. **A Motion: To approve the applications of JoAnn Shook and Tyrone Warner for membership on the Human Relations Committee. Bern Mebane made the motion with a second by Alex McNair. The motion passed unanimously.**

October 2018 Financial Report: Clyde Baucom presented the October financial report. From the Balance Sheet, he commented on a \$1,258,616 increase in Cash from the prior year. Current Assets increased \$52,779 from the prior month, and \$1,112,218 from the prior year. Total Assets increased \$67,366 from the prior month and \$2,053,633 from the prior year. The current ratio was 1.08.

On the Profit and Loss statement, Mr. Baucom reported a \$233,636 variance year to date in Total Operating Revenue. Net Revenue Over Expenses exceeded the budget for the month by \$15,447. The Net Revenue Over Expenses variance year to date was \$155,853. Overtime was briefly discussed. David Bright reported the turnover rate was around 30 percent.

The Profit and Loss Comparison-all months statement showed a Total Operating Revenue for October 2018 of \$2,453,584. The Net Gain for the month of October was \$160,517 with a Net Gain year to date of \$219,172.

On the Year/Year report, Mr. Baucom noted a variance of \$101,796 from October 2017 to October 2018. The Net Gain for the Year increased \$36,846 over October 2017. The SC PEBA credit of \$134,000 was taken in October.

Mr. Baucom reported the Cash Flow statement showed a \$158,692 Actual Net Increase in Cash in October. Actual Cash at the end of October 2018 was \$2,230,249, not counting the LGIP funds. A Net Decrease in Cash is projected for November 2018 of (\$757,733) due to three payrolls.

Mr. Ariail said Mr. Baucom and the Finance Committee were an outstanding asset and complimented their diligence.

Power Generator for the Patrick Center: Mr. Rex explained that DHEC requires ICF alternate evacuation sites to have a power generator, and the absence of a power generator was noted in a recent inspection. Also, a facility that is also a Red Cross evacuation site may not be an ICF evacuation site, as is the current evacuation site. DHEC will return in January for another inspection. Mr. Rex proposed the Patrick Center obtain power generator capability and be a relocation site rather than using multiple sites. The first step to ready the Patrick Center to be an evacuation site would be the installation of an automatic transfer switch, and the next step would be the purchase or rental of a power generator. Discussion followed on the cost of each step and other options.

A Motion: To authorize the Executive Director to proceed with the purchase of a transfer switch at the Patrick Center if a bid is obtained for less than \$30,000. Bern Mebane made the motion with a second by Paul Hamberis. The motion passed unanimously.

External Auditor Agreement: A summary of the External CPA Auditor agreement was provided to the Board. The agreement included a modest rate increase and a five-year term for auditing Thrive Upstate and the HUD corporations. Discussion followed. Mr. Rex said Clark Eustace Wagner's knowledge of the DDSN system is a tremendous asset and recommended approval of the agreement.

A Motion: To accept the proposed five-year agreement with Clark Eustace Wagner, PA. The motion was made by Alex McNair with a second by Bern Mebane. The motion passed unanimously.

2019 Annual Board Meeting Schedule: An annual Board Meeting schedule was provided in the Board packet for review. **A Motion: To approve the Annual Board Meeting schedule as presented. Bob Ariail made the motion with a second by Clyde Baucom. The motion passed unanimously.**

Review of Executive Director's Spending Limit: Mr. Nixon reviewed there was a 2017 internal audit finding that the Executive Director's spending limit be reviewed annually. No changes to the spending limit have occurred in the last year. **A Motion: Bern Mebane made the motion and Clyde Baucom seconded the motion. The motion passed unanimously.**

Recognition of Outgoing Board Member: Mr. Rex informed that Bryant Nixon's term on the Board had expired, and he expressed gratitude to Mr. Nixon for his dedicated service. Mr. Rex also informed that J.T. Morris was relocating out of state and will resign from the Board. He commented that Mr. Morris had also served the Board well.

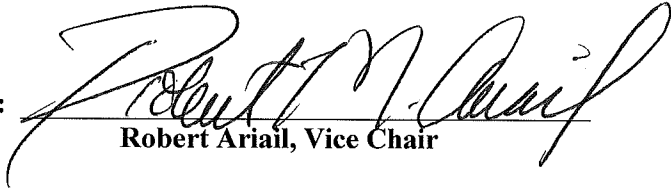
Officer Elections in January: Mr. Baucom reported sending an email to the Board asking for recommendations for Chair, Vice Chair, and Treasurer positions in preparation for the election of officers at the January Board Meeting. The Nominating Committee will meet in December to prepare recommendations for the January elections. Also, there is a vacancy on the Finance Committee to be filled.

New Business: There was no new business.

Public Comments: Cindy Windey made general comments about services by another provider. Mr. Nixon thanked her.

Adjournment: The meeting adjourned at 5:53 PM.

Respectfully submitted by Sandra W. Brown, Executive Assistant.

Approved by: 
Robert Ariail, Vice Chair

2/28/2019
Date